

# Health & Safety Policy and Procedures

(Statutory)

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## **Part A - GENERAL POLICY STATEMENTS ON HEALTH & SAFETY**

### **Policy Statement**

The Board of Trustees of the Burgate Academy & Sixth Form (hereafter Academy) attaches the utmost importance to the safety, health and welfare of its employees and students. The Academy is committed to providing a duty of care in an environment which offers the highest level of Health and Safety in accordance with the 1974 Health and Safety at Work Act as amended and the Management of Health and Safety Regulations 1999 as amended.

The aims of this policy are to:

- Establish and maintain a Health and Safety Policy that meets the needs of all persons attending, working at and visiting the Academy with due reference to reasonable duty of care without affecting the health and safety of other people.
- Maintain a sense of safety awareness and legal responsibility in all Trustees, Staff, Students and Visitors.
- Provide the framework for continual consultation and, where necessary, improvement to the Academy Health and Safety Procedures. When required expert advice will be sought to determine the risks to health and safety within the establishment and the precautions required to deal with them.
- Provide sufficient information and training for employees in respect of risks to health and safety.
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters via the academy's internal intranet, staff meetings and the Resources, Audit & Risk Committee.
- Ensure that adequate procedures are in place in the event of a fire or serious emergency.

This policy is reviewed annually by the Trustees' Resources, Audit & Risk Committee with final approval and ratification delegated to the Full Board of Trustees.

## **Part B - ORGANISATION FOR THE IMPLEMENTATION OF THE POLICY**

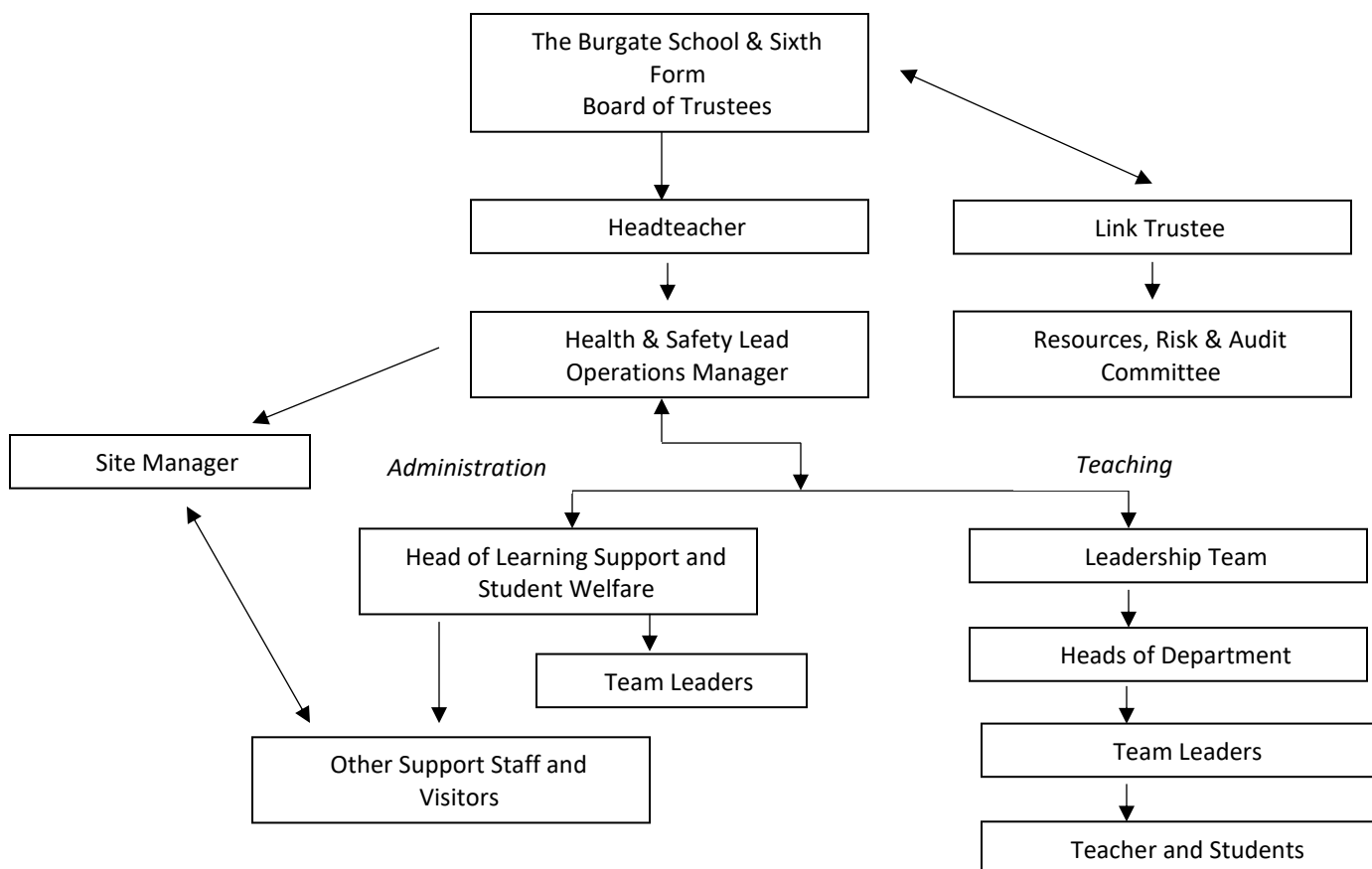
### **Management Structure**

The Health and Safety at Work Act 1974, and The Management of Health and Safety at Work Regulations 1999, place a duty on the Academy Trustees as “employers” to ensure so far as is reasonably practicable the Health and Safety of employees, students, contractors and visitors, whilst on the site of the Academy and/or who may be affected by the academy’s activities.

The Board of Trustees, primarily through the Head Teacher, will ensure that effective consultation takes place with all employees on Health and Safety matters and that individuals are consulted before particular Health and Safety responsibilities are allocated to them.

When necessary, the Board of Trustees will seek specialist advice to determine the risks to Health and Safety both on the premises and in extra-curricular activities and the precautions necessary to deal with them.

The management structure for Health and Safety is outlined below:



## **Headteacher and Trustees Responsibilities**

### **The Board of Trustees**

The Board of Trustees has the overall responsibility for Health and Safety at the Academy. It will:

- Ensure that all staff are aware of health and safety policy and procedures.
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

### **The Resources, Audit & Risk Committee**

#### **Specific responsibilities**

1. To review and recommend approval of the academy's Health & Safety Policy, incorporating relevant working guidance, to the Full Board of Trustees and to monitor its implementation
2. To review and monitor the implementation of the Health & Safety management systems in the academy to ensure that they are effective, reporting any significant performance issue to the Board of Trustees.
3. To ensure that all staff and Trustees are provided with Health & Safety training appropriate to their roles.
4. To review, adopt and monitor the implementation of emergency plans including evacuation and lock-down scenarios

The Resources, Audit & Risk Committee meets twice a term to discuss various issues including policies, action plans and periodic reports related to health & safety management in the academy. The committee minutes are provided to the Board of Trustees detailing areas discussed and reviews undertaken and further discussion takes place as necessary.

As part of the overview of management systems required in its terms of reference, a member of the committee has been appointed Link Trustee for Health & Safety.

A Health & Safety report is completed and reviewed by the Resources Audit & Risk Committee for each meeting. The Health & Safety policy is reviewed by the Resources, Audit & Risk Committee annually with approval of the policy delegated to the Full Board of Trustees. Other Health & Safety policies are reviewed and updated within the Academy and impact monitored by the Resources Committee.

The Academy has external support from Hampshire County Council, they offer the 'Competent Person' function that is a legal requirement by providing competent health & safety support through a structured efficient delivery system dedicated to the needs of the school. This system follows the HSE model of 'Successful Health and Safety Management.

An external audit of the health & safety management systems is conducted approximately every 3 years to supplement the in-house reviews – the last audit took place in January 2017. Recommendations from the audit and the in-house reviews are incorporated into an action plan. Progress on implementing the action points is discussed regularly with the Link Trustee and reported to the Resources, Audit & Risk Committee at least once a term.

#### **Link Trustee, Health & Safety**

The Link Trustee has the following key responsibilities:

- To take the lead on the board's health & safety responsibilities.
- To review and monitor the implementation of the health & safety management systems in the academy by undertaking termly monitoring visits and report the findings to the Resources, Audit & Risk Committee.

- To meet regularly with the Health & Safety Lead to discuss progress with implementation of the health & safety action plan and other health & safety issues.
- To monitor the academy's off-site educational activities in liaison with the Event and Visit Co-ordinator (EVC) to ensure that such visits etc. are carried out safely and effectively, and in line with the academy's policy and procedures.
- To report back to the board of trustees on health & safety issues and developments.

### **Headteacher**

The Headteacher is responsible through a system of instructions, training, delegation, consultation and continuous review, for the implementation and management of the Academy's Health and Safety Policy and management system.

The Headteacher shall ensure that:

- A written policy on Health and Safety which covers staff, students, contractors and visitors, is in place, monitored and revised on a regular basis.
- Individuals working in, or visiting the Academy are aware of the dangers and risks associated with the environment and equipment they are required to use.
- Individuals are fully trained in the use of equipment, the recognition of hazards and the application of procedures including the wearing of safety equipment and protective clothing.
- Individuals are given sufficient training to carry out this policy. This will be undertaken when necessary, but at least reviewed annually in July by the Health & Safety Lead in conjunction with the continued professional development co-ordinator.

### **Health & Safety Lead**

The Headteacher is to appoint a senior member of staff to be the Health & Safety Lead who will monitor the correct implementation of the Health and Safety policy on the Trustees' and Headteacher's behalf.

The Health & Safety Lead will attend meetings of the Resources, Audit & Risk Committee which will meet at regular intervals (at least once a term) to review the current procedures in force, with special reference to the Emergency Evacuation Procedures.

The Health & Safety Lead will ensure that there is a programme of training for all staff (Smartsafe management system) and that there is annual training of fire safety, safeguarding and cyber security. Training will be diarised and monitored throughout the year.

The Health & Safety Lead will make sure that there are regular site tours to monitor any health & safety issues and will meet regularly with the Link Trustee for Health & Safety.

The full responsibilities are outlined on page 8.

## **Delegated Responsibilities**

The Headteacher has delegated functions in this policy as indicated in the following paragraphs in this document.

### **A - Health and Safety Lead**

The Health & Safety Lead, will ensure discussions are convened with the Leadership Team as necessary to review the current state of H&S in the Academy. Where necessary, emergency meetings can be called and the

Health & Safety Lead is entitled to co-opt any member of staff or outside agency who are materially involved with the subject(s) under discussion.

The Health and Safety Lead will:-

1. Be the focal point for all H&S matters on the academy site.
2. Bring matters of concern to the notice of the Headteacher.
3. Ensure that academy H&S representatives are fully briefed on their responsibilities, including upkeep of necessary documentation.
4. At management meetings, direct general H&S advice.
5. Risk Assessment:
  - a. Ensure risk assessment is conducted fully on site as required, including necessary risk management.
6. Training:
  - a. Ensure that all personnel considered to be directly involved in H&S on the academy site are adequately trained in H&S matters, in collaboration with the Academy's continuing professional development and performance management policies.
7. Contracts:
  - a. Ensuring that all maintenance contracts including those relating to the following items are carried out by competent persons on a regular basis and that full records are kept and available for inspection at any time:
    - i. radiation control
    - ii. dust extraction
    - iii. food hygiene
    - iv. photocopiers
    - v. machinery and plant
    - vi. noise suppression
    - vii. minibus
    - viii. Portable Appliance Testing equipment in general
8. Medical:
  - a. Ensure that the Head of Learning Support and Student Welfare reports any medical issues for submission to the Resources, Audit & Risk Committee meetings each term.
  - b. Ensure that medical forms are immediately completed for any accident reported on the Academy site.
  - c. Ensure the RIDDOR Incident Contact Centre is notified where appropriate.
9. Fire Evacuation and Prevention:
  - a. To assist with fire drills at random intervals at least once per term. Full records shall be kept for suggested improvements to procedures.
  - b. To ensure that the Site Manager maintains records of the serviceability of each fire prevention appliance, including alarms, on the Academy together with the records of the annual (or other) maintenance requirements. These are to be made available to the H&S Lead for inspection on a regular basis or at their request.

## **B - Deputy Headteachers**

In the absence of the Headteacher, Health and Safety responsibilities will be delegated to a Deputy Headteacher. The Deputy Headteacher will normally oversee Health and Safety procedures consistent with those personnel and resources for which she/he has been delegated responsibility.

### **Assistant Headteachers**

Assistant Headteachers will have due regard to Health and Safety matters and procedures. They may, on occasion deputise for a Deputy Headteacher and will normally oversee Health and Safety procedures consistent with those personnel and resources for which he/she has been delegated responsibility.

### **Heads of Year - Heads of Departments - Other Delegated Staff**

Middle managers are responsible for the appropriate Health and Safety measures in their area, including due care of staff, students and resources. Heads of Departments will oversee the review of subject specific Risk Assessments at least once annually. Heads of department are required to complete a termly checklist covering key health & safety responsibilities. Matters of health and safety requiring attention must be reported to the Health and Safety Lead. Urgent matters shall be reported immediately.

### **C – Head of Learning Support and Student Welfare (Support Staff)**

The Head of Learning Support and Student Welfare will liaise with the Health and Safety Lead regarding any matters affecting student welfare, their working areas and procedures. She is responsible for all matters regarding student welfare with regard to those matters for which she has delegated responsibilities.

