



## HEALTH & SAFETY

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# CONTENTS

<u>SECTION DESCRIPTION</u>	<u>PAGE NO.</u>
<b>1. INTRODUCTION</b> .....	<b>4</b>
<b>2. ISSUE RECORD</b> .....	<b>5</b>
<b>3. HEALTH AND SAFETY POLICY STATEMENT</b> .....	<b>6</b>
<b>4. ORGANISATION FOR HEALTH AND SAFETY</b> .....	<b>7</b>
<b>5. ARRANGEMENTS</b> .....	<b>11</b>
5.1 Accident/Near Miss Reporting and Investigation .....	11
5.2 Alcohol and Drugs.....	12
5.3 Asbestos.....	12
5.4 Body Fluids - Cleaning up Body Fluids i.e. Urine, Faeces, Vomit and Blood .....	13
5.5 Cash Handling.....	14
5.6 Child Safeguarding.....	14
5.7 Competent Safety Advice.....	14
5.8 Consultation .....	15
5.9 Capabilities Assessment .....	15
5.10 Contractors Competency .....	15
5.11 Display Screen Equipment.....	16
5.12 Dangerous Substances and Explosive Atmospheres .....	16
5.13 Electricity .....	16
5.14 Fire .....	17
5.15 First Aid .....	17
5.16 Food Provision .....	18
Allergies.....	18
5.17 Gas.....	19
5.18 Gas Cylinders (LPG) .....	19
5.19 Gas Tanks .....	19
5.20 Glass and Glazing .....	20
5.21 Hazardous Substances .....	20
5.22 Health Surveillance .....	21
5.23 Home Working.....	21
5.24 Legionella .....	21
5.25 Lettings.....	22
5.26 Lone Working .....	23
5.27 Manual Handling .....	23
5.28 Monitoring of Safety Systems .....	24
5.29 Missing Persons.....	24
5.30 Noise .....	24

5.31	Personal & Respiratory Protective Equipment (RPE).....	24
5.32	Permit to Work.....	25
5.33	Pest Control.....	25
5.34	Portable Electrical Equipment.....	25
5.35	Risk Assessment.....	26
5.36	Security.....	26
5.37	Slips, Trips and Falls.....	27
5.38	Smoke Free Environment.....	27
5.39	Sunlight.....	28
5.40	The Construction (Design and Management) Regulations 2015.....	28
5.41	Training.....	30
5.42	Tree Maintenance.....	30
5.43	Trips/Off-site Activities.....	30
5.44	Vibration.....	31
5.45	Violence.....	31
5.46	Welfare Facilities.....	32
5.47	Work at Heights.....	32
5.48	Work Equipment.....	33
5.49	Work Related Road Safety.....	34
5.50	Waste.....	35



## 1. INTRODUCTION

The health, safety and welfare of employees, students and others is of prime importance to Reach South Academy Trust and all academies connected to the Trust. It is essential to the efficient operation of all undertakings.

Reach South Academy Trust, also referred to as 'the Trust', will ensure that this policy is pursued throughout the academies.

The only acceptable standard of health and safety, and for welfare facilities will be full and proper compliance with the requirements of legislation. Where it is possible and sensible to do so, the trust will exceed the minimum requirements of the legislation.

The trust expects employees to conform to this policy and comply with the relevant sections of the Health and Safety at Work Act 1974, and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.

Companies with which we contract, are expected to have a similar high standard.

Enquires relating to the Trust's Safety Policy should be addressed to: -

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Reach South Academy Trust  
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Park Avenue  
Devonport  
Plymouth  
PL1 4RL

Email: [ian.carnwell@reachsouth.org](mailto:ian.carnwell@reachsouth.org)



## 2. ISSUE RECORD

Issue Number	Amendment	Date of Amendment
1	First Issue	



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

Reach South Academy Trust, and all academies associated with the trust, will comply with all of its legal duties in pursuance of providing safe and healthy working conditions for all employees, and will take positive action to ensure that as far as is reasonably practicable, students, contractors, occupiers of buildings, or the public are not adversely affected by our activities.

The Trust will; -

- co-operate with all those with an interest in health and safety, Department for Education, designers, contractors, the enforcing authorities and parents.
- provide sufficient resources, including financial support for the full implementation of the policy.
- ensure that all employees are competent to carry out the duties asked of them, and will provide all information, instruction, supervision and necessary training.
- ensure all employees are consulted on matters of health and safety and will encourage positive employee participation.
- ensure that all equipment owned, used or hired is safe to use and properly maintained.
- ensure that all equipment, materials and substances used are stored, handled and used properly.
- ensure that accident and ill health prevention is provided the highest priority, commensurate with business objectives, within all trust operations.

This policy will be kept up to date and will be amended to suit any changes in the size and nature of the trusts activities, practices or legislation. In support of this intent, the policy will be reviewed annually.

The CEO has overall responsibility for health, safety and welfare matters and will monitor and operate this policy, and will support all those who endeavor to carry it out

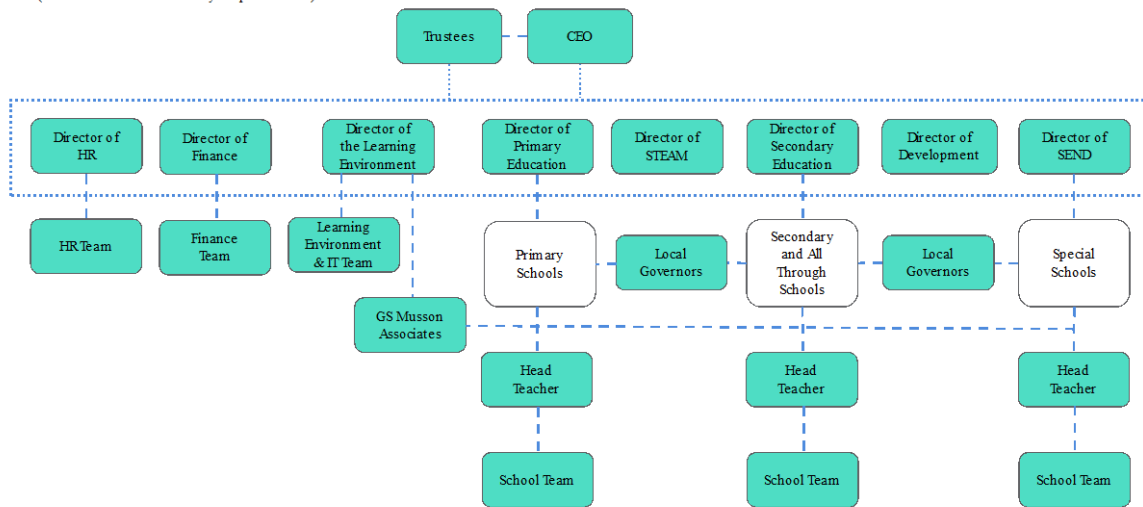
Signed:

Date:



#### 4. ORGANISATION FOR HEALTH AND SAFETY

Reach South Academy Trust  
 Organisation Structure  
 (Relative to Health and Safety Responsibilities)



#### Roles and Responsibilities

Roles and responsibilities for all duty holders include those described within the arrangements of this policy, and as detailed within the Learning Environment Manual (henceforth described as the Manual) and other peripheral policies put in place by the Trust. The schedule of duties below is not exhaustive, and is to be used as a reminder of key health and safety duties.