### **D - Site Manager**

The Site Manager (and the Assistant Site Managers in his absence) is responsible to the Health and Safety Lead for those employees under their control. They are also responsible for the day to day liaison with contractors on the academy site. They will ensure that any repairs required on the academy site that have an impact on health and safety are brought to the immediate attention of the Health and Safety Lead and that they/or any appointed contractor carries out a written risk assessment and method statement in advance of the work being done. The Site Manager will advise the Trustees through the Health and Safety Lead and Headteacher of contractors' suitability and competence to undertake work on site.

The Site Manager must:-

1. Consider health and safety associated with the fabric of the building.
2. Ensure that fully documented safe working practices and risk assessments are maintained within site, cleaning and caretaking teams.
3. Ensure that contractors have signed in at Reception and have been informed of the emergency procedure and have sight of the asbestos register.
4. Ensure that arrangements are made for the safe disposal of waste materials throughout the site and that appropriate documentation is kept in the Site Manager's care.
5. Require that any employee, contractor, visitor or other person performing work on the fabric of the building signs the academy's asbestos register which is to be kept in the main academy office.
6. Contractors on site:



- a. Before the contractors are employed, adequate checks should be undertaken to ensure the contractors are competent to carry out the works or activities in relation to Health & Safety requirements throughout the school, this includes ensuring all contractors have the required public liability and have carried out the appropriate risk assessments.
- b. When contractors arrive on site, the Site Team are to notify the Health & Safety Lead as soon as possible who inform staff of dangers/hazards. It may be important that particular areas are cordoned off for safety reasons. Contractors will be issued with 'Contractors on Site' information pack.
- c. Check that, where necessary, a 'Permit to Work' is produced by the contractor. The Site Manager is to ensure that this is valid and recorded.
- d. If, in the opinion of the Site Team, the contractor is failing to meet the obvious and necessary Health & Safety requirements for the task on site, the Health & Safety Lead is to be informed at once and steps will be immediately taken in order to cease work forthwith. An enquiry will be instigated at once with the contractor's nominated safety office and/or senior staff.
- e. See separate policy on shared area – Contractors on Site

## **Other Responsibilities**

### **A - Employees of the Academy**

All employees of the Academy, irrespective of their position, must:

- Take reasonable care for the health and safety of him/herself and any other person who may be affected by his or her acts or omissions.
- Not use equipment which is recognised to be dangerous. In any such instances the danger should be brought as soon as possible to the attention of the line manager. The equipment must be withdrawn from use immediately pending investigation with clear signs to indicate it is out of use attached.
- Know and adhere to the special safety measures and arrangements which are part of the Health and Safety guidance for their working area of the academy.
- Observe standards of dress commensurate with health, safety and hygiene.
- Wear protective clothing where appropriate and when instructed to do so.
- Appreciate and prevent the dangers associated with untidy working conditions.
- Familiarise themselves with the emergency evacuation procedure and their responsibilities within the emergency procedure.
- Complete and submit to the Health and Safety Lead, a report on any accident or incident in which they have been involved, including near misses. This should be done on the standard form in the staff accident book available from the main office or Health and Safety Lead, or via the shortcut on the desktop.
- Visibly wear identity badges when on the academy site and challenge visitors on site who are not wearing badges indicating they have not checked in at Reception correctly.
- Report to their line manager anything that they consider to be a potential risk to their health and safety and that of others.
- Protect their health and safety if they become pregnant. The Headteacher must be made aware of any member of staff who becomes pregnant to ensure that adequate measures are taken to protect their health.
- Swipe in and out of Live Register (attendance on site monitoring and linked to fire alarm).

## **B - Students**

The students of the Academy have a duty to conduct themselves with due regard for their own safety, and the safety of fellow students, staff and visitors. Students should be encouraged to report any concerns for health and safety to a member of staff.

All Students must:

- Exercise responsibility for the safety of themselves and others.
- Conform to academy and departmental safety policies.
- Observe standards of dress consistent with safety and hygiene.
- Never bring knives, bladed instruments or other dangerous items into academy.
- Behave in corridors and on staircases in accordance with the academy's Health and Safety Policy.
- Never interfere with any items provided for safety and report concerns for health and safety to a member of staff.
- Hold a current cycle permit if this is their chosen means of travelling to academy. A cycle helmet must be worn.
- 6<sup>th</sup> Form students must swipe in and out of Live Register (attendance on site monitoring, linked to fire alarm).

Students are made aware of their responsibilities through assemblies, tutor time and leaflets/posters.

## **C - Visitors**

All visitors must report to Reception where they will sign in and receive a badge indicating their status. They will swipe into Live Register (attendance on site monitoring and linked to fire alarm). The badge should be worn at all times whilst on site. Members of staff must collect their visitor from Reception. Unaccompanied visitors will not be allowed access to the academy site. At the end of the visit, the badge must be returned to Reception and the visitor signed out.

In the case of contractors on site, the Site Manager will direct them to Reception, ensure they sign in and receive a badge. They will swipe in to Live Register. They will also be asked to sign the asbestos register which is located in the main office). On completion of their work, they should sign out and return their badge.

The attention of all visitors will be drawn to Health and Safety matters and the emergency drill by Reception staff when they receive their badges. In addition, the visitor's signature is their acceptance to adhere to all Health and Safety instructions whilst on the site. Any visitor not wearing an appropriate badge must expect to be challenged by a member of staff.

**In the event of an endemic/pandemic the school may issue specific guidelines to visitors**

## **D - Parents and Guardians**

In the application of a place for a child at the Academy, a Parent or Guardian shall accept the academy's Health and Safety Policy in its entirety.

This policy should be drawn to the attention of all Parents and Guardians of children wishing to attend the Academy. This will be done through the school's induction packs and events. This policy shall be made available for inspection at all times and will be on the academy website.

Parents and Guardians not making concerns of Health and Safety known to the academy in writing within ten working days shall be deemed to accept the situation (unless there are extenuating circumstances).

### Register of Persons with Delegated Responsibilities

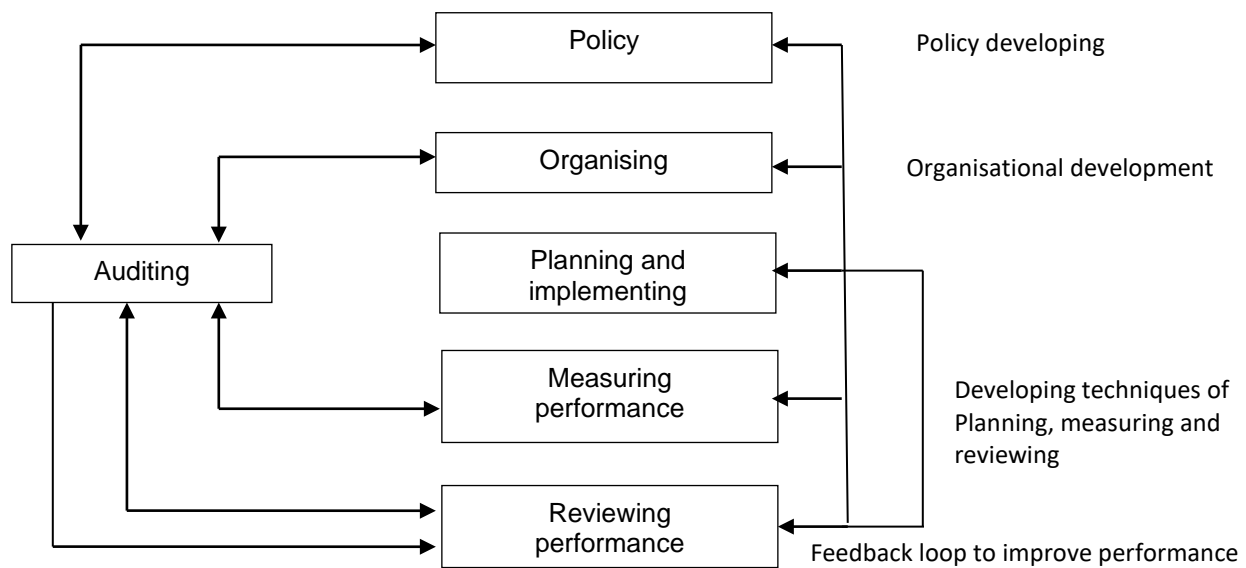
<b>Responsibility</b>	<b>Personnel</b>	<b>Name</b>
Link Trustee	Trustee's appointed person	John Whitmell
Headteacher	Headteacher	David Pover
Health and Safety Lead (Competent Person)	Operations Manager	Nadine Fortune
Designated Safeguarding Lead Head of Pastoral Team	Deputy Headteacher	Heidi Shering
Deputy Designated Safeguarding Lead	Deputy Headteacher	Vicky Becher
Site Manager – Site and Grounds	Site Manager	Peter Goddard
Deputy Site Managers – Site and Grounds	Deputy Site Managers	Richard Palmer/Craig Greenaway
Head of Learning Support and Student Welfare and First Aiders	Head of Learning Support and Student Welfare and First Aiders	Mel Haysom
Pastoral Team	Deputy Headteacher Student Wellbeing Head of Sixth Form	Heidi Shering Helen Costello
Creative Design	Head of Art & Design	Sally Firino
English	Head of English	Alice Lambert
Humanities	Head of Geography Head of History	Owen Rees Jess Stephens
Information Technology	Head of ICT	Mike Cheshire
Learning Support	SENCO	Phil Brennan
Library	Librarian	Anita Burchell
Mathematics	Head of Mathematics & Economics	Allen Billingham-Bright
Modern Languages	Head of MFL	Chris Leahy
Physical Education	Head of PE	Joe Bailey
Science	Head of Science	Tim Newnham
Legionella Testing	Site Manager/Deputy Site Managers	Peter Goddard/Richard Palmer/Craig Greenaway
Ladder Register	Site Manager/Deputy Site Manager	Peter Goddard/Richard Palmer
Minibuses	Site Manager/Deputy Site Manager/Minibus Driver	Peter Goddard/Richard Palmer /Gordon Currell
Asbestos Competent Person	Site Manager/Deputy Site Manager	Peter Goddard/Richard Palmer
Fire Safety Officer (Fire Alarm)	Deputy Headteacher	Ben Clemson
Deputy Fire Safety Officer (Fire Alarm)	Deputy Headteacher	Heidi Shering
Fire Equipment and checks	Site Manager/Deputy Site Manager	Peter Goddard/Richard Palmer
Trips and Visits	Assistant Headteacher/Headteacher	Richard Hollowbread/David Pover
Accident Investigation	Operations Manager/Head of Learning Support & Student Welfare	Nadine Fortune/Mel Haysom
Risk Assessors	Operations Manager/Head of Learning Support & Student Welfare	Nadine Fortune/Mel Haysom Dot Carter/Site Manager/Site Assistant

Training	Operations Manager/Head of Learning Support & Student Welfare	Nadine Fortune/Mel Haysom/Dot Carter
Catering	Catering Manager	

**Part C - HEALTH, SAFETY AND WELFARE OF EMPLOYEES, STUDENTS AND OTHERS**

**1. Health and Safety Procedures**

Key elements of successful health and safety management



**Management of Health and Safety**

A meeting will be held of the Resources, Audit & Risk Committee at least once each term. The committee minutes are provided to the Board of Trustees detailing areas discussed and reviews undertaken.

The subject of Health and Safety shall be a standing Agenda item on the Full Board of Trustees meetings and all staff meetings.

Periodic safety tours and inspection will be carried out by the Health & Safety Lead and a member of the Site Team. Any areas of concern will be recorded and acted upon.

Risk assessment is a continuous process. The review of general health & safety policies will be overseen by the Health and Safety Lead as required and at least once per year (any updates or amendments will be circulated to all). The review of subject specific risk assessments will be overseen by Heads of Departments as required and at least once per year. The Link Trustee will monitor and challenge the procedures and policies in place and monitor the progress of the Health & Safety action plan. He/she will be involved in the periodic audit by external advisor.

Staff shall be encouraged to involve students in the culture and ethos of Health and Safety at academy and away from the academy site.

### **Training and Communication**

The Academy believes that safety training and information is a vital part of the management of health and safety. It ensures that employees, students, visitors and contractors know how work safely and without risks to health. It also develops a positive health and safety culture and meets the academy's legal duty to protect the whole academy community.

The Headteacher will take all reasonable steps to ensure that **all** staff are suitably trained to carry out this policy. The academy aims to follow the 5 step approach as suggested by the HSE:

1. Decide what training the academy needs
2. Decide the training priorities
3. Choose the training methods and resources
4. Deliver the training
5. Check the training has worked

One (or part of one) INSET day per year will be used for initial and continued Health and Safety training. Staff will be briefed on fire safety, safeguarding and Cyber Security every year together with other safety briefings on risk assessment, near misses, traffic on site, accidents etc. A staff meeting may also be an appropriate forum to highlight any health & safety issues or further training.

The Academy operates Smartsafe – Health & Safety management tool which all staff have access to on the school network. Smartsafe have an online training programme covering 11 areas. Currently mandatory online training for all staff is fire awareness and safeguarding children refresher. Relevant staff will be asked to complete other modules specific for their job role. All online training is on an annual basis. These are diarised by the programme.

For more specialised and detailed training, staff will attend courses run by qualified trainers to be compliant. All new staff have basic induction training into how to work safely, including arrangements for first aid, fire and evacuation. All training will be easy to understand in order that staff understand what is required of them.

All training records will be retained by the Health and Safety Lead, monitored and diarised.

All important issues shall be raised at staff meetings or via the academy intranet. There is a staff briefing communication via email every week. Appropriate notice boards around the academy shall include important Health and Safety information. There is a Health & Safety folder on the Academy's network in the staff shared area.

A Health and Safety notice board has been provided in the Staffroom. The Health & Safety Law poster will be displayed in prominent places within the academy.

Termly Health & Safety guidance/information emails will be sent to all staff. Students will also get briefings from tutors and through assemblies. The Board of Trustees shall receive all reports concerning fatal, major or serious injury.

## 2. Risk Assessment

### Purpose

The Management of the Health and Safety at Work Regulations 1999 require the Academy to carry out risk assessments on all its work activities and that significant risks must be recorded. This is to limit the risk of injury to its people and other persons who may be affected by its work activities.

Risk assessment is a careful examination of what in any situation could cause harm to people, so that an evaluation can be carried out and appropriate and proportionate precautions and preventative measures implemented sufficient to create a safe environment.

A **hazard** is anything with the potential to cause harm

A **risk** is the chance or likelihood of something being harmful

The Risk Assessment should:

1. Identify the hazards present in the organisation.
2. Identify the 'significant risks' arising from the identified hazards.
3. Assess the risks from the identified hazards, taking into account existing controls.
4. Specify all control measures including those newly introduced
5. Ensure all aspects of work activity are covered (this includes non-routine work).
6. Address what actually happens in the workplace.
7. Consider all groups of employees and others who may be affected (this includes students, contractors, visitors, the public, etc.).
8. Identify any groups of workers who might be particularly at risk (e.g. young or inexperienced workers, disabled persons, those who work alone, pregnant women).
9. Take account of existing preventative or precautionary measures.
10. Enable the employer to identify and prioritise the measures that need to be taken to comply with the relevant statutory provisions.
11. Be appropriate to the nature of the work and remain valid for a reasonable period of time.

With regard to new and expectant mothers, if the risk cannot be avoided, the employer is required to alter the woman's working conditions or hours of work. If that is not reasonable, or would not result in avoiding the risk, the Academy would suspend the employee from work for as long as is necessary to avoid the risk.

### Scope

This section deals with the procedure for carrying out risk assessment and applies to all staff of the Academy.

The following information is included in this section:

- Risk Assessment requirements.
- What staff must do.
- Generic Risk Assessments.
- Action on obtaining a Generic Risk Assessment.
- Local Risk Assessments.
- Control measures.
- Briefing staff.
- Reviewing assessments.
- The individual's responsibility.
- Appendices – Managers Risk Assessment.
- Simple Risk Matrix.

## **What staff must do**

Within the Academy it is the responsibility of each manager to carry out risk assessment. The person carrying out the assessment must have an understanding of the activity and the ability to make sound judgements with knowledge of the best practical means of reducing the identified risks.

Carrying out risk assessment need not be over-complicated. Notable hazards must be identified, the risks evaluated and those presenting a significant risk recognised. A decision has to be taken as to whether the precautions already taken are adequate or whether more needs to be done. The detail of assessment will directly relate to the significance of the risk and how likely an injury is to occur. The number of risk assessments in any one area of the academy will vary. In some cases it will be possible to use the Generic Risk Assessments existing in the Academy.

## **Generic Risk Assessments**

The Academy has Generic Risk Assessment forms. One single risk assessment has been carried out for a particular location or activity and can be used as a reference against which individual activities of the same type can be judged. (A full set of Generic Risk Assessments is held by the Health and Safety Lead).

## **Action on Obtaining a Generic Risk Assessment**

A line manager should check that the Generic Risk Assessment is appropriate to the activity and that the safety controls listed are being used. If the activity and safety control measures are in line with the Generic Risk Assessment the line manager should communicate the information to all the departmental staff under their line management.

A copy of the Generic Risk Assessment should be held by the manager and the original signed copy returned to the Health and Safety Lead for the central file.

If, however, the Generic Risk Assessment does not apply or if one does not exist for the type of activity or work then the manager must complete a Local Risk Assessment using the academy's standard risk assessment form RA1.

## **Local Risk Assessment**

When completing a Local Risk Assessment form line managers may need the assistance of someone who has experience. This may be someone else within the Academy or it may be an external body. Advice should be sought from the Health and Safety Lead.

Each work activity should be broken down into its main parts and the significant hazards identified arising from each element. A judgement should then be made as to the risk of injury arising from these hazards.

An example might be that a hazard is a defective stair tread on a staircase and the risk is the likelihood of someone tripping on the hazardous step, tripping, losing their footing and being badly injured.

The degree of significance of risk depends upon the severity of the hazards and the likelihood of an accident occurring.



*Individual Risk = Severity x Probability*

Where the activity being assessed involves manual handling staff should refer to the Academy's manual handling policy contained later in this document.

Having assessed the risk, staff must decide on whether additional control measures need to be introduced to reduce the risk. The complexity of such measures should directly relate to the risk of injury. A proportionate and appropriate balance should exist between what is reasonably practical and what is cost effective. Advice should be sought from the Health and Safety Lead

The member of staff completing the Local Risk Assessment form **must ensure the risk assessment has been communicated to other departmental staff** and a copy of the risk assessment form kept in the area with the original returned to the central records held centrally by the Health and Safety Lead.

### Control Measures

Hazard	Control Measure
Hazard Elimination	Use of alternatives, design improvement, change of process.
Substitution	Replacement by something with less risk.
Use of Barriers	Isolation - Removes a hazard from an employee/student (puts the hazard in a box). Segregation - Removes the employee/student from the hazard (puts the employee/student in a box).
Use of Procedures	Limits exposure time, dilution of exposure. Safe system of work or human response.
Use of Working Systems	Sign, instructions, labels, human response.
Use of Personal Protective Equipment	Depends on human response, used as sole measure only where other measures are exhausted. PPE is suitable as the last resort. It is essential that PPE is suitable for its application.

### Communication

The risk assessments, whether generic or local, communicate the risks to safety and the control measures in place. Staff must also be told of their personal responsibilities for their own safety and those at the Academy. Line managers should communicate health and safety matters formally to their staff, recording when this takes place. Typically this would be in departmental meetings and recorded in departmental minutes. All new staff must be made aware of the health and safety procedures.

### Reviewing Assessments

Staff should review assessments as required by operational needs but at least annually to ensure they are appropriate to the time. If circumstances change or revised activities are introduced then the risk assessment should be updated immediately. The review must be dated at the bottom of the Risk Assessment form.

### **Individual Responsibility**

Although there may be a Generic or Local Risk Assessment covering the work activity or task, staff about to undertake a duty have a personal responsibility to adhere to safe working methods and should plan each task and stage as the work progresses. Any individual identifying a situation they feel places them or any other person at an unacceptable risk with no apparent method of controlling the risk must not undertake the task. If this occurs whilst working they must stop and refer the matter immediately to their manager.

### **Location of Risk Assessments**

Risk assessments should be copied and sent to the Health and Safety Lead who will hold these as an independent record of their completion and as reference for other colleagues. There are also Risk Assessments on management software Smartsafe. All staff should have a login for this system. If you require any assistance please contact the Operations Manager.

*This central collection of risk assessments in no way removes an individual's responsibility to complete and review risk assessments in an appropriate or timely manner.*

**Form RA1 is associated with this section of the Health & Safety Policy. A copy of this form is contained in Appendix 1 to this document.**

## Five Steps to Risk Assessment at the Burgate Academy & Sixth Form

Step 1	<p>Identification of hazard arising from the tasks or activities being undertaken.</p> <p>A draft list should be produced and the central register of Generic Risk Assessments consulted – it may be that specific advice is already available.</p>	<p>Some examples usually associated with hazards :</p> <ul style="list-style-type: none"> <li>• Work at heights, access/egress (e.g. roof work, ladders, steps)</li> <li>• Site security</li> <li>• Work in confined spaces and below ground level</li> <li>• Rider operated and pedestrian controlled vehicles</li> <li>• Manual handling of loads</li> <li>• Work with electricity (portable tools, extension leads)</li> <li>• Substances hazardous to health (COSHH)</li> <li>• Display Screen Equipment</li> <li>• Ionising, non-ionising and laser radiation</li> <li>• Pressure vessels/vacuum work</li> <li>• Flammable liquids and gases</li> <li>• High and low temperature work</li> <li>• Fieldwork, outdoor activities and dangerous sports</li> <li>• Machinery and plant subject to regulations</li> <li>• Portable power tools</li> <li>• Reversing vehicles</li> <li>• Noise</li> <li>• Evacuation of premises</li> </ul>
Step 2	Decide who may be harmed and how.	<input type="checkbox"/> Generally it will be staff and students but consider also visitors, contractors, disabled persons, requirements for supervision, lone or out of hours working, inexperienced staff or students.
Step 3	The assessment of risk rating.	<input type="checkbox"/> The process of risk rating is a matter of judgement and anticipation based on knowledge and experience. Refer to the Criteria given with the Local Risk Assessment Form and Generic Risk Assessment Form.
Step 4	Recording of the assessment.	<ul style="list-style-type: none"> <li>• Both Generic Risk Assessment and Local Risk Assessment must be recorded</li> <li>• Regardless of the level of risk identified the precautions and preventing measures in place must be documented. Where the risk is identified as High despite precautions and preventative measures the matter must be reported immediately to the Headteacher or Health and Safety Coordinator.</li> <li>• 'One-off' activities must be assessed using the Local Risk Assessment form.</li> </ul>
Step 5	The assessment must be reviewed periodically and revised if necessary.	<input type="checkbox"/> Where new risks are introduced through new machinery, substances, procedures, staff or activities the assessments should be amended.

## Five Steps To Risk Assessment

### 3. First Aid

Arrangements regarding first aid provision are set out in the **First Aid Policy**. The names and locations of the first aid trained staff on site are listed/displayed in the main school office, on the staff shared area and in the folder used for dispensing medicines. There are sufficient staff trained to cover the first aid requirements of the academy adequately. **The Main School Office is the first point of contact for first aid.**

First aid is to be administered by a first aid trained staff member with in-date training certification, operating within the parameters of their training (except where delays may threaten life).

A qualified first aider must be called immediately to any accident or incident of medical concern.

If an ambulance is necessary clear instructions must be given to the Academy Office as to the location and condition of the casualty – this only applies when the Academy Office is manned. Out of academy hours an ambulance should be called using one of the external dial telephones. In all cases someone should be appointed to meet the ambulance on its arrival.

Lone workers must either carry some form of communication, e.g. a mobile phone, for use in a medical emergency, or arrange for adequate contact procedures to ensure their personal safety. A first aid kit should be available for a lone worker at all times (main school office)

#### Qualifications and Use of First Aiders

Sufficient First Aid qualified personnel shall be trained to recognised standards. The names of these persons shall be recorded. Head of Learning Support and Student Welfare will be responsible for maintaining the validity of certification and a minimum of 6 four day at work qualified First Aiders at all times. Notices in every building will clearly show the names of the First Aiders with a contact extension number or contact pager number. The Board of Trustees shall accept any liability for individuals acting in the capacity as trained First Aiders, or indeed any individual who in the interest of any other individual on the school site applies first aid in good faith.

In addition each department has at least 2 members of staff who hold Emergency First Aid qualification.

All trips and visits **must** have a suitably trained first aider specific to the needs of the students on the trip included on the staffing list.

#### First Aid Boxes

A Catastrophic Bleed Kit is held in the main school office.

The contents of first aid boxes will be checked on a termly basis by Head of Learning Support and Student Welfare. The contents of first aid boxes at the Academy should include:

- Guidance Card.
- 30 individually wrapped sterile adhesive dressings, various sizes.
- 2 sterile eye pads with attachments.
- 2 triangular bandages individually wrapped.
- 12 safety pins.

- 2 medium sized individually wrapped sterile un-medicated wound dressings (approx 10cm x 8cm).
- 2 large sterile individually wrapped un-medicated wound dressings (approx 14cm x 9cm).
- 2 pair disposable gloves.
- 1 pair of scissors (blunt ended).

The first aid boxes will be kept replenished by Head of Learning Support and Student Welfare or delegated First Aider. First Aid boxes not containing minimum requirement must be brought to the attention of Head of Learning Support and Student Welfare immediately by the Department.

#### Location of First Aid Boxes

Department		Location
Reception Main School Office		Main Academy Office
Drama		MFL Office
Technology		Technology Rooms 7,8,10,11 Tech Office
Catering		Kitchen Main Academy 6 <sup>th</sup> Form Kitchen
Science		Science Prep Room
Avon Building		6 <sup>th</sup> Form Prep room 6 <sup>th</sup> Form Office
Headteacher		Head's PA Office (Maths corridor)
Sports Hall		PE Dept
Wheeler Building		Library
Sarum		6 <sup>th</sup> Form Disabled Toilet Media Classroom
Main Academy		Staff Room
Minibuses	1 kit in each minibus	HX64, HV09, HY57
Grounds		Groundsmen workshop

#### Staff Trained to use Defibrillator

We have 4 defibrillators on site. One is located in the main Academy Office, one is in the HOY office on the top corridor, one in the Sixth Form First Aid office the other is on the outside wall of the Community entrance near the drama studio.

All staff who have gained a First Aid At Work or Emergency First Aid qualification or equivalent are trained to use defibrillators. Any member of staff can use them in the event of an emergency using the easy-to-understand instructions given by the device itself.

#### Infection Control

Please refer to separate policy for Infection Control (including Covid-19).

#### **4. (RIDDOR) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**

The Regulations cover employees, self-employed people and those who receive training for employment (as defined by the Health and Safety at Work Act), and also members of the public, students and other people who die or suffer injuries or conditions specified, as a result of work activity. Refer to HSE guidance document – Incident reporting in schools - <http://www.hse.gov.uk/pubns/edis1.pdf>

In cases of death or major injuries the Headteacher, Health and Safety Lead or Head of Learning Support and Student Welfare must notify the enforcing authority without delay; this is most easily done by reporting online on the HSE website <http://www.hse.gov.uk/riddor/>. Alternatively, telephone 0845 300 9923.

Where any person suffers any of the injuries or conditions defined below causing incapacitation for more than seven days (not counting the day on which the accident happened), or where there is a dangerous occurrence such as defined in Schedule 2 of the Regulations, the Headteacher, Health and Safety Lead or Head of Learning Support and Student Welfare must notify the enforcing authority via HSE website <http://www.hse.gov.uk/riddor/> selecting the appropriate online report form. This report must be completed within 15 days from the date of the accident.