#### CEO

- Formulate, review and amend, as may be necessary from time to time, the Trust’s Policy and Arrangements for Health, Safety and Welfare.
- Ensure that Health and Safety awareness is constantly at the forefront of Trust’s operations.
- Monitor the effectiveness of the Health and Safety Policy.

### **Trustees**

- Ensure that the CEO and Directors are fulfilling their obligations regarding the Trust's health and safety management.

### **Local Governing Bodies (LGB)**

- Ensure that Head Teachers and Academy Staff are fulfilling their obligations regarding the Trust's health and safety management

### **Director of the Learning Environment**

- Ensure notification to the HSE of construction works when applicable
- Ensure that all accidents are properly reported in compliance with RIDDOR and investigated where appropriate
- To develop and communicate a framework of suitable guidance in relation to compliance training relevant to the learning environment
- Ensure that the Trust has effective measures in place for the management of asbestos, electrical safety, gas safety, fire safety and water hygiene.

### **Head Teacher**

- Maintain a watchful eye over Health and Safety management at their academy
- Ensure that risk and other assessments are carried out, and reviewed at appropriate periods
- Ensure that suitable provision for first aid is in place and maintained at their academy
- Ensure that measure are in place at their academy for the appropriate cleaning up and disposal of bodily fluids
- Ensure that an effective system is in place for recording and reporting accidents
- Ensure academy safety and fire precautions
- Arrange for appropriate inspection and testing to ensure that portable electrical equipment is safe to use.
- Ensure tree safety is effectively managed within school grounds
- Ensure current employers and public liability are in place.
- Ensure that all work equipment is suitable for the use it is intended for, is safe to use, is maintained in a safe condition, only be used by people who are trained to use it and is equipped with suitable safety measures.

### **Heads of Departments (Directors)**

- Consult employees on health and safety matters (have an open-door policy).
- Ensure that all work equipment is suitable for the use it is intended for, is safe to use, is maintained in a safe condition, only be used by people who are trained to use it and is equipped with suitable safety measures.



### **Site Manager/Caretaker**

- Set a good personal example by wearing the appropriate Personal Protective Equipment when working.
- Monitor safety of work equipment.
- Implement day-to-day Health and Safety Procedures.
- Promote Health and Safety, and good working practices
- Carry out informal observations of trees as required
- Maintain adequate fire prevention and emergency procedures.
- Monitor waste disposal procedures.
- Implement method statements and risk assessments and put into place any preventative measures required.
- Carry out checks in accordance with Trust requirements (Safety and Compliance Log Sheets)

### **Teachers**

- Comply with all Health and Safety instructions, information or training given.
- Co-operate on all matters regarding Health and Safety.
- Do not put yourself or others at risk.
- Use equipment safely, in compliance with any training given or instructions provided. Do not use equipment unless suitably trained to do so.
- Report defects in equipment.
- Report to Head of Department any Health and Safety issues that may occur.
- Warn new employees of known hazards.
- Do not improvise; use the equipment and methods for the activity.
- Keep equipment in good condition.
- Report any accidents or dangerous occurrences.
- Do not misuse anything provided for Health, Safety or Welfare.

### **Office Administrators**

- Comply with the Trust's Safety Policy
- Follow instructions, working methods and any other procedures for safe and healthy working.
- Pay particular attention to fire precautions and emergency procedures.
- Report hazards and defects in equipment.
- Keep areas tidy, free from obstructions and fire risks.
- Suggest ways of eliminating hazards.
- Report any injuries or dangerous incidents.

### **Kitchen Operatives**

- Comply with the Trust's Safety Policy
- Use the Personal Protective Equipment that is provided.

- Use equipment safely, in compliance with any training given or instructions provided. Do not use equipment unless suitably trained to do so.
- Follow instructions, working methods and any other procedures for safe and healthy working.
- Pay particular attention to fire precautions and emergency procedures.
- Report hazards and defects in equipment.
- Keep canteen areas clean, tidy, free from obstructions and fire risks.
- Suggest ways of eliminating hazards.
- Report any injuries or dangerous incidents.
- Ensure food allergens are clearly labeled.

### **Cleaning Operatives**

- Comply with the trust's Safety Policy
- Use the Personal Protective Equipment that is provided.
- Use tools and equipment safely, in compliance with any training given or instructions provided. Do not use equipment unless suitably trained to do so.
- Follow instructions, working methods and any other procedures for safe and healthy working.
- Pay particular attention to fire precautions and emergency procedures.
- Report hazards and defects in equipment.
- Keep store rooms tidy, free from obstructions and fire risks.
- Suggest ways of eliminating hazards.
- Report any injuries or dangerous incidents.

### **Employees (not mentioned above)**

- Comply with the Trust's Safety Policy
- Follow instructions, working methods and any other procedures for safe and healthy working
- Pay particular attention to fire precautions and emergency procedures
- Report hazards and defects in equipment
- Keep workplaces tidy, free from obstructions and fire risks
- Suggests ways of eliminating hazards
- Report any injuries or dangerous incidents

### **External Safety Advisors (G S Musson & Associates Ltd)**

- Act as the Trust's source of competent health and safety advice
- To undertake work as specified by the Director of the Learning Environment



## 5. ARRANGEMENTS

### 5.1 Accident/Near Miss Reporting and Investigation

The Trust shall implement procedures in accordance to the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, and shall report;

- Fatalities and specified injuries.
- Injuries resulting in incapacity for more than 7 days
- Specified occupational diseases
- Dangerous occurrences

All employees, students, self-employed, trainees and other persons injured in or on the premises, are included within the above arrangements. The HSE education information sheet No. 1 will be referred to when the incidents relate to pupils or other persons who are not at work.

Dangerous occurrences, industrial diseases, injuries to members of the public (which result in the person being taken to hospital from the site for treatment), fatalities and specified injuries will be reported immediately either by telephoning the Incident Contact Centre on 0845 300 99 23, or by reporting online at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor), followed up by a written notification within 10 days of the incident. Cases of over-seven-day injuries will be reported online within 15 days of the incident occurring. Cases of disease will be reported online as soon as a doctor notifies the Trust that our employee suffers from a reportable work-related disease.

In addition, records must be kept of all of 'over-three-day injuries', which are those where a person who is injured at work is incapacitated for more than three consecutive days. Over-three-day injuries do not, however, have to be reported to the enforcing authority.

All accidents on site shall be reported to the Head Teacher, who shall ensure an entry is made in the accident book, which is retained on site. The Head Teacher will nominate persons who are authorised to record incidents in the accident book. The Director of the Learning Environment and the Trust's Health and Safety Advisor must be advised of all accidents where it involves time away from the school for either the pupil or employee, or the injured party requires professional medical attention (other than basic first aid). Where appropriate the Director of the Learning Environment or the Trust's Health and Safety Advisor will report the accident to the HSE in compliance with RIDDOR.