The Health and Safety Lead must still keep a record of all over three day injuries – an entry in the accident record will be enough.

Cases of disease should be reported as soon as a doctor notifies the Academy that an employee is suffering from a reportable work-related disease using the online form – [Report of a case of disease](#). A copy of all the report forms will be sent to the Academy for their records.

Reports must be sent to:

Incident Contact Centre (ICC)  
Caerphilly Business Park  
Caerphilly  
CF83 3GG

For Internet reports go to [www.riddor.gov.uk](http://www.riddor.gov.uk) Or alternatively link in via the HSE website: [www.hse.gov.uk](http://www.hse.gov.uk)

By telephone: 0845 300 9923

By fax: 0845 300 9924

By email: [riddor@natbrit.com](mailto:riddor@natbrit.com)

If the personal injury results in an absence of more than three calendar days, but does not fall into the categories specified as ‘major’ the written report alone is required.

Where the injured person is a member of the public, and where the person is either killed or the injury is sufficient to warrant the injured person being taken directly from the scene to hospital and received treatment, the injury is reportable by the occupier of the premises to the relevant enforcing authority.

## Accident

The term is still relevant as a generic descriptor of the event causing the Injury. The definition now includes a 'non-consensual act of physical violence done to a person at work'.

## Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- acute illness requiring medical treatment where there is reason to believe it has resulted from exposure to a biological agent or its toxins or infected materials
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

Further guidance on [specified injuries](https://www.hse.gov.uk/riddor/) is available here <https://www.hse.gov.uk/riddor/>

## Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

## Over-three-day incapacitation

**Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.** If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

## Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury. Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a student, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

## Incidents to Students and other people who are not at work

Injuries to students and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in the death of the person, and arose out of or in connection with a work activity; or an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment.

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a student injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

The responsible person at the school should consider whether the incident was caused by a failure in the way a work activity was organised.

### **Sports Activities**

Not all sports injuries to students are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable.

### **Playground accidents**

Incidents are only reportable where the injury results in a student either being killed or taken directly to a hospital for treatment and only if they were caused by an accident that happened from or in connection with a work activity arising because the condition of the premises or equipment was poor or badly maintained or the school had not provided adequate supervision.

### **Responsible Person**

In the case of reporting under RIDDOR the responsible person is either: the Headteacher, Health and Safety Coordinator, or Head of Learning Support and Student Welfare.

### **Schedule 3**

Where the Academy is notified by a registered medical practitioner that the affected person is not only suffering from a listed disease but also that it has arisen from work this should be reported to the enforcing authority.

Incidents involving the death or major injury arising from the supply of flammable gas must be notified to the Health and Safety Executive and a written report must be sent (form F2508G) with 14 days. (See reporting details above).

Gas fittings used by consumers and defined by the Gas Safety (Installation and Use) Regulations 1994 found to be dangerous must be reported.

### **Records**

Records must be kept by the Health and Safety Lead of those injuries, diseases and dangerous occurrences which require reporting. Computer records of this type will require registration under the Data Protection Act if individuals can be identified.

Records must be kept for at least three years.

## **5. Accident Reporting and Investigating Procedures**



All significant accidents must be reported initially to The Operations Manager and Head of Learning Support and Student Welfare or deputy. Any accidents reported as serious or worse are to be reported to the Headteacher and the Health and Safety Lead/The Operations Manager.

The Headteacher is responsible for ensuring that all accidents classed as serious or worse are investigated and the results recorded, including any remedial action deemed necessary. All such accidents must be brought to the attention of the Resources, Audit & Risk Committee at every meeting and will also be reported immediately to the H&S Link Trustee, Chair and Vice-Chair of Trustees.

Where any accident or dangerous occurrence falls within the definition of RIDDOR the appropriate documentation must be completed and handed to the Health and Safety Lead. It is the policy of the Academy to report any accident which resulted in the use/attendance of external professional medical services.

#### **A. Accident Procedure**

The following procedures are used to manage accidents where they occur within the Academy:

- Assess the seriousness of the accident.
- For non-serious accidents treatment may be given locally, or the person, accompanied by another person, may be directed to reception.
- For serious accidents medical assistance must be summoned via reception.

Head of Learning Support and Student Welfare or the 2/ic, Headteacher, or member of the Leadership Team on call have a responsibility to inform parents in the event of an accident in the academy. Wherever possible, a parent should accompany a student to the hospital. If a parent cannot be contacted this should not delay the dispatch of the student to hospital with a responsible adult.

In the event of illnesses and minor accidents Head of Learning Support and Student Welfare or First Aider should use her discretion regarding the necessity to contact parents. No child will, however, ever be sent home unless parents have been informed and have agreed for that to happen.

A written record must be kept by Head of Learning Support and Student Welfare or First Aider of every accident, or incident she deals with, occurring in the academy.

#### **B. Accident Report Forms**

An Accident & Investigation Form must be completed in all cases where there is a need for anything other than minor first aid treatment. A copy of the form will be kept in main academy reception. These forms are reviewed half termly by the Head of Learning Support and Student Welfare to track any patterns indicating that action may need to be taken. Staff accident forms are kept in reception and filed by the Health & Safety Lead.

Records must be kept for at least three years.

#### **C. Reporting Near Misses**

A definition of a near miss is when an unplanned event occurs resulting in no injuries or damages, but had the potential for such. Staff should report any near misses to the Health & Safety Lead who will keep a log and monitor. Near miss forms are on computer desktops, staff shared area of the network and hard copies available in the staff room. Reminders to report near misses are sent to staff every term.

## **6. Medication**

The Academy will provide a safe system for administering, monitoring and reviewing the taking of medication. Appropriate secure storage facilities will be provided for all medication and associated equipment (In exceptional circumstances some medication is held by the sufferer i.e. asthma inhalers or auto-injectors). Medication will only ever be administered by members of support staff who have received appropriate training.

Head of Learning Support and Student Welfare or deputy will monitor all medication administered by staff. Confidentiality will be maintained. Medication records must include the name of the drug, strength of drug, name of the student and the dosage. Full records will be maintained for the disposal of all medicines or if they are returned to parents.

Training will be provided by a competent person for all staff involved in the administering of medication. Medication will normally be administered by Head of Learning Support and Student Welfare or a First Aider. In the case of visits off the school academy site, the party leader must ensure that there is a competent person to administer medication if this is required and procedures followed.

All staff who have a First Aid At Work or Emergency First Aid qualification are trained in the use of Autoinjectors/Epipens: this results in a high percentage of staff being trained in their use, however it is not compulsory for staff to undertake this training. Records must be kept for at least three years.

There is a separate policy for Medicines & Supporting Students with Medical Conditions.

## 7. Lifting and Manual Handling

The definition of lifting and manual handling is the 'transportation, lifting, supporting, pushing or pulling of loads by hand or bodily force'. It is understood that all staff may at some time be involved with this process.

<https://www.hse.gov.uk/pubns/indg143.pdf>

Some of the more common injuries associated with manual handling and lifting are:

- Disc Injuries – 90% of back problems can be attributed to disc lesions.
- Ligament/tendon injuries.
- Muscular/nerve injuries.
- Hernias.
- Fractures, abrasions and cuts.

The above injuries can result from lifting, pushing, pulling or carrying an object or a person.

It is important to remember that what is required initially is not a full assessment of each of the tasks, but a judgment of those manual handling operations which involve a risk which cannot be dismissed as trivial to determine if they can be avoided. Consideration should be given to the following questions:

- Is there a risk of injury? An understanding of the types of potential injury is important.
- Is it reasonably practicable to avoid moving the load? Some work is dependent on the manual handling of loads and cannot be avoided (e.g. clearing of rubbish).
- Is it reasonably practicable to automate or mechanise the operation? The introduction of measures may of course present a different set of risks.

If the initial judgment indicates the need for further consideration, a full risk assessment must be completed. A safe system of work should be applied. If members of staff have to lift or handle loads the following rules should be applied:

- Do not move the load unless it is really necessary.
- Use equipment to move the load if possible.
- Plan how to get to the destination avoiding obstructions.
- Ensure the load is not too heavy; if so get help to move the load.
- Ensure there is enough space at the destination to unload.
- Decide in advance how the load is to be held.
- Grasp the load firmly with both hands.
- Maintain a good posture.
- Use Personal Protective Equipment where necessary.
- Students should not be asked to assist in moving items which are heavy or may present them with a hazardous situation.

A special risk assessment should be completed for each disabled student if staff or volunteers are required to lift or move the student and a copy of this should be provided for the attention of Head of Learning Support and Student Welfare and Health and Safety Coordinator. Staff will be trained in this area should it be required.

Appropriate training must be given in both the handling and moving of objects. The training must be carried out by a properly trained and competent person. Training should include:

- The dangers of careless and unskilled handling methods.

- Principles of levers and the laws of motion.
- Functions of the spine and muscular systems.
- Effects of lifting, pushing, pulling and carrying with emphasis on harmful posture.
- Use of mechanical handling aids.
- Selection of suitable clothing for lifting and necessary protective equipment.
- Techniques of identifying slip/trip hazards, assessing weights of loads.
- Techniques of bending the knees, keeping the load close to the body but avoiding sharp angles of the knees, breathing correctly and avoiding twisting during exertion.
- Techniques of using the correct grip and making the best use of the legs to get close to the load.

All site staff and other staff identified by the Academy must complete a handling and moving course, either with a qualified trainer or through a refresher course (online).

Generic risk assessments have been completed on manual handling and are available on request from the Health and Safety Lead. A blank risk assessment form is included in Appendix 2 of this policy. Alternatively, they can be found on the Smartsafe online training software.

## 8. Personal Protective Equipment (PPE)

On 6 April 2022 the [Personal Protective Equipment at Work \(Amendment\) Regulations 2022](#) (PPER 2022) come into force and amend the 1992 Regulations (PPER 1992). They extend employers' and employees' duties regarding personal protective equipment (PPE) to [limb \(b\) workers](#). Personal protective equipment should only be used as a last resort, following a risk assessment; wherever possible engineering controls and safe systems of work should be used instead. The Academy will provide personal protective equipment for use at work wherever there is a risk to health and safety that cannot be properly controlled in other ways. Types of PPE have different functions including eye protection, hearing protection, respiratory protection, skin protection, general protective clothing and safety harnesses and lifelines. Specific information on personal protective equipment can be obtained from the Health and Safety Lead. <https://www.hse.gov.uk/toolbox/ppe.htm>

When personal protective equipment is used the suitability must be assessed. The following points must be considered:

- It must be suitable for the risks involved and the conditions at the place where exposure to the risk may occur. It must conform to legal requirements and carry the 'CE' mark.
- Workers required to use personal protective equipment must be adequately trained. Users must know why the PPE is necessary and the limitations it has, the correct use, how to achieve a correct fitting and the necessary maintenance and storage requirements.
- Full records will be used to monitor the issue and maintenance of PPE.

### Types of Personal Protective Equipment

#### Aprons and Overalls

Wherever there is an identified need for aprons or overalls these will be provided for staff and students will be expected to provide their own as part of the uniform requirement. Examples might include, food handling, technology, science, medical, cleaning and maintenance.

#### Eye Protection

The Eye Protection Regulations 1974 require that eye protectors to BS2092 should be issued and used for certain specified processes. This includes using or dispensing liquids/chemicals which can cause eye injury,

the use of certain woodworking machinery likely to cause splinters, striking of masonry nails, use of grinding wheels, and any other process which might produce particles likely to cause eye injury.

Eye protectors must be kept available for use and be cleaned after use and maintained free from scratches.

#### **Waterproof Clothing**

Waterproof clothing should be issued to all staff required to work outside in wet weather.

#### **Gloves**

Protective gloves must be issued when hands are exposed to hot water or hazardous cleaning materials, handling sanitary waste, as a protection against skin ailments such as dermatitis, when handling sharp materials, when there is a continuous use of equipment such as spades and forks, for any other process which is capable of damaging the hand.

Waterproof gloves should be issued when handling liquids, garden sprays or chemicals. The gloves should be washed after each use and allowed to dry naturally. They should be examined for splits and tears and discarded if damaged in this way.

#### **Protective Footwear**

Wherever there is a likelihood of foot injuries occurring, suitable footwear will be issued or an allowance paid towards the purchase of protective footwear. All protective footwear should be examined regularly for damage and replaced as necessary.

#### **Face Dust and Chemical Masks**

Face and dust/chemical masks to the appropriate specification will be made available to staff and where necessary to students.

#### **Ear Protectors and Defenders**

Where there is a level of noise which cannot be reduced in any other way and can be reduced by the use of ear protectors or defenders these will be made available to staff and students.

Where the need for specialist Personal Protective Clothing is identified the Academy will make this provision providing it is appropriate and reasonably practical to do so.

#### **Staff/Students on Duty in Dark Conditions**

Staff/Students on duty in darker conditions must wear high visibility reflective jackets for their own safety and that of others. These should be collected from the Academy Office at the start of the duty and returned at the end. A two way radio is available if required.

## **9. Pregnant Workers**

Whilst the Academy does not equate pregnancy with ill health, the Management of Health and Safety at Work Regulations specifically require employers to take account of the risks to new and expectant mothers when assessing risks in the workplace.

The Board of Trustees will do all it can to ensure that new and expectant mothers, (those who have given birth in the previous six months or are pregnant) are not exposed to significant risk.

Pregnant employees should therefore inform the Headteacher of their condition at the earliest opportunity.

The Academy will complete a risk assessment on all new and expectant mothers. If the risk assessment reveals such a risk, measures will be taken to either remove that risk or if this is not possible, working conditions will be temporarily adjusted.

Particular attention will be paid to risks associated with:

- Shocks, vibration or movement.
- Manual handling of loads.
- Noise.
- Extremes of hot or cold.
- Fatigue – posture.
- Biological agents (Rubella, Hepatitis B, HIV).
- Chemical agents.
- Visual Display Units.
- Environmental conditions, nauseating smells, and cramped workplaces.
- Inability to wear certain items of personal protective clothing.

The HR Manager will carry out these risk assessments. Link to additional guidance - <https://www.hse.gov.uk/mothers/worker/index.htm>

## **10. Violence to Staff**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at the Academy.

Support will be provided to any member of staff or volunteer who reports any such incident, actual or perceived whatever the circumstances.

The academy will work together with the employees to prevent the unlikely occurrence of any violence to staff by students and reduce aggressive behaviour wherever it may occur on the academy site.

All injuries caused by violence to staff are legally reportable under RIDDOR.

The following procedures are adopted:

- All incidents will be recorded and classified.
- A Risk Assessment will be conducted with preventative measures implemented. It will be regularly reviewed for appropriateness.

Preventative measures will include:

- Ensuring staffing levels are appropriate to the task.
- Ensuring that less vulnerable or more experienced staff are involved in the management or planning of more difficult tasks.
- Appropriate information for particular tasks and information of how to undertake them safely.

Training in the management and prevention of violence will be provided for all employees who may come into contact with students who may have uncontrolled or violent behaviour.

A plan for dealing with violent attacks if and when they occur will be drawn up in consultation considering what action individual members of staff are expected to take, giving guidance on the reporting and review procedures.

Staff should also refer to the academy's physical restraint policy.

### **Physical Restraint Policy**

Physical restraint must not be a substitute for good and positive behavioural management strategies.

The degree of restraint must be in proportion to the circumstances of the incident; any force used must always be kept to a minimum to achieve the desired result and no teacher is obliged to use it.

Teachers are allowed to use reasonable force to control or restrain students in their care in the following circumstances:

- A student is in danger of injuring himself/herself.
- There is a danger of injury to other students.
- There is a danger to staff and other adults.
- There is a danger to property or the site.

The following procedures should be followed having used physical restraint:

- A written outline is given of positive steps taken to diminish the confrontation prior to the use of force.
- A detailed written report is made on any occasion when force is used.
- Where appropriate, witness statements should be taken.
- The information should be passed to a senior member of staff as soon as possible afterwards.

Further information, advice or training can be obtained from members of the Leadership Team and:

- 2002 Education Act.
- DfE advice - <https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>
- Teacher Union representatives/web sites.

A generic risk assessment addressing violence to staff is available for inspection from the Health and Safety Coordinator, but in all situations a local risk assessment should also be considered.

## **11. Lone Working**

The Academy recognises that there may be an increased risk to the health and safety of its employees whilst working alone. <https://www.hse.gov.uk/pubns/indg73.pdf>

There are two risk assessments for lone working on the academy premises (Site Team and Teachers & Support Staff) which provides detailed control measures required to be undertaken to minimise the risk of working alone and is available from the Health & Safety Lead.

Staff and contractors are required to adhere to the control measures at all times.

**There is a separate Lone Working Policy.** This can be found on staff shared area of the network or on the staff notice board.

## **12. Management of Stress**

The Academy is committed to promoting high levels of health and well-being and dealing with stress proactively. The Academy recognises that work-related stress can affect mental and physical health and that work-related stress is a health and safety issue which the academy will address by recognising the signs and reducing workplace stressors before a situation arises

<https://www.hse.gov.uk/pubns/indg430.pdf>

All employees have a duty to themselves, the children, and their colleagues not to report for work when sick or under abnormal stress. Failure to comply with this advice will put the individual or their colleagues at unnecessary risk from health or safety hazards. Line Managers, who consider individuals are unfit for work, must bring this to the attention of the individual concerned and to the Leadership Team and they may be referred to Occupational Health.

During extended working days or periods where inadequate rest or breaks are taken, physical and mental fatigue can develop. Loss of concentration and errors of judgement may occur and this can increase the risk of accidents. Whilst the working hours of teaching and support staff are currently determined in part by the academy day, there may be a need to record general working hours for some staff. The Headteacher is responsible for identifying any staff that may be exposed to long working hours.

**There is a separate policy that should be referred to if necessary – Positive Mental Health & Wellbeing Policy which is held in the staff shared area.**

In exceptional circumstances, the Headteacher may authorise exceeding these limits. The circumstances must be reported to the Board of Trustees.





### 13. Traffic Control on the Academy Site

- All visiting drivers, apart from those delivering to the Academy kitchen must report to the main Academy Office.
- The speed limit on the site shall be restricted to 10mph. Appropriate signs will be displayed. Drivers failing to observe the speed limit will be reported to their employer.
- All vehicles will be driven in a safe manner taking into account the nature of the student population, this includes student drivers.
- Vehicles will be restricted to the designated routes unless specifically directed by the Site Manager to the contrary.
- The Academy expects that all delivery and collection vehicles will have audible reversing warning systems. Students will be reminded of their responsibilities for their own and others safety when vehicles are on site.

- The Academy will designate adequate provision for access and parking by emergency vehicles at all times.
- All staff/students cars should display a current parking permit.

A risk assessment for site traffic has been completed and is available for inspection from the Academy's Health and Safety Lead or on Smartsafe. The Academy has also completed a Managing Traffic Safely on Site checklist.

## **14. Workplace Health, Safety and Welfare**

### **The Working Environment**

#### **The Academy and its grounds are a designated No Smoking Area**

The Board of Trustees recognises its responsibility to take account of the Workplace Regulations 1992, thereby ensuring that the health, safety and welfare of everyone within the workplace is protected and that there is adequate provision for all. Particular reference is made to the provision of basic facilities, the building's structure and layout, the people using the building and the interaction of those using the building.

- All personnel are responsible for maintaining their working area in a clean and tidy condition.
- Measures must be in place for the clearing and handling of spillages either through departmental controls in force or by reporting cases immediately to the Site Manager. Appropriate personal protective clothing must be worn when dealing with spillages.
- Areas of general movement must be kept free from obstruction and hazard.
- Rubbish must be disposed of appropriately. Items requiring specialised disposal should be reported to the Site Manager. The site is subject to regulations governing the transfer of waste.
- Staff and Students must not eat in corridors or stairways.
- In areas where food is consumed, the area must be kept free from discarded food items.
- Litter must be disposed of in the litter bins provided throughout the academy site.
- Display areas must be regularly checked and combustible materials kept away from possible sources of ignition.

#### **a. Stairs**

Stairways and staircases shall be properly maintained, of sound construction, well-lit and with handrails on both sides where there is a need for additional support. Stairwells shall be kept tidied.

#### **b. Floors**

Floors shall be maintained in a good state of repair. Slip resistant surfaces should be provided where possible. Holes and defects should be repaired as soon as possible, but where this is not possible the area must be taken out of use until such time as the repair can be carried out. Where there are changes of levels grab rails must be provided for those requiring additional assistance.

#### **c. Lighting**

Good lighting of all corridors and stairs is essential. Natural lighting should be supported by artificial lighting where the levels are inadequate. Lighting levels must be appropriate for all people using the accommodation.

#### **d. Windows**

Suitable material will be fitted to transparent surfaces below waist level to include toughened glass or safety glass. Where the window is of sufficient size to allow a person to fall through, window restraints should be fitted.

Glazing for doors and windows must conform to BS 6262 (Code of Practice for glazing for buildings). Any alterations to the window in the building must conform to building and fire safety regulations. Glazing surveys will be carried out regularly (latest Oct 18) and any remedial works completed as necessary.

**e. Doors**

Doors must be maintained and repaired to ensure ease of use by those using the building. Double swing doors must have a transparent vision panel fitted so that a person on the other side of the door is able to be seen. Particular consideration should be given to those in wheelchairs.

**f. Cleanliness**

The academy will be cleaned by an effective and suitable method which maintains a satisfactory standard of cleanliness and does not expose anyone to a health and safety risk.

**g. Accommodation**

Suitable and sufficient sanitary and washing facilities will be provided for the staff and students.

A staffroom is provided for the use of all staff at all times of the day and provision for refreshments and personal hygiene has been made.

**h. Movement in Corridors**

Staff and students should move around corridors in a sensible and safe manner adhering to the movement (one-way) system in place in a number of the academy's buildings.

**i. Student/Staff Conduct in Academy**

Students and all staff will adhere to academy rules. These are available in the Staff Code of Conduct and the (student) Behaviour Policy.

**J. Bullying and Child Welfare**

The Academy takes a serious view of bullying and child protection. Reference should be made to the separate policies addressing these issues. Further specific guidance is available from the academy's Leadership Team.

**K. Site Tours**

Site Tours will be carried out regularly (at least once a fortnight), these are recorded on the Estate Management tool. Any significant issues will be reported to and brought to Leadership Team attention. Health & Safety findings will be logged on Spiceworks and action taken dependent on the severity of the issue. Spiceworks has three levels of priority, high (48 hours), medium (7 days) and low (42 hours). There is an expectation that all Health & Safety issues will be dealt immediately if possible or at least within 4 hours. The Health & Safety Lead will spot check logs at least every half term to ascertain that the process is working and the issues are being dealt with promptly. Performance reports go to the Resources, Audit & Risk Committee meetings. Any major issues found will be reported immediately to the Health & Safety Lead and Leadership Team.

## **15. Display Screen Equipment (DSE)**

A workstation assessment form is associated with this section of the Health & Safety Policy. All DSE users will carry out DSE training annually on Smartsafe (training and an assessment).

The increased use of Display Screen Equipment within the Academy for higher percentages of a working day raises health and safety issues for employees. The Health and Safety (Display Screen Equipment) Regulations 1992 <http://www.hse.gov.uk/pubns/indg36.pdf> make reference to the possible effects on health:

- Bodily fatigue – caused by bad design, selection and installation of display screen equipment and design of the workplace.

- Upper limb pains and discomfort – sitting in fixed positions for long periods, repetitive movements, can cause discomfort in the neck, shoulders, back and arms.
- Eye and Eyesight Effects – symptoms such as impaired visual performance, red or sore eyes and headaches may be caused by poor positioning, poor legibility, poor lighting, and moving image on the screen.
- Stress is likely to occur when there is poor job design, lack of control by the worker, poor work organisation, prolonged periods without breaks.

It is important that the work station is designed correctly and the member of staff adjusts the position of the computer hardware and the seating provided to suit their best working position.

The academy will provide as appropriate equipment to enable the user to work comfortably and will monitor through self-assessment forms the provision and suitability. Information on working with DSEs is on the staff network shared area.

The regulations recommend that:

- The screen is legible, has a stable image, and is free from glare.
- The keyboard is usable, adjustable and that the key tops are legible.
- Work surface allows for flexible working, allows space and is glare free.
- A document holder should be provided if requested.
- Work chairs are appropriate to the user and fully adjustable. A footrest should be provided if requested.
- Leg room allows postural change.
- Lighting provision of adequate contrast is available, with no direct or indirect glare or reflection.
- Distracting noise is minimised.
- Excessive heat is minimised through provision of adequate humidity.
- Software must be appropriate to the task, and adapted to the user capabilities.
- System status feedback must be provided with no clandestine monitoring.

Personnel on site using DSE equipment for lengthy periods of time should discuss Risk Assessment procedures with the Health and Safety Lead.

The academy will provide an eye test if a user requests one. If the test shows that the user needs glasses specifically for DSE work the academy will pay for a basic pair of frames and lenses. The user must discuss with the Operations Manager before making arrangements.

## **16. Performances and Events**

For certain events and activities involving members of the public the Academy will establish whether any specific health and safety requirements exist in relation to the activity or event.

A suitable and sufficient risk assessment will be carried out for all events and activities and the appropriate enforcing authorities will be notified.

The academy will maintain a current Theatre Licence with the New Forest District Council as required for public performance.

Any person using electrical equipment on the premises, for example a disco, will be asked to provide a current PAT (Portable Appliance Testing) certificate of safety for the equipment.

## 17. Slips, Trips Working at Height

### Slips and Trips

The Academy acknowledges that the statistics from the Health & Safety Executive show that over a third of accidents in the education sector result from a slip or trip. Therefore the Academy seeks to promote a positive culture towards an awareness of a slip or trip and to take all incidents seriously.

Staff are regularly reminded, through safety briefings, of the need to identify and act on slip, trip and fall hazards that may be present to both staff, visitors and students. Regular safety tours are conducted by the Health & Safety Lead and Site Manager which assist in spotting slips and trip hazards and action is taken.

<https://www.hse.gov.uk/pubns/indg225.pdf>

### Working at Height

Working at height includes any work activity where a person could fall from a place of work and could suffer an injury or be killed. Working at height includes any place where a person can fall a distance liable to cause personal injury. Detailed below are the safe working procedures and precautionary measures for all work at height where step stools, stepladders, ladders or mobile towers are being considered for use by staff.

<https://www.hse.gov.uk/pubns/indg401.pdf>

**Access equipment** is the collective term for equipment that is selected for work at height. It typically includes step stools, stepladders, ladders and mobile towers, although this list is not exhaustive.

**Competence** to use access equipment will vary from the qualifications that are required for mobile tower users through to simple instructional training in the use of step stools.

#### **Students, Members of Staff, Contractors and Visitors:**

Staff, students, visitors and contractors must not undertake any activity that involves Working at Height or use equipment designed for tasks that involve working at height **unless they have received formal training as outlined below**. Instead the Site Manager should be called to carry out the work. Staff must not use a ladder if they suffer from dizziness, epilepsy, heart conditions, lung conditions, significantly impaired joint function or are taking medication which recommends machinery should not be used. Anyone who has a fear of heights must also not use a ladder.