All reportable accidents will be investigated thoroughly by the Director of the Learning Environment and the Trust's Health and Safety Advisor and the evidence clearly recorded. The Trust at its discretion may choose to investigate non-reportable incidents. The injured party and witnesses shall be interviewed, and statements documented. The sequence of

events shall be established and a root cause for the accident determined. Corrective measures shall be identified and implemented to prevent recurrence. A formal investigation report shall be produced and distributed to the Director of the Learning Environment. The record in the accident book shall be updated as necessary.

The systems and procedures documented within this safety policy have been developed to actively reduce or eliminate accidents and dangerous occurrences. The Trust firmly believes accident prevention is the primary objective.

A near miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work related injuries. The Trust requires all employees to report (and where possible correct) these potential accidents/incidents immediately. Near miss's events should be reported to the Learning Environment Administrator.

## **5.2 Alcohol and Drugs**

The consumption of alcoholic beverages or the use of recreational drugs is prohibited during working hours and on sites upon which the trust is undertaking work.

Any employee or contractor found contravening this requirement is liable to disciplinary action.

Any employee or contractor found or suspected of being under the influence of alcohol or drugs may be sent home and not permitted to return to work until fit to carry out their duties accordingly and given permission to do so by the Head Teacher or the Director of HR.

Drugs taken for medicinal reasons are permissible providing that they do not adversely affect person's abilities to teach, operate equipment or machinery or to work safely in any situation. Any person so affected by medicinal drugs will not be permitted to endanger themselves or others by continuing their work activities and will either be sent home or to the sick room (if available) until fully recovered from the effects.

Medicinal drugs such as painkillers etc., will not be issued or administered by any person (including trained first aiders) to any other person, with the exceptional of students who rely on this type of support. This will be subject to strict procedures and will only be carried out by persons with the appropriate level training.

## **5.3 Asbestos**

The Trust is aware of the duties imposed by the Control of Asbestos Regulations 2012 and will take reasonable steps to identify whether asbestos containing materials are present in any non-domestic premises owned or operated by the Trust. The Trust will ensure that any building built before the year 2000, has been subject to a Management Asbestos Survey by a UKAS accredited surveyor. Prior to commencement of building works in pre 2000 buildings, a more detailed Refurbishment & Demolition Survey will be carried out for the affected areas.

Records shall be kept about the location and condition of such materials, on an Asbestos Register. Where the materials have been assessed as representing a risk to health, an Asbestos Management Plan will be developed, and control measures shall be put into place in accordance with the plan. Following any asbestos works, the Asbestos Register is to be updated.

The condition of known asbestos containing materials should be re-inspected at periods not exceeding 12 months. This shall be carried out by competent external contractors employed by the Trust. Any changes of condition shall be noted on the Asbestos Register, and the Asbestos Management Plan shall be amended to detail the appropriate corrective action.

Any persons or organisation who are to carry out work on Trust premises and are likely to disturb asbestos containing materials shall be provided with information specifying the location and condition of such materials prior to commencement. The Trust also requires that such contractors employed directly by the academies have in-date (evidence of training within the last 12 months) Asbestos Awareness training.

All work on Asbestos Containing Materials must be carried out by a HSE licensed contractor (this includes work defined as non-licensed). A suitable plan of work developed by the contractor must be approved by the Director of the Learning Environment (in conjunction with the External Safety Advisors).

The Trust commits to provide suitable asbestos awareness training, at an appropriate level, to all employees who are likely to come across asbestos containing materials during their normal work activities, or may be involved in emergency evacuation procedures (please refer to the Training Schedule within the Trust's Handbook).

Trust Manual section '001 – Asbestos' provides an easy reference to compliance requirements.

#### **5.4 Body Fluids - Cleaning up Body Fluids i.e. Urine, Faeces, Vomit and Blood**

The Head Teacher will ensure the following arrangements for body fluids are followed:

- All hazardous products in use for cleaning up body fluids will have a COSHH risk assessment completed.
- Manufacturer's instructions will be followed when using these products. Should contact with the skin or mucous membranes occur, the area will be immediately irrigated with plenty of water and medical assistance sought as appropriate.
- The use of bleach on site will be managed so that it does not react with other substances when in use (i.e. bleach and other toilet cleaning substances or urine). Bleach will be kept in a locked cupboard that is not readily accessible to all.
- All body fluids will be cleaned up as quickly as possible after spillage.
- Appropriate disposable gloves will be provided and worn.
- To ensure bacteria are removed, any spillage of body fluids will first be cleaned with a detergent. (If spillage kits have been used, detergent to be used following initial clear up of absorbent material).
- Following an initial clean with detergent, any disinfectant, or liquid bleach can be used

to clean and disinfect.

- The dilution of the bleach solution depends on the product being used as contents vary; the material safety data sheet (MSDS) will be consulted along with the COSHH risk assessment. Solutions will be made up fresh as required.
- Urine spillages will be cleared up using paper towels before washing the area with a detergent solution. NaDCC granules/bleach will NOT be used, as a chemical reaction can take place which gives off a potentially harmful gas.
- Blood spillages will be cleaned up by gently pouring diluted bleach or granules over the blood spill, covered with disposable towels and cleaned up after 2 minutes with more disposable towels. The towels should be disposed of as clinical waste.
- Once the spillage has been completely cleaned, gloves will be removed and suitably disposed of and hands will be thoroughly washed using hot water and detergent.

## **5.5 Cash Handling**

Cash handling is to be kept to a minimum.

Refer to the Trust's 'Financial Procedures Policy' for full details of approved financial compliance.

Emphasis is on personal safety; no employee is to place themselves or others in danger

## **5.6 Child Safeguarding**

Safeguarding is considered of the highest importance within all parts of Reach South. Every pupil should feel safe and protected from any form of abuse. The Reach South Academy Trust documents its commitment to safeguarding of children within its 'Child protection and safeguarding policy'.

## **5.7 Competent Safety Advice**

G S Musson & Associates Limited has been appointed by the Trust to act as the competent source of general and construction related health and safety advice, to fulfill the needs of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

The two consultants within G S Musson & Associates Ltd, who will act as lead on Reach South safety matters are;

Gary Musson PgCert, CMIOSH, FIIRSM, CMaPS, FInstLM (Managing Director) – mob. 07590 277060

Robin Tanner CMIOSH (Senior Associate) – mob. 07739 312712

The main office number is tel. 01283 221745, and staff will be able to direct your call to the appropriate person.

## **5.8 Consultation**

The Trust commits to involve the workforce in the implementation and development of the safety management system and will fully embrace the letter and the spirit of current legal requirements for consulting with employees. Due to the nature of the workforce, the Trust is required to comply with both sets of principal consultation regulations, namely;

- The Health and Safety (Consultation with Employees) Regulations 1996 (as amended) for non-unionised employees.
- The Safety Representatives and Safety Committees Regulations 1977 (as amended) for unionised employees.

The Heads of Department will also operate an open-door policy and will treat all concerns raised by workers on health and safety matters with the importance they merit.

Where language becomes a barrier to effective communication the Trust commits to assess each situation on an individual basis and provide the resources necessary to overcome the obstacle. Arrangements may include the provision of own language or graphical information or translation services.