Within the academy and its grounds, work at height should always be avoided whenever possible. Sometimes, this may not be practical and for particular low risk light work at height of short duration [i.e. work that lasts for minutes not hours] a step stool, step ladder or ladder may be considered as the most appropriate method of access.

**Step stools** in the academy must be at one of the minimum standards or class:

- i. BS 7377 ii. EN 14183 iii. GS Approved iv. Have a maximum capacity rating of 150kgs

**Stepladders and ladders** in the academy must be at one of the minimum standards or class:

- i. BS 1129/Class 1 [wood] ii. BS 2037/Class 1 [metal] iii. BS EN 131 [wood, metal & glass fibre]

Any new ladders purchased from January 2018 will be selected for compliance with BS EN 131 Professional standard.

**Standing on tables, chairs or other furniture for any reason is strictly prohibited.**

#### **Use of Mobile Tower [Platform]**

- i For anything other than low risk, short duration work at height, the use of a mobile tower is to be considered in the first instance. A mobile tower [also known as a work platform] must be properly and

safely erected by competent, trained people and have suitable edge protection which physically prevents falling. In some cases a hired [vehicular] mobile elevated working platform for high risk tasks [e.g. access to work on a roof] may be the most appropriate access equipment.

- ii All users are to have received appropriate training before using a mobile tower for work.
- iii Mobile towers are to be periodically inspected in accordance with the formal training provided to the mobile tower user, who should carry out the required safety inspections at intervals including:
  - Following initial assembly
  - Following every movement of the mobile tower prior to further use
  - Weekly inspections [or more frequently as dictated by local circumstances]
- iv A mobile tower found to be defective is to be dismantled and safely disposed of as soon as is practical.

#### Use of Scissor Lift

<https://www.osha.gov/sites/default/files/publications/OSHA3842.pdf>

Scissor lifts are work platforms used to safely move workers vertically and to different locations. The mechanism moves the work platform straight up and down.

#### 10 Scissor lift safety practices

1. Only allow trained workers to use the scissor lift
2. Do not move lift whilst elevated
3. Do not utilise the guardrails for anything other than as a safety barrier
4. Be aware of where the scissor lift will be raised (uneven ground, electrical wiring, moving vehicles)
5. Take into consideration the weather
6. Do not use anything on the platform to gain additional height
7. Regular maintenance and checks
8. Do not overload the scissor lift
9. Use ground guides when operating if necessary and always lock in place when stationary
10. Safety first!

#### Training

It is a legal requirement that all persons must be appropriately trained before they use any access equipment. Records must be retained of all instruction and training given to members of staff. Where a member of staff finds that they are required to use an item of access equipment on which they have not had training, or where they are unsure of correct or safe use, then they must request formal training from the Premises Officer or online training. The following sets out the minimum instructional training and/or training course requirements for typical access equipment:

- i. **Step Stools** – A simple instructional training brief is to be given by the Health & Safety Lead/Site Manager to all users. Instructions in Appendix 5 of this policy.
- ii. **Step Ladders [low risk work]** – Where low risk work at height may be required to be undertaken using stepladders, staff members must be trained first by the Site Manager. Alternatively, this training may be provided by an external competent training course provider.
- iii. **Step Ladders [high risk work]. Ladders and Mobile Towers** – Where higher risk work at height is expected to be undertaken using stepladders, ladders or mobile towers [platforms], the member of staff must attend a formal stepladder, ladder or mobile tower safety training course provided by an external competent training course provider.

**All staff using step stools and ladders must complete the Smartsafe on line training ‘Working at Heights’**

#### Procedures for trained staff

When selecting suitable equipment the work conditions, distance and consequence of a fall, duration and frequency of the task and the ease of rescue should all be considered. Ladders should only be used in low risk situations, for work of short duration [i.e. under 30 minutes in one position] and where the site condition is suitable [i.e. where the ladder can be tied or secured, the ground is level and not slippery, there are no adverse

weather conditions which could affect stability and where the user will have a least 1 hand free to grip the ladder. The following procedures must be followed:

- Pre-use of the equipment [general condition sound, clean, dry, free from oil or wet paint, no signs of damage or corrosion, no missing rungs, no sharp edges or splinters, footpads at the base of the ladder secure and not damaged]
- Visual inspection of the ladder in situ [is the ladder secure, is it long enough to ensure the top three rungs do not need to be used, is there a secure hand hold, not resting on weak surfaces, is the ladder angle safe, is the ground stable, is the ladder a safety risk for people on the ground – i.e. tripping, at risk from dropping items if walking under the ladder]. If using an A-frame step ladder can the restraint be fully opened?
- Is there someone available to hold the ladder and hand up tools/equipment. If not, a tool-rest should be used to ensure hands are free to grip the ladder and balance is not compromised while reaching for tools/equipment.
- Over-reaching must be avoided – keep navel inside the stiles and both feet on the same rung throughout the task. Suitable shoes should be worn to avoid slipping.
- The ladder must be moved and stored securely when not in use and as soon as the job is finished.

### **Risk Assessments**

The Health & Safety Lead and Site Manager are responsible for carrying out general risk assessments for working at height across the academy, identifying all expected risks, reporting findings, proposing control measures and procedures and detailing resources required. For specific, hazardous work [i.e. accessing the roof to clear guttering or weeds] a live risk assessment must be drawn up and agreed by the Health & Safety Lead before work commences. Risk assessments are reviewed annually or when circumstances change.

### **Maintenance & Inspections**

- a. A register of all access equipment held by the academy is to be maintained by the Site Manager. The register is to include the equipment unique serial number and a record of all inspections and maintenance to ensure that it is maintained in a safe condition and fit for use by staff members who are trained in its use.
- b. At no time are any items of access equipment [including stepladders and ladders] to be loaned [even for a short period], borrowed or hired out to non-employees.
- c. Monthly inspections of all stepladders and ladders are to be carried out by the Site Manager who has the necessary experience and understanding of ladders and stepladders using form CSAF-016 Ladder and Stepladder Inspection Form. Such inspections are to be recorded in the register of access equipment. (Step stools are inspected termly and recorded).
- d. Any maintenance carried out by a properly trained and competent person is to be recorded in the register of access equipment.
- e. Where any access equipment fails a periodic formal inspection or user's pre-use check, it should be clearly marked or tagged as defective and removed from service. Ideally, it is to be locked away and safely disposed of as soon as is practical. Site Manager will be responsible for updating the register of access equipment.

### **Storage**

- i. Storage areas should be readily accessible.
- ii. Where possible and practical, ladders and stepladders should be stored on suitable racking designed to provide protection when not in use.
- iii. Racking should have sufficient support points to prevent sagging.
- iv. Materials and equipment should not be placed on top of stored ladders/ stepladders.
- v. Wooden ladders/stepladders should be stored away from areas which may be exposed to the elements and stored in well ventilated and dry areas.

- vi. Ladders/stepladders should never be hung from their rungs – only their stiles.

## 18. Contractors on Site

Arrangements regarding contractors on site are set out in the Academy's Contractors on Site Policy and Contractors Induction Pack which is held by the Health & Safety Lead and can also be found on the staff shared area. All contractors will be given this document. These are the main points:

- Before the contractors are employed, adequate checks must be undertaken to ensure that the contractors are competent to carry out works or activities in relation to Health and Safety requirements throughout the school, this includes ensuring all contractors have the required public liability.
- All visitors and contractors to the site must sign in at Reception and register on Live Register. They must wear ID badges throughout the period spent on site.
- If contractors are bringing vehicles on site there must be an area available for them to safely park which does not interfere with the operation of the academy.
- All contractors must be made aware of the health, safety and welfare rules which apply to them whilst on site, e.g. evacuation in an emergency, no smoking policy, dress code especially when the Academy is in session, etc.
- Contractors need to know of any hazards which might affect them whilst on site. There should be a discussion of safe working systems before work commences.
- All contractors, sub-contractors or others working on the fabric of the academy's buildings should be aware of the academy's asbestos register which is in the contractor's pack or available from the Health and Safety Lead. Certain activities carried out by contractors on site will require a permit of work. This will include all work involving naked flame, electricity, gas, poisonous substances, and structural repairs, working at heights and construction plant and machinery. It shall be the responsibility of the Site Manager to check the permits are valid.
- The Site Manager (or designated person) should be the point of contact for the contractor. This person should have sufficient authority and competence to deal with the day to day matters which arise from the contract. There must be daily contact to ensure effective communication.
- The contract should be monitored throughout its duration against expected specifications and target times.
- Contractors should be encouraged to report incidents, near misses and accidents, even minor ones to the Site Manager or Health & Safety Lead.
- Once the work has been completed an evaluation is required and should include measures taken under health, safety and welfare.
- <https://www.hse.gov.uk/pubns/priced/hsg159.pdf>

## 19. Management of Asbestos

Asbestos management on site is controlled by the Asbestos Competent Person. All relevant staff must complete the Asbestos Awareness course of Smartsafe. The Academy completes an Asbestos Management Assurance Process (AMAP) which gives the ESFA assurance that the Academy is compliant with legislation on the management of asbestos (May 18). The asbestos register as issued by Asbestos Contracting Ltd (01202 676523) is located at the academy main office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the asbestos register as evidence of sighting prior to being permitted to commence any work on site.



Any changes to the premises' structure that may affect the asbestos register information will be notified to Asbestos Contracting Ltd in order that the asbestos register may be updated accordingly.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the Site Manager.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Health and Safety Lead and the asbestos competent person who will immediately act to cordon off the affected area and contact Asbestos Contracting Ltd for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Site Manager, who will notify the Health and Safety Lead.

<https://www.hse.gov.uk/asbestos/managing> <https://www.gov.uk/guidance/asbestos-management-in-schools>

<https://www.hse.gov.uk/pubns/books/hsg227.htm>

## **20. Machinery and Equipment**

A list of significant machinery and equipment will be maintained for each area by either the Head of Department, Groundsman or Site Manager as appropriate. Each item will be individually and permanently marked with a unique identification number and recorded on the academy's inventory, kept on the Academy's network in the staff shared area.

It is the responsibility of every person using, or issuing, machinery and equipment to ensure that there are no obvious signs of damage and it operates in a satisfactory manner. If there are defects the problem should be immediately notified to the manager and the piece of equipment withdrawn from service.

It is the responsibility of staff to carry out checks of all machinery and equipment in their area on a regular basis, this may vary depending on the type used but should be at least monthly. The results of the checks must be recorded.

A service record will be maintained by the departmental manager for all significant pieces of machinery and equipment. Servicing will only be carried out by a competent person.

All gas appliances will be checked at least annually by a Gas Safe registered engineer and the service records kept for reference by the Health and Safety Lead. No work shall be performed by non - Gas Safe approved contractors or employees.

Appropriate training to ensure safe usage of certain pieces of equipment must be given to Staff, Volunteers and Students. Training must be given on all new pieces of machinery and equipment.

If, in the opinion of a member of staff or volunteer, a student creates an unacceptable risk to themselves or others whilst using any piece of machinery or equipment they will be immediately prohibited from using it and the Head of Department will be informed immediately.

<https://www.hse.gov.uk/work-equipment-machinery>

### **The Provision and Use of Work Equipment Regulations (PUWER) 1998**

The 1998 Regulations extend the definition of work equipment and require that an inspection of work equipment be carried out where there is a significant Health and Safety risk involved and include the need to record the results of these inspections. <https://www.hse.gov.uk/pubns/indg229.pdf>

The PUWER procedures must be followed to ensure that the Academy does not operate in breach of these Regulations. Where Heads of Departments have specific queries, these should be raised with the Health and Safety Lead.

These Regulations do not change or reduce the need for all machinery and equipment in the academy to be maintained regularly and in accordance with the manufacturer's guidelines.

PAT of items which can be described as portable, electric office and domestic equipment (e.g. Personal Computers, shredders, kettles, small portable hand appliances) will be organised by the PAT Tester (see Appendix 4) in line with the requirements for testing and the relevant time periods specified and agreed. Details of records can be found on the Academy's network in the staff shared area.

### Procedure

- 1 All equipment and machinery used at the Academy which involves a significant health and safety risk is to be visually checked before use (see basic guidance notes above). These inspections must be documented. Examples of items of work equipment covered by these Regulations and which should therefore be checked are:

Tool box tools such as hand tools, including hammers, knives, handsaws, single machines including drills, circular saws, lathes, grinders, welding and spraying equipment, catering equipment, photocopiers, guillotines, laboratory apparatus, lifting equipment, ladders, pressure cleaners, scaffolding, etc.
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This list is by no means definitive and advice if in doubt should be sought.

- 2 Equipment, which is not safe to be used, shall be declared unsafe and appropriate steps taken to action repair and/or disposal.
- 3 Unsafe machinery (e.g. if the guard is missing) shall be disabled and clearly marked with a sign indicating that the equipment is not to be used.
- 4 Records of the visual checks, together with the reports of all routine servicing shall be retained by the academy for at least 12 months.
- 5 All managers must ensure that staff have received specific training to operate the equipment, as required by their work role and responsibilities.
- 6 Heads of Departments must ensure that students have received specific instruction in the safe operation of any equipment to be used as part of their education/training programme, in addition to the general Health and Safety guidance included in their induction and tutorial sessions. This instruction should be recorded in their homework diaries or class records.

For a detailed PAT procedure – see Appendix 4.

## **Purchase of New Equipment or Machinery**

The law relating to new machinery can be divided into two groups – the supply law and the user law. The supply law requires that machinery which is supplied is safe and carries the 'CE' marking. The user law, most commonly known as the Provision and Use of Work Equipment Regulations 1992, requires the employer to provide the right kind of safe equipment for use at work, ensure that it can be used correctly and to keep it maintained in a safe condition.