## **5.9 Capabilities Assessment**

The Management of Health and Safety at Work Regulations requires that the Trust undertake special capability assessments for new and expectant mothers, young employees (e.g. work experience students) and employees returning to work after injury/illness. Findings from the assessment may lead to provisions being made to accommodate the employee, which may include, but is not limited to, changes in working hours or conditions, changes in tasks assigned until the employee is deemed fit and/or capable of returning to normal duties.

Line Managers must work with HR colleagues to provide appropriate support mechanisms.

Employees who suffer in the course of their work duties with work-related illnesses (e.g. back pain from manual handling activities or posture problems) should be referred immediately to their Line Manager.

## **5.10 Contractors Competency**

Contractors will only be afforded access on to the premises by prior arrangement with the relevant Site Manager/Caretaker.

Contractors are required to sign in and out of the premises, and in addition may depending on the works to be undertaken, may be subject to a permit to work system managed by the academy.

All relevant personnel and other contractors working on site must be made aware of any works taking place (if any) and the extent to which these works may affect them.

Contractors are to comply with the Trusts health and safety procedures and any other house rules at all times.

The Trust is currently developing a formal contractor competency checking procedure, which will lead to the development of an approved contractor list. Current anticipated implementation is by the end of the Autumn term 2019.

Contractor's staff are required to have Enhanced DBS checks to work on academy premises. In certain circumstances the academy may permit entry to site if accompanied and supervised by another person with an Enhanced DBS check.

If Site Manager/Caretaker are unsure as to the suitability of a contractor, they are to contact Head Teacher and/or the appointed safety consultants for advice prior to the contractor being permitted on site.

### **5.11 Display Screen Equipment**

In accordance with The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) the Trust will;

- Analyse workstations to assess and reduce risks
- Ensure workstations meet specified minimum requirements
- Plan work activities so that they include breaks or changes of activity
- Provide eye and eyesight tests on request, and special spectacles if needed
- Provide information and training

The Trust's ICT Manager will assume overall responsibility for this compliance area.

### **5.12 Dangerous Substances and Explosive Atmospheres**

The Trust will adhere to the Dangerous Substances and Explosive Atmospheres (DSEAR) Regulations 2002 and undertake a risk assessment covering processes that may involve the use of materials that could cause a risk of harm to employees from fire, explosion or energetic releases. This covers flammable gases, solvents, vapours, dusts, incompatible chemicals and self-heating (spontaneous ignition).

The Trust will ensure that the risks from dangerous substances and explosive atmospheres are:

- Assessed then eliminated or reduced
- That procedures and equipment are available to deal with accidents and emergencies.
- That employees are provided with the appropriate information and training.
- That places where explosive atmospheres are likely to occur are classified into hazardous zones and suitably protected and marked.
- Identification of hazardous contents of containers and pipes.

### **5.13 Electricity**

If not properly managed, electricity can kill or severely injure people and cause damage to property. The Trust will:

- Ensure that all works involving electricity are assessed for risk



- Only permit competent persons (NICEIC accredited) to undertake electrical works
- Use electrical equipment that meets the relevant standard
- Avoid overloading socket outlets
- Use where needed appropriate safety devices (such as RCD)
- Use low voltage or battery-operated tools (see Portable Electrical Equipment arrangements)
- Electrical Installation/Wiring Inspection (EICR) – to be carried out by a competent person at periods not exceeding 5 years. This will be commissioned centrally by the Trust.
- Electrical Installation/Wiring Routine Checks – these should be carried on a 6 monthly basis by the Site-Manager/Caretaker. Further guidance will be available from the Trust very soon.

Refer to Manual section '006 – Electrical Safety' for further compliance guidance.

#### **5.14 Fire**

The Trust shall hold the duty as the responsible persons for the Trust on fire safety issues.

The Trust shall risk assess any and all business premises, owned or occupied, in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. From that risk assessment, appropriate fire precautionary and protection measures shall be implemented, and a fire management plan shall be maintained. Fire risk assessments will be reviewed annually.

Appropriate instruction and training relating to basic fire safety, including safe evacuation and emergency procedures will be provided to staff as part of their induction (including agency, temporary, peripatetic, work placements and work experience) and recorded. Basic fire training will be refreshed at three-year intervals. Employees given the duty of Fire Warden/Marshall will undertake online fire marshal training. This will also be refreshed at three-year intervals. At each academy a Fire Controller will be nominated to co-ordinate the Fire Marshalls, and will liaise with the emergency services in the event of a fire incident. Appropriate information/instruction will be provided to students/visitors/contractors.

Where staff, students or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

Refer to Manual section '003 – Fire Safety' for further guidance.

#### **5.15 First Aid**

The Trust shall ensure first aid facilities at the Trusts premises and work vehicles in accordance with the Health and Safety (First-Aid) Regulations 1981. Provision shall account for the number of persons at the workplace and the inherent risk of the work activities carried out. Assessments made for academy premises should also consider non-employees (eg.

pupils). Guidance to Head Teachers for assessing first aid needs, will in the near future be included within the Manual. At this time the HSE publication INDG214 (rev 2) 'First aid at work' can be referenced for guidance.

The names of the designated first aider(s) and the location of the first aid box shall be clearly displayed in the workplace, and will also be communicated during new employee induction.

First aiders hold the responsibility for checking and maintaining the stock levels in the first aid boxes. Boxes must remain correctly stocked and the contents must not be beyond their expiry date. Boxes should be checked at least monthly, more frequently depending on usage.

## **5.16 Food Provision**

The Food Safety Act 1990 applies to all types of food businesses.

In order to comply we will:

- ensure that we will not include anything in food, remove anything from food or treat food in any way which means it would be damaging to the health of people eating it;
- ensure that the food served or sold is of the nature, substance or quality which consumers would expect;
- ensure that the food is labelled, advertised and presented in a way that is not false or misleading.
- Ensure all new temperature monitoring instruments used in the storage of food complies with European standards (EN12830, EN13485 and EN13486)
- Ensure we provide allergy information on food sold unpackaged, to the best of our ability or disclose products with potentially harmful allergens.
- Follow best practice guidance on cross-contamination controls for pre-packed foods and loose foods.
- Provide appropriate supervision, instruction and training in food hygiene to all food handlers. The standard set by the Trust is Level 2 Food Safety – Catering. This will be satisfied by online training, and will be refreshed at 3 year intervals.
- Register with the environmental health service as a food business within 28 days before opening and be subject to any necessary inspections/audits.
- Keep written records of all food suppliers that provide food or food ingredients
- Establish food safety management procedures and keep up to date records of these

### ***Allergies***

Details of known allergies of individuals should be requested and recorded by the Trust and passed to the relevant departments such as the canteen staff. If any individual has a severe allergy or anaphylaxis avoid any games or activities that bring that person into contact with the triggering allergen.

## **5.17 Gas**

The Trust will ensure that all gas appliances, fixtures and fittings satisfy safety standards under Gas Appliances (Safety Regulations) 1995. All work on appliances will comply with the Gas Safety (Installation and Use) Regulations 1998. This will be provided by regular inspection, maintenance and servicing by a competent registered 'Gas Safety Engineer'. Checks are made at least annually by a competent person on all gas equipment and fittings and records of these checks are made available for inspection where necessary. No work should be allowed until proof of gas safe registration is supplied. Handbook section '007 Gas Safety' gives more detail on how to access the Gas Safety Register.

Any appliance judged to be unsafe will be prohibited from use until repaired by a registered gas safety engineer or where necessary replaced by new equipment. All gas appliances must be accompanied by full instructions. Notices must be posted indicating the position of the cut off control for the gas. Employees are to receive training on actions to be taken in the event of smelling gas and are familiar with the location of gas, water and electricity cut off points in the building. Any gas safety incident which is brought to the attention of the Director of the Learning Environment and/or the external safety advisor is reported to the HSE, via the incident reporting line, where required.

## **5.18 Gas Cylinders (LPG)**

All gas cylinders must be designed and manufactured to an approved standard to withstand everyday use and to prevent danger. Any unwanted cylinders should be returned to the supplier. Academies should try to keep quantities of LPG cylinders stored on site to a minimum.

Academies should ensure that the Director of the Learning Environment and/or the appointed safety advisor are aware of LPG cylinder usage, to ensure appropriate guidance is given with regards to fire risk and DSEAR considerations.

The technical publication 'Code of Guidance for the Storage of Full and Empty LPG Cylinders and Cartridges' should be referred to in order to establish LPG cylinder storage at academies is safe and appropriate.

## **5.19 Gas Tanks**

All gas tanks must be designed, manufactured and installed to an approved standard to withstand everyday use and to prevent danger. The Trust will ensure the tanks, associated pipework and valves are initially inspected before they are put into service to ensure they conform to the approved standard, and be periodically examined at appropriate intervals to ensure that they remain safe while in service.

No smoking and other signs should be clearly displayed and maintained. Ignition sources, e.g. bonfires and barbecues should not be allowed near the tank. Long grass, rubbish and any other combustible material should be kept clear of the tank. The tank should be protected from unauthorised access to reduce the chance of intentional or accidental interference.

## 5.20 Glass and Glazing

The Regulations require that every window or other transparent or translucent surface in a wall, partition, door or gate should, where necessary for reasons of health and safety;

- Be of a safety material or be protected against breakage of the transparent or translucent material; and
- Be appropriately marked or incorporate marked features so as, in either case, to make it apparent.

A glazing survey will to be carried where necessary, and these will be organised centrally by the Trust.

Head Teachers – be aware of the content of any glazing survey, particularly in reference to any corrective actions required.

Site Managers/Caretakers - be aware of the content of any glazing survey, particularly in reference to any corrective actions required. Be involved in any ongoing programme of inspection, risk assessment and remedial works.

Refer to Manual section '004 – Glazing' for simple guidance on compliance.

## 5.21 Hazardous Substances

The Trust will adhere to the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and will control hazardous substances at work so they do not cause ill health.

The Trust will, in order of priority:

1. Eliminate the use of a harmful product or substance and use a safer one.
2. Use a safer form of the product.
3. Change the process to emit less of the substance.
4. Enclose the process so that the product does not escape.
5. Extract emissions of the substance near the source.
6. Have as few workers in harm's way as possible.
7. Provide personal protective equipment (PPE).

COSHH awareness training should be undertaken by users of hazardous substances, first aiders, fire marshalls and Head Teachers.

Employees must not use a hazardous substance before a COSHH assessment has been carried out.

It is the responsibility of the Head Teacher and Site Manager/Caretaker to brief the relevant worker about the safe use of a substance prior to the substance being put into use. The findings of the COSHH assessment will be communicated to the worker in the form of a briefing.

## **5.22 Health Surveillance**

The Trust is aware that health can be adversely affected in some workplaces. Having assessed the activities undertaken in and around Trust premises, it has been concluded that no work activities would expose employees (or others) to harmful agents at levels where health may be affected.

The Trust will always primarily aim to control hazards in the workplace and avoid the need for health surveillance.

## **5.23 Home Working**

The Trust may require certain members of staff to work from home from time to time.

The Line Manager will carry out a risk assessment to check whether the proposed work environment, work equipment, mental wellbeing, travelling arrangements and fire precautions are suitable for the tasks the homeworker will be carrying out. The Trust is only responsible for the equipment it supplies, but it is the employee's responsibility to rectify any flaws in the home highlighted by the assessment. Once the home workplace has passed the assessment, it is the employee who is responsible for keeping it that way.

## **5.24 Legionella**

The Trust is effectively the employer, and therefore in the eyes of the law is the Principal Duty Holder. Head Teachers shall hold the duty as the responsible person for the Trust on the control of legionella bacteria in water systems, in their respective schools. The Head Teachers will also be required to nominate a Deputy Responsible for their school. Day to day responsibility for Legionella management and emergency action will fall to an Appointed Person, which will generally be the Site Manager/Caretaker for the school.

The Trust will adhere to the requirements of The Control of Legionella Bacteria in Water Systems (ACOP L8) and the Control of Substances Hazardous to Health Regulations 2002 (as amended).

To comply with its legal duties, the Trust will:

- Identify and assess sources of risk (a Legionella Risk Assessment will be organised centrally for each academy, and will be subject to review every 2 years).
- Prepare a written scheme for preventing or controlling the risk (a Written Scheme of Control for each academy will be commissioned centrally by the Trust, and will be subject to review every 2 years).
- Ensure suitable and sufficient resources are available.
- Implement, manage and monitor all precautionary control measures identified (the Written Scheme of Control may well require testing and maintenance to be carried out by competent third parties).
- Keep records of all such measures (tailored record forms are issued to all academies)

for the purpose of recording monitoring activities).

- Provide employees with information, instruction and training (all duty holders will require basic Legionella management training).

Refer to Manual section '002 – Legionella' for further details on basic compliance requirements.

## **5.25 Lettings**

All hirers are to be made fully aware of, and are responsible for compliance with, the Trusts health and safety policy. Hirers will be instructed that good housekeeping within the school must be maintained and all areas used by the hirer must be left as found. Hirers will be responsible for any damages to the premises, fixtures, fittings and displays of work and are required to have appropriate indemnity insurance in place to cover any losses or damage incurred.

Prior to the initial hire session, the Trust will ensure that the hirer will meet with the academy representative or site manager/caretaker who will acquaint the hirer with the following:

- The school's fire and emergency plan and fire evacuation procedures.
- The location of fire-fighting equipment.
- Accident, incident and assault reporting procedures.
- Arrangements that need to be made for out of hour's security.

Hirers will be instructed that they must nominate one responsible person to be in charge of proceedings. This nominated person will be responsible for initiating and organising any emergency actions, including:

- Contacting the emergency services, the academy representative or site manager/caretaker in the event of an emergency. The responsible person must also be in possession of a mobile phone in the event of a communications failure or being unable to access a landline.
- Providing sufficient first aid equipment and qualified first aiders for the people attending their classes/events.
- Informing the Head Teacher of all emergencies at the earliest opportunity ideally no later than the next working day.

Hirers will also be expected to provide evidence of Public Liability insurance cover to a value of £10M (unless previously agreed otherwise with the Director of the Learning Environment).