Even though the supplier claims the machinery or equipment complies with the law the purchaser must still check that it is safe before it is used. Consideration should be made to the following:

- Where and how it will be used?
- What will it be used for?
- Who will use it – are they skilled users?
- What risks to health and safety might result?
- Compare how well health and safety risks are controlled by different suppliers or manufacturers.
- When placing the order specify that the machine or equipment should be safe for use?

Once the machinery or equipment has been ordered and received:

- Check thoroughly against suppliers' detailed instructions, that it carries the 'CE' mark and that there is a copy of the EC Declaration of Conformity.
- Make sure the operation is fully understood and that a manual is provided and is in English.
- Ensure warning signs are visible and easily understood.
- Check for possible hazards.

If the machinery or equipment is considered unsafe it should not be used and the supplier contacted. Second-hand machinery or equipment has to be safe for use.

## **21. Legionella Control**

### **Legionellosis**

The Academy aims to reduce the risk of Legionellosis by maintaining and operating water services under conditions which prevent or minimise the proliferation of legionella. Water temperatures within the range 20°C – 45°C support growth. At temperatures above 60°C legionella will not survive. Therefore to reduce the risk the Site Manager shall ensure that all hot water storage will be maintained at a temperature of at least 60°C and be responsible for the regular local maintenance required including the cleaning and or disinfecting of taps and shower heads and the regular flushing of showers after periods of closure.

<https://www.hse.gov.uk/pubns/priced/l8.pdf>

Legionella testing will be conducted by a Site Manager (or designated other) with the relevant training.

More detailed arrangements regarding Legionella are set out in the Control of Legionella Written Scheme.

### **Monitoring**

Outlet temperatures of all relevant hot water supplies will be tested monthly and the results recorded by the Site Manager. The distribution system will maintain hot water at or above 60°C and cold water at or below

20°C. The water supply, heating and distribution system will be checked and maintained on a regular basis and the results recorded by the Site Manager.

## 22. Electrical Safety

The Electricity at Work Regulations 1989 places the responsibility on employers to assess the work activities that utilise electricity or may be affected by it. The regulations apply to whole systems and the use of both portable and fixed machinery and equipment and appliances which are capable of being made live by an electrical system. <https://www.hse.gov.uk/pubns/indg231.pdf>

It is the policy of the Academy that all electrical installation will be carried out by a competent person. Portable Appliance Testing will, therefore, be carried out by a qualified staff technician (or sub-contracted to a specialist PAT testing company).

All electrical circuits must be accurately and fully identified at the distribution board or fuse box to ensure that areas can be isolated should the necessity arise for work to be carried out.

Under no circumstances is working on live circuits allowed except by a competent electrical contractor.

A periodic check of the electrical circuits will be carried out and certification retained. A whole system check must be carried out periodically at the instruction of the Trustees typically at five year intervals. Any work resulting from these checks must be carried out by a competent and qualified electrician. Certificates of Electrical Safety will be kept for reference centrally by the Health and Safety Lead.

An inventory shall be retained of all electrical equipment which is to be tested according to Portable Appliance Testing recommendations. Electrical equipment will be tested by a competent person according to the type and frequency of use, as specified in the table overleaf.

To this end:

- Portable Appliance Testing shall be recorded (PAT testing records are held by the site team) and the items marked with the date of the test and initialled by the competent person. This action does not preclude tests being carried out at any other time if there is doubt about the appliance's safety.
- Repairs to electrical apparatus must only be carried out by qualified staff.
- It is the responsibility of all staff and volunteers who use, or issue to students for use, any electrical equipment or appliance to make a visual inspection each time to ensure that the casing is unbroken, the leads are undamaged and the plug is undamaged. Any equipment found to be faulty must be withdrawn and suitably labelled (failed/Do Not Use) until collected by the PAT technician for repair. Reporting faulty equipment should be done via the site ticketing system or by email to the relevant person as soon as possible.
- All electrical equipment brought onto the premises by staff will be subject to this policy.
- Much care must be taken to ensure that leads from electrical apparatus do not create a hazard.
- Electrical equipment must be used according to manufacturer's instructions.
- In the event of the failure of electrical equipment, the item must be switched off at the mains immediately, the plug removed from the socket, the item must have a notice attached to warn people that it is faulty and should not be used. The problem must be reported immediately to the Health & Safety Coordinator or Site Team.
- All appropriate electrical equipment shall be switched off at the end of each day.

Generators may be supplied to be used in times of mains electrical failure. Instructions for the use of generators must be available. Any staff taking responsibility for their use must be authorised users.

Useful link: <http://www.hse.gov.uk/pubns/indg236.pdf>

**Table of Inspection/test frequencies for equipment (based on HSE guidelines)**

Equipment/Environment	User Checks	Formal visual inspection	Combined inspection and testing
Battery-operated: (less than 40 volts )	No	No	No
Extra low voltage: (less than 50 volts AC): Telephone equipment, low-voltage desk-lights	No	No	No
Desktop computers, VDU screens	No	Yes, 2 years	No if double insulated, otherwise up to 5 years
Photocopiers, fax machines: Not hand-held. Rarely moved	No	Yes, 4 years	No if double insulated, otherwise up to 5 years
Double insulated (Class II) equipment: Not hand-held. Moved occasionally, e.g. fans, table lamps	Yes	Yes, 2 years	No
Double insulated (Class II) equipment: Hand-held, e.g. some floor cleaners, some kitchen equipment	Yes	Yes, Bi-annually	No
Earthed equipment (Class I): Electric kettles, some floor cleaners, some kitchen equipment and irons	Yes	Yes, Bi-annually	Yes, Annually
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery-charging equipment	Yes	Annually	Yes, 1–5 years depending on the type of equipment it is connected to

## 23. COSHH - Hazardous Materials

### Requirements of the Control of Substances Hazardous to Health Regulations (COSHH) 2002

Failure to comply with COSHH legislation causes possible exposure of employees, volunteers and students to risk and constitutes an offence under the Health and Safety at Work Act 1974.

<https://www.hse.gov.uk/pubns/indg136.pdf>

Substances that are 'hazardous to health' include:

- Those labelled as dangerous (i.e. very toxic, toxic, harmful irritant or corrosive).
- Substances with occupational exposure limits.
- Clinical waste.
- Pesticides and other similar chemicals.
- Harmful micro-organisms and substantial quantities of dust.
- Any material which can harm health

#### Exposure by breathing in

Once breathed in, some substances can attack the nose, throat or lungs while others get into the body through the lungs and harm other parts of the body, eg the liver.

#### Exposure by skin contact

Some substances damage skin, while others pass through it and damage other parts of the body. Skin gets contaminated:

- by direct contact with the substance, eg if you touch it or dip your hands in it;
- by splashing;
- by substances landing on the skin, eg airborne dust;
- by contact with contaminated surfaces – this includes contact with contamination inside protective gloves.

#### Exposure by swallowing

People transfer chemicals from their hands to their mouths by eating, smoking etc without washing first. Exposure to the eyes Some vapours, gases and dusts are irritating to eyes. Caustic fluid splashes can damage eyesight permanently.

#### Exposure by skin puncture

Risks from skin puncture such as butchery or needle stick injuries are rare, but can involve infections or very harmful substances, eg drugs.

#### Hazard checklist

- Does any product you use have a danger label?
- Does your process produce gas, fume, dust, mist or vapour?
- Is the substance harmful to breathe in?
- Can the substance harm your skin?
- Is it likely that harm could arise because of the way you use or produce it?
- What are you going to do about it?
  - Use something else?
  - Use it in another, safer way?
  - Control it to stop harm being caused?

## **Safety Data Sheets**

For all identified hazardous substances a full and comprehensive hazard safety data sheet will be kept. In some cases the manufacturer will supply appropriate information, but it may be necessary for departments to prepare their own information pertinent to use.

## **COSHH Assessment**

A full COSHH assessment will be carried out on each identified substance. This will include:

- A list of substances present and accompanying Hazard Data Sheets.
- Identifying what harmful effects are possible, what harmful substances are given off.
- Considering how the substances are to be used or handled and the amount of substance involved.
- Realisation of the circumstances under which people could be affected, to what extent and for what period.
- The likelihood of the exposure happening.
- Putting in place the precautions needed to be taken to comply with the Regulations.

## **Exposure to Hazardous Substances**

Wherever possible, exposure to hazardous substances should be prevented, either by removing the substance, substituting with a safer substance or using the substance in a safer form.

If taking the above measure is not possible then exposure to the substance must be adequately controlled by using safe systems of work and handling procedures, providing appropriate ventilation or enclosing the process either totally or partially. Minimising the number of staff exposed to the substance and the provision of personal protective equipment should also be considered.

## **Control Measures**

Staff, volunteers and students will be required to use the appropriate control measures. These will include personal protective equipment, dust and fume extraction, appropriate safe storage and issue and usage records. Employees and Students must be adequately trained and made aware of the risks from their use of a hazardous substance and the necessary precautions which should be taken. All Site/Catering staff and relevant staff will complete COSHH training whether on-line or via an external course.

Staff will be involved in developing control measures and encouraged to suggest improvements and to report when things might be going wrong.

### **Checklist for good control practice**

- Do you design and run your processes to keep the spread of contaminants as low as possible?
- Do you think about all routes of exposure – breathing in, on skin or swallowing?
- Do you choose control measures according to the amount of substance, how it gets into the body and how much harm it will cause?
- Do you make sure that measures are effective, easy to use, and work properly?
- Do you also need to issue personal protective equipment (PPE)?
- Do you check regularly that measures continue to work, and keep simple records?
- Do you tell workers about the dangers and how to use control measures properly?
- Do you avoid increasing the overall health and safety risks when making changes?

Regular consideration to occupational exposure limits must be given.

## **Pesticides**

Any pesticide must be approved under the Control of Pesticides Regulations 1986.

## **Health Surveillance**

Health surveillance is any activity which involves obtaining information about employees' health and which helps protect employees from health risks at work.

Health surveillance is necessary when:

- there is a disease associated with the substance in use (eg [Asthma](#), [Dermatitis](#), Cancers);
- it is possible to detect the disease or adverse change and reduce the risk of further harm;
- the conditions in the workplace make it likely that the disease will appear.

## **Subject Policy Documents**

Those departments using hazardous substances will maintain their own COSHH procedure documents relevant to their specialty.

## **Storage**

All hazardous substances are to be stored in the secure and signed storage when not in use which is within specific, designated rooms within departments and a locked cupboard for cleaning products for these premises. This is to remain locked at all times.

## **24. Environmental Monitoring**

The Academy is aware that the key to preventing exposure to substances which could be harmful to health depends upon the recognition of the hazard or potential hazard and the evaluation of the extent of the hazard. It is the responsibility of the Health and Safety Lead to ensure that maintenance contracts relating to Radiation, Water Services, Dust, Machinery and Plant, Noise, Food Hygiene, Minibus, Fire Alarms and Appliances, Photocopiers and Equipment are carried out on an annual basis by competent persons. Certification will be held centrally.

## **Energy Efficiency**

The Academy will endeavour to maintain a working environment as safe and comfortable as is reasonably practical, meeting statutory requirements. Temperature levels will be monitored by the Site Manager. Where it is possible, radiators will be thermostatically controlled. The academy is aware of its duty to reduce costs and, in the wider sense, to protect the environment and reduce the emissions of CO<sup>2</sup> gas from the site. The school has an active student ECO team and have a draft Energy Conservation Strategy.

## **25. Child Protection**

Arrangements regarding child protection are set out in the Child Protection Policy. This policy is located in the staff shared area or is available from the Operations Manager Designated Safeguarding Lead ([DShttps://www.hse.gov.uk/work-equipment-machineryL](https://www.hse.gov.uk/work-equipment-machinery/)) Any issues with child protection or safeguarding please talk to the DSL as soon as possible, Training to be completed annually.



## **26. Emergency Procedures**

Arrangements regarding emergency procedures are set out in the Emergency Management Plan. This policy is located in the staff shared area or is available from the Operations Manager.

## **27. Fire Safety**

Arrangements regarding fire safety are set out in the Fire Safety Policy. This policy is located in the staff shared area or is available from the Operations Manager.

## **28. Off-site Activities (Trips & Visits)**

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance (EVOLVE). There is a separate policy in place (Apr 19). This policy is located in the staff shared area or is available from the Operations Manager.

## **29. Hot Drinks**

Rationale :

- To eliminate the risk of students and staff sustaining burns and scalds as a result of hot drinks.
- Reduce the risk of slips and trips, accidents and injury.

All hot drinks carried must be in a mug covered by a lid or be in a sealed drinking cup. There are silicone lids available from the staff rooms or main office.

Reminders to staff will be sent out termly.

## **30. Provision of Information**

The Health and Safety policy is held on the staff shared area along with other key documents and policies. There is a notice board in the main academy staffroom for information and the Health & Safety Coordinator will send out any relevant communications/reminders as and when necessary. Also within the Staff Handbook there is information on Health & Safety. All staff will have a general refresher for Health & Safety including fire at the start of the academic year.

## 32. Safety Checks Schedule

The following safety checks will be made and recorded. The Headteacher and Trustees must ensure that authorised staff are competent to carry out these duties and are authorised for the purpose.