Hirers will be instructed that they ensure adequate security controls remain in place during occupancy. Access to the site will only be made via one main entrance to prevent out of hours casual intrusion and a designated representative will be tasked with staffing the main entrance to 'meet and greet' and to register attendees. Internally, areas of the academy not used for the letting will be out of bounds. Should intruders be sighted on school premises, hirers are instructed not to attempt to intercept or challenge them, but inform the Emergency Services and Site manager/caretaker.

Hirers are also required to ensure that the premises is used and accessed in a way considerate to neighbouring properties, particularly with reference to noise.

Where the letting of academy premises involves the participation of students, the academy will require users to prepare and submit, prior to the hiring commencing, and a system of work for the following:

- The safe arrival and departure of pupils to/from the activity.
- Responsibility for transferring pupils from class to the activity and from the activity to parents / guardians.
- The security of pupils during the activity.

Hirers will be instructed not to obstruct the academy entrances with vehicles etc. in the event that emergency access to the school is required by emergency services and the entrance to the site or access to fire hydrants remains available.

A strict NO SMOKING and ALCOHOL policy exists in academy buildings and on the academy site. Hirers will be instructed that this must be adhered to at all times.

When activities are concluded the Site manager/caretaker will be informed in order that the buildings can be secured.

## **5.26 Lone Working**

Employees may be required to undertake lone working. The Trust manages the inherent risk in the following way:

- Lone working awareness is covered as a topic in the initial Trust induction.
- Mobile workers are given a telephone list with emergency contact numbers.
- All work to be pre-planned and the line-manager is to be aware of driver's movements.
- Mobile telephones should only be used with a hands-free kit whilst driving on Trust business.

## **5.27 Manual Handling**

The Trust will follow the hierarchy of measures as defined within The Manual Handling Operations Regulations 1992 (as amended) to reduce the risks arising from manual handling activities.

The Trust will avoid manual handling operations so far as is reasonably practicable.

The Trust will assess any hazardous manual handling operations that cannot be avoided; and reduce the risk of injury so far as is reasonably practicable.

Manual handling will be included within the Manual, and guidance on good kinetic lifting technique will be included.

Site Managers/Caretakers are required to undertake online Manual Handling training.

## **5.28 Monitoring of Safety Systems**

To ensure the effectiveness of the safety management system a range of procedures shall be maintained;

- Regular discussions of health and safety matters between Line Management and their Teams. Time will be set aside where concerns may be raised.
- A schedule of regular checks will be carried out by Site Managers/Caretakers.
- Annual review of accident statistics.
- A formal audit process is currently being develop with our external safety advisors. It will comprise of both desktop assessments and programmed site audits.
- Annual review of the safety policy and associated documents.

## **5.29 Missing Persons**

If an adult was reported to be missing, we would carry out the following actions:

- Note the name and time of the person who went missing or was last seen.
- Establish who last saw the missing person, where and when.
- Ensure academy entrance is manned and access or egress is managed.
- A complete sweep of the academy is to be carried out by a member of staff.
- Contact the police immediately if person not found.

If a pupil was reported missing, we would carry out actions as described within the Trust's 'Missing Pupil Policy'.

## **5.30 Noise**

It is the aim of the Trust to protect workers from excessive noise in their place of work and avoid the possibility of hearing damage being inflicted. As directed by the Control of Noise at Work Regulations 2005 the Trust will;

- Assess the risk to employees from noise at work
- Take action to reduce the noise exposure that produces those risks
- Provide employees with hearing protection if the noise exposure cannot be reduced by other methods
- Make sure the legal limits on noise exposure are not exceeded
- Provide employees with information, instruction and training
- Carry out health surveillance where there is a risk to health

## **5.31 Personal & Respiratory Protective Equipment (RPE)**

The Trust will provide PPE/RPE in situations where hazards cannot be adequately controlled by other means. In accordance with the Personal Protective Equipment at Work Regulations 1992 the Trust will ensure that PPE:



- Is properly assessed before use to ensure it is suitable;
- Is maintained and stored properly;
- Is provided with instructions on how to use it safely; and
- Is correctly used by employees.
- Face fit testing provided where necessary

### **5.32 Permit to Work**

The Trust is currently looking at the way contractors are managed on site, especially when carrying out higher risk work activities. It is likely that this review will lead to the implementation of a new permit to work system.

### **5.33 Pest Control**

The Trust recognizes the importance of protecting the public from the threats to public health associated with pests. Rodents and other pests can cause serious damage to buildings, destroying insulation, causing electrical fires and damage to other structural components of buildings.

Site Manager/Caretaker and kitchen staff working within the trusts premises must keep alert to any signs of infestation. In addition, they should:

- Regularly inspect the premises for signs of pests on a weekly basis, including store rooms; food stores; kitchens and waste retention areas
- Regularly inspect the premises also for any situation that may encourage or support pest infestations
- Remedy any situation found through inspection as soon as possible to minimise the impact and spread of the infestation
- Employee a pest control specialist service

Data sheets and method statements must be obtained from the pest control company prior to commencement of any works, in order that risk assessments can be carried out to minimise the effects of any harmful process/substance used during pest extermination.

### **5.34 Portable Electrical Equipment**

Head Teachers are responsible for the overall inspection and testing regime for portable electrical equipment.

Emphasis is on appropriate inspection and testing to ensure portable electrical equipment is safe to use, and arrangements should reflect the nature of the activities carried out with the equipment and the environment in which it is operated.

Equipment users should be given appropriate guidance on the daily user checks to be carried out.

- Portable Electrical Tools Pre-Use Checks – pre-use checks should be carried out on portable electrical tools by the user. This will generally relate to the Site Manager/Caretaker (and not users of low risk office type equipment). Suitable guidance content will be included in the Manual over the coming months.

### **5.35 Risk Assessment**

In accordance with The Management of Health and Safety at Work Regulations 1999, the Trust will carry out suitable and sufficient risk assessments for all work activities. From these risk assessments, suitable controls will be established, and a safe system of work produced.

To facilitate uniformity of risk assessment throughout the Trust, a software package called Pegasus Pro has been made available to all schools. All risk assessments shall be done in liaison with our external safety advisors.

### **5.36 Security**

The Head Teacher will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Head Teacher will ensure parents and older pupils are fully informed of the security arrangements and should be encouraged to help.

Academies must undertake an annual review of security risk assessments (in conjunction with our external safety advisors) and undertake regular routine security checks. All crimes are reported to the Police and insurers. The Head Teacher reports regularly to the Governing Body.

The Head Teacher is responsible for the security of the premises during the school day; in their absence a person will be nominated to assume this responsibility.

All staff are made aware of the security procedures and know how to:

- Ensure safeguarding
- Guard against assault
- Safeguard property
- Contact the police/emergency services

New staff are informed of the academy's security arrangements and of their responsibilities before taking up their post.

The Site manager/caretaker is responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week and pre-arranged out of hours community use.

As children progress through the school, they are made increasingly aware of the security

arrangements. They will be encouraged to assist with these when possible. The pupils will be taught about personal safety and social responsibilities.

The Head Teacher will be aware of any special concerns regarding pupils (e.g. pupils on the Child Protection Register/ looked after children/those who may be abducted/ those who may run away and any who are subject to Care Orders) and parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any pupils who require special care and sensitivity.

The parents of pupils are kept fully informed of security procedures as appropriate, and of their responsibilities when visiting the academy, in the:

- Academy prospectus
- Academy newsletter
- Individual letters

Our Trust values co-operation from the local police and community in assisting security arrangements for the academy site and the surrounding area.

For further details, reference should be made to the school's standard procedures and risk assessment for security.

### **5.37 Slips, Trips and Falls**

Slips and trips are the most common injury at work. These will be minimised by the Trust by:

- Using entrance matting
- Ensuring any leaks from machinery or buildings are repaired
- Ensuring any loose, damaged or worn flooring is replaced as necessary
- Ensuring lighting is sufficient
- Ensuring any slopes or steps are clearly visible

Employees must assist by:

- Maintaining good standards of general housekeeping and keeping walkways and work areas clear of obstructions
- Quickly cleaning up any spillages
- Wearing appropriate footwear
- Avoiding rushing

### **5.38 Smoke Free Environment**

The trust will ensure that all employees and the public are protected from the harmful effects of second-hand smoke by providing a smoke free workplace. This is inclusive of all work vehicles where provided and client premises. Vaping is also prohibited.

### 5.39 Sunlight

Too much sunlight is harmful to your skin. A tan is a sign that the skin has been damaged. The damage is caused by ultraviolet (UV) rays in sunlight.

You should take particular care if you have:

- Fair or freckled skin that doesn't tan, or goes red or burns before it tans;
- Red or fair hair and light-coloured eyes;
- A large number of moles.

People of all skin colours should take care to avoid damage to the eyes, overheating, dehydration and sunburn.

What can you do to protect yourself?

- Keep your top on.
- Wear a hat with a brim or a flap that covers the ears and the back of the neck.
- Stay in the shade whenever possible, during your breaks and especially at lunch time.
- Consider use of a high factor sunscreen on any exposed skin.
- Drink plenty of water to avoid dehydration.
- Employees should check their skin regularly for any unusual moles or spots. See a doctor promptly if you find anything that is changing in shape, size or colour, itching or bleeding.

### 5.40 The Construction (Design and Management) Regulations 2015

Some of the Trusts core activities are construction related and CDM (2015) will form the cornerstone of the Trusts arrangements from a health, safety and welfare standpoint. The Trust, during its activities, will at times hold various duties. A summary of duties is scheduled as follows:

When assuming principal designer duties, we will ensure that:

- We plan, manage and monitor the pre-construction phase.
- We coordinate matters relating to health and safety in the pre-construction phase of a project.
- We identify, eliminate or control foreseeable risks.
- We ensure designers carry out their duties.
- We prepare and provide relevant information to other dutyholders.
- We provide relevant information to the principal contractor to help them plan, manage and monitor and coordinate health and safety in the construction phase.

When assuming principal contractor duties, we will ensure that:

- We plan, manage and monitor the construction phase.

- We coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health and safety.
- We take into account the general principles of prevention (see Appendix 1 of HSE publication L153).
- We draw up a construction phase plan prior to setting up the site.
- We organise cooperation between contractors.
- A suitable site induction is provided.
- Steps are taken to prevent access by unauthorised persons to the construction site.
- Facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase.
- We liaise with the principal designer for the duration of their appointment and share with them information required during the pre-construction phase.
- Consult workers or their representatives in good time on matters connected with the project which may affect their health, safety or welfare.

When assuming contractor duties, we will ensure that:

- We will not carry out construction work in relation to a project unless satisfied that the client is aware of their duties under the Regulations.
- We plan, manage and monitor construction work carried out by our workers or workers under our control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- Where we are working on a project where there is more than contractor we will comply with directions given by the principal designer or the principal contractor, or parts of the construction phase plan that are relevant to our works.
- Where we are the sole contractor for the project we will take account of the general principles of prevention and will draw up a construction phase plan prior to setting up the site.
- Persons appointed to work on the site have the necessary skills, knowledge, training and experience to carry out the tasks allocated.
- All workers under our control have the appropriate supervision, instructions and information so that work can be carried out, so far as is reasonably practicable, without risks to health and safety.
- We will not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
- So far as reasonably practicable the requirements of Schedule 2 are complied with so far as they affect us or any worker under our control.

When assuming designer duties, we will ensure that:

- The client is aware of their duties (unless there is a Principal Designer on the project who would assume this duty).
- When producing or modifying designs we shall take account of the general principles of prevention.
- Our designs comply with the Workplace (Health, Safety and Welfare) Regulations 1992.
- Our designs consider other factors such as cost, fitness for purpose, aesthetics and environmental impact.
- The level of information we provide to those that need it is proportionate to the risks remaining.

- We will take account of any/all pre-construction information provided by the Client or Principal Designer.
- We cooperate fully with other duty holders.

#### **5.41 Training**

The Trust recognizes the value of having a skilled and motivated workforce and will develop a training culture within the organisation to maximize the potential of its workforce. It is also acknowledged that suitable health and safety training is a positive step to reduce the number of accidents that could possibly occur.

New employees will undergo a Trust induction. Details of the Trusts structure and general procedures will be communicated. In addition, the induction will outline the organisation's general health and safety policy and how it affects the employee, as well as the responsibilities placed on the employee in respect of health and safety within their employment.

General training direction and co-ordination will be given by the Trust's safety advisor, and will be recorded on a Training Schedule document. Suitable courses, updates, and refresher courses will be given to employees from time to time as required. Nicola Brooks will also have a responsibility to identify training needs of employees with assistance from the Trusts Health and Safety Advisor when required.

Senior Site Managers will hold qualifications in the management of health and safety and will attend updates and refresher courses as required.

#### **5.42 Tree Maintenance**

The Trust will follow the guidelines as laid down by the National Tree Safety Group and the Arboriculture and Forestry Advisory Group (AFAG) and will take a balanced and proportionate approach to tree safety management.

Tree climbing operations shall be limited to contractors who have demonstrated appropriate levels of competence, and are able to provide evidence that the work is properly planned, organised and supervised.

Each school should initially carry out a suitable and sufficient risk assessment of their grounds, to determine the level of risk present. The conclusion of the risk assessment will help to determine the level of tree inspections to be carried out, and whether the risk is high enough to warrant the need to bring in external competent help. Refer to Reach South Manual Section 005 'Tree Management' for further details.

#### **5.43 Trips/Off-site Activities**

All off-site activities must only proceed with the approval of the Head Teacher. Parental consent will be required for all off-site activity.

To enable parents to make informed decisions about their child's participation in adventurous activities, the Trust must provide parents with sufficient detail of the planned activity.

All adventurous activities must be overseen by a suitably qualified teachers or other adult in accordance with the requirements of the Trusts policy.

Teachers must ensure that emergency contact details always accompany any off-site party and that a home contact is appointed. There must always be adequate first aid provision on all off-site activities.

When external providers are used for the delivery of activities for the Trust the external provider must hold a relevant accreditation or qualification for the activity they are delivering (e.g. AALA Licence, Adventure Mark Accredited Provider, Government Agency, National Governing Body qualifications) as well as adequate insurance cover.