Equipment Check	Frequency	Authorised Checker
<b>Fire Equipment</b>		
Fire Alarm Indicator Panels	Daily	Site Manager/Site Assistant
Fire Alarms	Weekly	Site Manager/Site Assistant
Fire Doors	Monthly	Site Manager/Site Assistant
Fire Extinguishers	Routine / Monthly	Site Manager/Site Assistant
Fire Blankets	Routine / Monthly	Site Manager/Site Assistant
Fire Extinguishers	Annual	Contactora certification
Alarm System	Bi Annual	Contractora certification
<b>Emergency Lighting</b>		
Indicator Lights	Weekly	Site Manager/Site Assistant
Operation	Monthly	Site Manager/Site Assistant
90 minutes endurance	Annual	Contractora
<b>Productions and Concerts</b>		
Theatre Licence	Annual	New Forest District Council
<b>Security</b>		
CCTV system	Annual	Contractora
<b>Minibus</b>		
Pre drive check	Each use	Driver of Minibus
Routine Visual	Weekly	Site Team
MOT	Annual	Garage
<b>Machinery and Equipment</b>		
As listed within Departments	Monthly	Authorised persons
Safety Check	Annual	Contractora certification
<b>Hazardous Material</b>		
Checks as listed in Departments	Weekly/Monthly	Authorised Persons

<b>Equipment Check</b>	<b>Frequency</b>	<b>Authorised Checker</b>
<b>Protective Clothing</b>		
Checks as listed in Departments	Weekly/Monthly	Authorised person and user
<b>First Aid</b>		
Checks as listed in First Aid Policy	Daily/Weekly/Monthly/Annual	Head of Learning Support and Student Welfare
<b>Electricity</b>		
Portable Appliance Testing	Annual - Up to 3 yearly	Authorised PAT Technicians PATTCO – 0800 0850482
Electrical Installation (Fixed Wire)	Five years	Contractor certification
<b>Food Safety</b>		
Health and Food Hygiene	Daily/Weekly/Monthly/Annual	Catering Department and Environmental Health
<b>Lifting and Manual Handling</b>		
As necessary	Daily/Weekly/Monthly/Annual	Authorised Person
<b>Passenger Lift</b>		
Operation	Annual	Contractor
<b>Thermostatic Mixer Valves</b>		
Accuracy of operation	Monthly	Site Manager/Site Assistant

**Records in this policy statement must be completed and retained:**

- General Records            2 years
- Accident Records         3 years
- RIDDOR                     3 years
- Dust Extraction records   40 years
- Health Records            40 years

**Useful Links**

<http://www.hse.gov.uk>

Health and Safety Executive official Website.

<http://books.hse.gov.uk>

Download free books, guidance notes and advice direct from the HSE website.

<http://www.education.gov.uk>

Department for Education official Website.

<http://www.education.gov.uk/Academys>

Health and Safety page of the DFE website for information and advice for academies.

<http://www.homeoffice.gov.uk/>

Home Office official website for information and guidance relating to the Disclosure and Barring Service.

<http://www.direct.gov.uk/>

Direct Gov Public Service official website for parents.

<http://www.rospea.com>

Royal Society for the Prevention of Accidents website advice for academies and other childcare settings.

<http://www.hpa.org.uk>

Health Protection Agency - health related advice covering infectious diseases, radon, child health and public health generally.

<http://www.hse.gov.uk/pubns/indg424.pdf> Working together to reduce stress at work

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## Appendices

1. Risk Assessment Form (RA1)
2. Generic Lifting and Manual Handling Risk Assessment
3. Site Plan
4. PAT Procedure
5. Use of Step Stools

## Appendix 1



# THE BURGATE SCHOOL & SIXTH FORM

## Risk Assessment

To be completed

Location / Site	Insert location and site where activity taking place
The Burgate School & Sixth Form	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Assessment date	Insert date when assessment is being carried out
Assessment serial number	Insert local serial/identification number for future reference

Identify hazards	Record all hazards that could cause harm or injury – add appropriate detail about the type and location of hazards

<b>Identify additional hazards</b>	Record all other hazards that are specific to this risk

<b>Identify people at risk</b>	Circle boxes where persons may be affected by hazards	
<b>Employees</b>	<b>YES</b>	<b>NO</b>
<b>Visitors</b>	<b>YES</b>	<b>NO</b>
<b>Contractors</b>	<b>YES</b>	<b>NO</b>
<b>Vulnerable persons</b>	<b>YES</b>	<b>NO</b>
<b>Students</b>	<b>YES</b>	<b>NO</b>

<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

<b>Additional control measures</b>	List any other control measures that you are going to use

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<b>Assessor's comments</b>	Insert comments relevant to findings as appropriate

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>

<b>H &amp; S Co-ordinator's comments</b>	Insert comments relevant to assessment as appropriate

<b>H &amp; S Co-ordinator</b>	<b>Signature</b>	<b>Date</b>
Nadine Fortune		

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks



## Appendix 2 - Generic Moving & Handling Risk Assessment (including moving equipment around academy)

To be completed in all instances wherever significant moving and handling is taking place, whether for regular activities or specific moving and handling tasks. The risk assessment is to be carried out in accordance with the Safety Guidance Procedure SGP 02.

<b>Location / Site</b>	Insert location and site where activity/task taking place
Whole academy site	
<b>Activity / Procedure</b>	Insert name/type of activity or task being assessed
Moving and handling of equipment/deliveries around academy	
<b>Assessment date</b>	Insert date when assessment is being carried out
13 June 2016 – reviewed Oct 18	
<b>Assessment serial number</b>	Insert local serial/identification number for future reference
RA2	

<b>Common hazards</b>	Use the following list to identify hazards that are present – add site specific detail about type/location of each hazard
Poor or uneven floor surface including steps, slopes or changes in level	
Poor lighting or environmental conditions	
Trailing wires or other trip hazards	
Difficult or awkward grip or need to hold load away from trunk	
Heavy, bulky, unwieldy, unstable or unpredictable load	
Intrinsically harmful load (e.g. sharp edges or hot surfaces)	
Strenuous pushing, pulling or lifting	
Twisting, stooping or reaching	
Long carrying distances or large vertical movement/lift	
Repetitive actions, cramped conditions or heavy work rate	
Insufficient rest or recovery breaks	
Individual capacity to carry out task or vulnerability of individual	
Special information or training required	

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<b>Identify additional hazards</b>	Record all other hazards that are specific to this task

<b>Identify people at risk</b>	Circle boxes where persons may be affected by hazards	
<b>Employees</b>	<b>YES</b>	<b>NO</b>
<b>Visitors</b>	<b>YES</b>	<b>NO</b>
<b>Contractors</b>	<b>YES</b>	<b>NO</b>
<b>Vulnerable persons</b>	<b>YES</b>	<b>NO</b>
<b>Students</b>	<b>YES</b>	<b>NO</b>

<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Common control measures</b>	Use the following list to identify controls that are required – add site specific detail about type/location of each control
Sufficient time allowed for task – to be considered as part of the pre-planning of the activity	
Special assistance sought where necessary and as appropriate	
Individual capacity of individual and their personal health considered	
Pre-check of environmental conditions including lighting and temperature	
Pre-check of floor conditions including removal of trip hazards	
Correct maintenance and appropriate use of trolley or other mechanical aid	
Provision of appropriate supervision, assistance, information, instruction	
Provision of adequate training – e-learning for all & specific course attendance as required	
Provision of adequate personal protective equipment or clothing	

<b>Additional control measures</b>	List any additional control measures that are required

<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Assessor's comments</b>	Insert comments relevant to findings as appropriate

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>

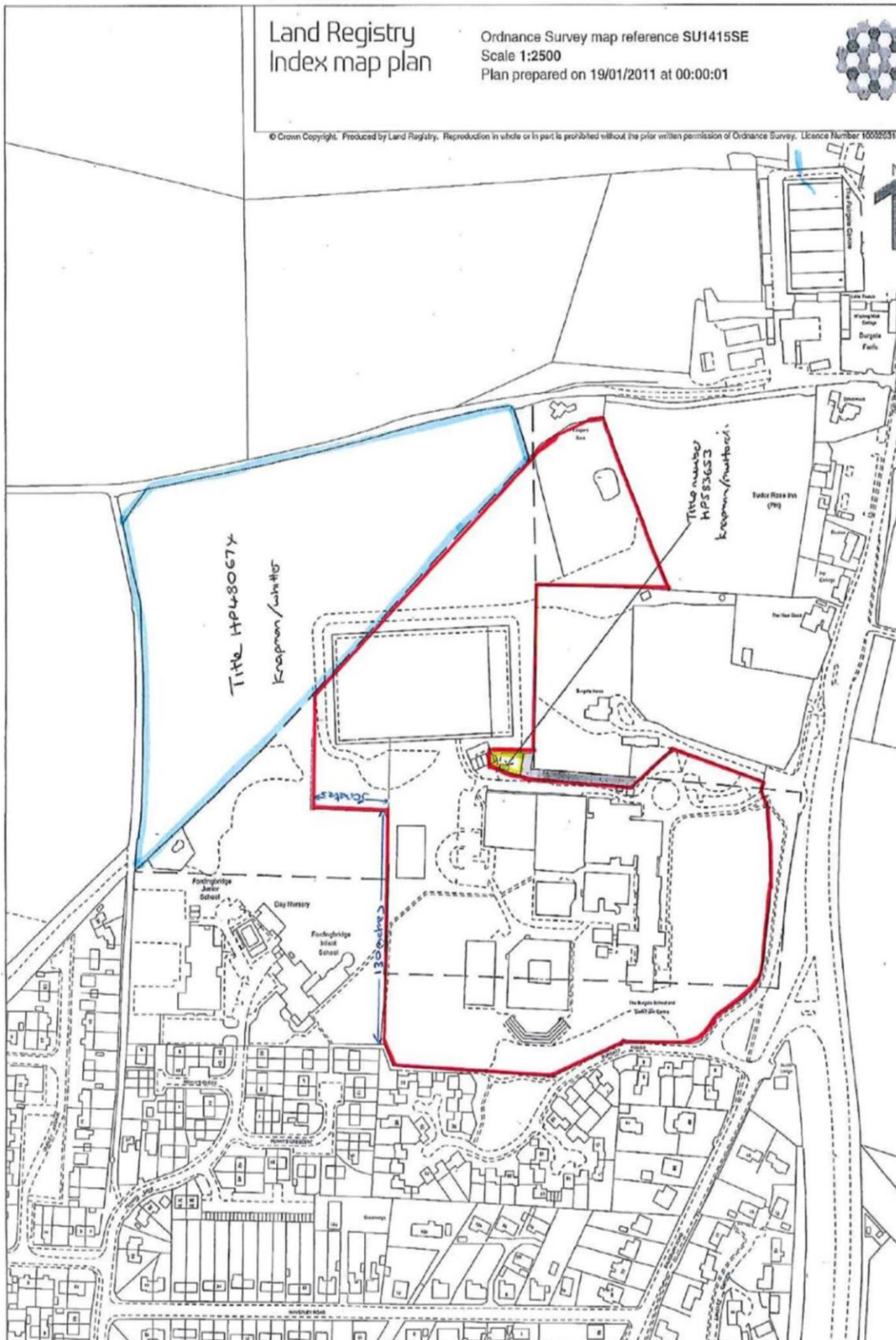
<b>Manager's comments</b>	Insert comments relevant to assessment as appropriate

<b>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion
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<b>Review date</b>	<b>Reviewed by</b>	<b>Reviewer signature</b>	<b>Remarks</b>
Oct 2018	DC		Recorded on Smartsafe

# Appendix 3 – Site Plan



## Appendix 4 – PAT Procedure for New, Used and Kitchen Equipment

1. Locate items needing to be tested and take to workshop/garage for testing. If item cannot be transported easily you will need to collect the tester and folder from workshop/garage beforehand.
2. Set up either the Seaward 100 or KT71 tester and connect to test item.
3. Analysis is provided by the PAT equipment to determine either PASS or FAIL.
4. Remove old label and affix new label, initialled with test date and item reference number using fine point black permanent marker pen.
5. 4 different colour pass labels available to use:
  - Green – Class 2
  - Purple – Class 1
  - Black – Class 3/ICT
  - Blue – 110v
  - Red – Failed
6. Record test results on data sheet in folder. Each room has its own plastic wallet.
7. Any failed item which can be repaired by the tester should be and then retested immediately on completion of the repair. Any items deemed unfixable will be disposed of and Parago (inventory) will be update if necessary. All other items will be clearly identified as DO NOT USE and stored until fixed by contractor/supplier i.e. cleaning equipment.
8. The Seaward 100 cannot perform electrical tests on computers and other sensitive equipment as it might cause damage. However, the KT71 can be used on these items.

Cleaning machines are tested annually by Hooper Services – Tel: 02392 630276

Microwaves are tested annually by Mike Long – Tel: 07858 373280

The school uses an external company PATTCO – Tel: 0800 0850482 to carry out all other PAT testing as required.

## Appendix 5 - Staying safe on step stools

Step stools are a quick and easy-to-use option when it comes to reaching items stored at height, reducing the risk of back and knee strain usually associated with regular reaching and stretching.



### Inspect your step stools before use

As with any piece of access equipment, it's important to assess step and kick stools **before each use**. Check for damage including:

- Wear and tear on the castors or base that could affect the stability of the step stools
- Contamination on the step, such as liquids that could cause sticking or slipping
- Buckling, bending or impact damage that could weaken the step

### Inspect your work area

Just as important as examining the step and checking that it's still in good working order is assessing the area you're going to use it in.

- Look out for any spillages or obstacles
- Avoid using the steps on uneven or unstable ground
- Check that the area is clear of other hazards
- If using the step in a busy area, inform others or mark out your work area

### Wear the right clothing

Tempting though it can be to quickly hop on and off kick stools when you need to reach something in a hurry, you should always ensure that you're wearing the right clothing for the job.

Make sure that you wear closed-toe shoes with a good grip on the sole; open-toed, backless and high-heeled shoes are unsuitable. Likewise, using steps with bare or stocking feet is unwise, as the tread on the step can be uncomfortable on the soles of the feet.

Long and/or baggy trousers should be secured around the ankles to prevent tripping or catching.

### Store your step stool properly

When it comes to storing step stools, you don't need much space. But, you need to make sure that wherever you store them is easily accessible to those who are able to use them, and out of reach of those who aren't.

### Policy Review

This policy will be reviewed every three years.