All off-site activities or trips must be risk assessed.

#### **5.44 Vibration**

The Trust will assess risk of exposure to harmful vibration and will identify measures to eliminate or reduce the risk accordingly. Where a residual risk remains, the Trust will, when required by the Control of Vibration at Work Regulations 2005, provide the necessary health surveillance.

All workers who will use vibrating equipment as part of their duties will receive information and training on the potential risks from harmful vibration.

#### **5.45 Violence**

The Trust will safeguard so far as is reasonably practicable all employees, students and visiting public, and contractors against all forms of violence from other employee's and members of the public. This will include:

- physical
- verbal
- mental abuse
- discrimination
- harassment and bullying
- racial
- threat: verbal or written
- sexual assault or harassment

If any injury or absence from work of more than seven days results from any form of abuse or violence this must be reported to the HSE under Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations, and in some instances reported to the police.

## **5.46 Welfare Facilities**

The Trust will ensure that adequate welfare facilities are provided in the Trusts premises and will be guided by the Workplace (Health, Safety and Welfare) Regulations 1992.

These facilities shall include:

- Suitable and sufficient sanitary conveniences.
- Suitable and sufficient washing facilities.
- Adequate ventilation.
- Suitable temperatures in indoor places (minimum 16 deg C where the activity is mainly sedentary and 13 deg C if the work involves physical effort). Note that classroom temperatures should be a minimum of 18 deg C.
- Sufficient lighting to enable people to work and move about safely.
- Suitable cleaning and the removal of waste.
- Enough free space to allow people to move about with ease. Workrooms should provide a minimum of 11 cubic metres of space per occupant.
- Suitable workstations and seating.
- An adequate supply of wholesome drinking water.
- Suitable facilities for changing and storage of clothes where necessary.
- Suitable and sufficient facilities for rest.

## **5.47 Work at Heights**

The Trust will reduce the potential for injuries from work at height by compliance with the requirements of The Work at Height Regulations 2005 and will ensure that such work is;

- Avoided if it is reasonable practicable to do the job another way
- Carried out using appropriate equipment to prevent falls
- Organised so that the distance and possible consequences of any fall are minimised
- Risk-assessment based
- Properly planned and supervised by a competent person(s)
- Carried out by competent operatives

### Ladders and Step-ladders

The use of ladders and step-ladders will be limited to access provision and short-term working where other methods are not practicable. It is Trusts policy that all ladders/step-ladders shall be Class 1 or EN131 whilst still meeting industry standards. New purchases of ladders/stepladders will meet new standards under EN131 Professional. Under the new EN131 standards any leaning ladder over 3m will require a stabiliser bar. Ladders/step-ladders shall be subject to pre-use checks and shall be formally inspected at six monthly periods.

### Mobile Tower Scaffolds

Tower scaffolds shall be erected, altered and dismantled by a competent person. The Trust shall adopt the PASMA training scheme as its appropriate qualification.

The relevant components show no signs of rust or damage. The mobile tower scaffold must be subject to the appropriate formal inspections prior to the first use after erection, after every



7 days of being erected, following adverse weather conditions and after any alterations. A suitable means of access to be provided inside the tower.

Toe boards and guard rails must be provided at suitable heights (toe board 150mm, intermediate guard rail 470mm and top guard rail 950mm). Pre-use checks to be carried out that consider the weather and ground conditions. Guidelines are to be followed in relation to the height to base width ratio.

#### Powered Access Equipment

All contractors must ensure that only a competent person shall only use powered access equipment. No direct employee of the Trust is permitted to use powered access equipment.

### **5.48 Work Equipment**

The Trust will ensure that equipment provided for use at work is:

- Suitable for the intended use
- Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure that this remains the case
- Used only by people who have received adequate information, instruction and training
- Accompanied by suitable safety measures, e.g. protective devices, markings, warnings.
- Ensure that adequate measures are taken to control the risks from 'kickback', such measures would include ensuring that cutting tools and blades are kept in good condition.
- No tool should be run at speeds greater than the safe working speed marked on the tool itself or specified in information supplied by the manufacturer or supplier of the tool.
- Guarding present on machinery should provide a sufficient degree of protection in the event of the cutter or tool disintegrating or the cutter being ejected.
- Braking devices should be fitted to reduce the rundown time of cutting tools on woodworking machinery, preferably within ten seconds of the machine being shutdown, where risk assessment shows that this is necessary.

Further guidance can be found in HSE document 'Safe Use of Woodworking Machinery' Approved Code of Practice (L114).

The Head Teach or Head of Service is responsible for ensuring the proper maintenance for all work equipment is carried out in accordance with regulations or the manufacturer's guidance. He will also ensure that all safety devices on existing and new equipment if present and in working order. They will also ensure that all new equipment purchased shall have reduced noise and vibration output where practicable.

It is the responsibility of the Head Teach or Head of Service to ensure employees have had the appropriate information, instruction and training to operate specialist equipment in the workplace.

Trust procedures will reflect the requirements of The Provision and Use of Work Equipment Regulations 1998 (as amended).

All equipment owned or used by the Trust for lifting or lowering loads, will;

- Be strong or stable enough for particular use and will be marked to indicate safe working loads
- Used safely by competent persons
- Be subject to thorough ongoing examination and, where appropriate, inspection by competent people.

The Trust will comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998.

Any hired equipment shall be subject to the same scrutiny and procedures as owned equipment.

Any equipment deemed unsafe for use must be withdrawn from use and brought to the attention of Head Teach or Head of Service.

#### **5.49 Work Related Road Safety**

Some of the Trusts work activities involve driving on the public highway. All employees are expected to comply with road traffic legislation, which is managed by the Department for Transport.

The Trust also allows the use of privately-owned vehicles and they will ensure that:

Drivers are:

- Communicating to the Trust if they have any issues that could foreseeably affect their ability to drive safely
- Licensed to drive the vehicle to be driven
- Carrying insurance for their them and their vehicle to cover any work activities they undertake

Trust owned vehicles are:

- Fit for the purpose for which they are used
- Maintained in a safe and fit condition

Journey planning:

- Takes account of appropriate routes
- Incorporates realistic work schedules
- Does not put drivers at risk from fatigue
- Takes sufficient account of adverse weather conditions

Mobile phones whilst driving:

- Never use a hand-held mobile phone when driving or when the engine is running.
- Drivers who wish to use a mobile phone to make a call should safely stop and park before making a call.
- Where a call is received on a hands-free mobile phone whilst driving, the driver should ensure that the call is as brief as possible.

- Office-based staff should avoid making calls to staff who they know are driving.

Smoking is prohibited in Trust owned vehicles at all times, and privately owned vehicles at times when they carry passengers and are on Trust business.

### **5.50 Waste**

The Trust will dispose of waste properly and in an acceptable manner that complies with current legislation.

The Trust mainly generates 'domestic' waste i.e. paper, cardboard and food etc. However, disposal of non-domestic, hazardous waste should be referred to the Head Teacher responsible for safety and or our appointed safety consultants, who will advise on suitable collection and disposal.