



Twyford
CofE
Academies Trust

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Assessment of the Impact of a Policy on Equality & Diversity

Policy: Health and Safety Policy	
Impact assessed by: R Lane	Date: 17 th October 2025
1. What is the potential for this policy impacting a person or group with a protected characteristic differently (favourably or unfavourably) from everyone else? Significant. The policy might fail to allow for the special needs or vulnerabilities of disabled pupils or staff or other protected groups.	
2. How would this be evidenced? If accident monitoring or complaints indicate that people with protected characteristics suffer more adverse effects than the general population.	
3. What is the impact of the policy and latest changes on people with protected characteristics?	

Protected Characteristic	Impact before change*	Impact after change*	Comments
Age	Positive	Positive	Menopause policy
Disability	Positive	Positive	Special provision for emergency evacuation
Gender Reassignment	Neutral	Neutral	
Marriage and civil partnership	Neutral	Neutral	
Pregnancy and maternity	Positive	Positive	Special section in the policy
Race	Neutral	Neutral	
Religion of belief	Neutral	Neutral	
Sex	Positive	Positive	Menopause policy
Sexual orientation	Neutral	Neutral	

* Positive/Negative/Neutral.

4. Policies are required to reduce or eliminate inequality and disadvantage and promote diversity. Does this assessment indicate that the Policy and latest changes pass or fail this test? Pass
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Health & Safety Policy

1 Policy Statement

The Trust recognises and accepts its responsibility for providing a safe and healthy environment for the staff it employs, for the students attending its schools and for people attending training events, other visitors and contractors who come on to the premises.

The Trust is responsible for the overall Health and Safety Policy. The Trust is required by paragraph 11 of the Education (Independent School Standards) Regulations 2014 (as came into force on 5th January 2015) to ensure a written Health and Safety Policy is in place for all of its schools. The Trust will take reasonable steps to fulfil these responsibilities within the framework of the *Health and Safety at Work etc. Act 1974* and the *Management of Health and Safety at Work Regulations 1999* as well as those other regulations, approved codes of practice, guidance, etc. made under this legislation. The Trust will ensure that appropriate policies are in place and kept up to date.

To this end, the Trust have procured the services of health and safety consultants to advise Trust Directors and staff on all related matters, to provide them with up to date information in relation to its health and safety responsibilities and to act as the Trust's competent person and part of a team of Health & Safety Managers (HSMs) which also includes the Trust's Director of Finance & Operations (Trust level) and Facilities Managers (school level).

The responsibility for the implementation of the Trust Health and Safety Policy and sub-policies at individual school level rests with the Associate Headteacher who may delegate aspects of this role to the Facilities Manager. The Local Governing Body is responsible for monitoring the implementation of the policy at school level.

Each and every member of staff of the Trust and its schools must recognise that, under the *Health and Safety at Work etc. Act 1974*, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer in fulfilling its duties under the *Health and Safety at Work etc. Act 1974* and supporting legislation as well as under the Trust's Health and Safety Policy. In this document the terms 'staff' and 'employees' shall include Teach West London trainees.

The organisation and arrangements through which the Trust, the school Local Governing Body, the school Associate Headteacher and staff aim to fulfil the requirements, are set out in the following policy and its appendices.

The Trust will ensure that sufficient resources are allocated by it and its schools to ensure, as far as is reasonably practicable, that employees, students, visitors and contractors are kept healthy and safe.

It is a requirement that all members of staff familiarise themselves with the Trust Health and Safety Policy and its sub-policies and that there is evidence that they have done so.

The Trust:

- Will take all reasonable steps to provide safe and healthy conditions for students, employees and others who may be affected by its activities;
- Will assess risks to the health and safety of staff, students, contractors, volunteers and visitors and others affected by the school's activities;
- Will take sensible and proportionate steps to ensure compliance with all relevant health and safety legislation;
- Will provide adequate resources to implement this policy including access to support from a health and safety competent person. Where necessary external specialist advice and assistance will be obtained;

- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively;
- Expects all employees and students to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others;
- Is committed to providing the necessary information, instruction, supervision and training to all employees and students where applicable;
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected safety representatives of recognised trade unions to enable them to carry out their duties.
- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the policy in light of new legislation, incidents and other changing circumstances; and
- Will set out details of the organisation and arrangements for the management of health and safety at school level in writing and communicate these to school employees, volunteers and contractors.

The Associate Headteachers are responsible for developing local arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the local procedures under:

- The overall supervision of the Associate Headteacher; and
- Within the overall framework of the Trust Health and Safety Policy.

Local arrangements are reviewed, monitored and approved by the Local Governing Bodies.

2 Definition of Competent

[DfE Guidance on Health and Safety in schools](#) says “Schools must appoint a competent person to ensure they meet their health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to give sensible guidance about managing the health and safety risks at the school.”

Competence can be described as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone’s competence.

The definition of a ‘**competent person**’ is the person who has responsibility for advising the Trust’s Directors and Senior Leadership Team and Local Governing Bodies and Associate Headteachers in the discharge of their responsibilities under the *Health and Safety at Work etc. Act 1974*, the *Management of Health and Safety at Work Regulations 1999* and all other health and safety legislation and for liaising with local health and safety officers and enforcement officers (such as HM Inspectors of the Health and Safety Executive (HSE) and fire and civil defence fire officers).

The Trust has access to employees and Handsam (who provide the ‘Competent Person’ service) who hold health and safety qualifications and are able to provide specialist advice. See details in 5.6 below.

3 Aims

The Trust aims to ensure that so far as is reasonably practicable:

- All employees are safeguarded in respect of health, safety and welfare whilst at work;
- Safe systems and effective procedures are in place to protect the health, safety, security and welfare of students and the health, safety and security of visitors to the school, including parents, contractors and their employees and members of the public affected by the work of the school;
- Arrangements are in place in the school to ensure that no work is carried out by the school or by contractors that is liable to expose employees, students, visitors or members of the public to hazards to health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place;
- Procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place and arrangements for securing proper health and safety of employees and anyone on the school site affected by their work;
- Senior Leadership Team (SLT) managers in the school are suitably trained;
- Sufficient resources are provided to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the school site or outside the school if engaged in school business; and
- Sufficient funds are provided for ensuring as far as is reasonably practicable the appropriate training of relevant staff in health and safety systems and safeguards.

4 Objectives

The Trust's objectives are to:

- Establish sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to health and safety. (This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified which will ensure as far as is reasonably practicable that suitable and sufficient standards of safety are adopted and enforced);
- Ensure that all departments (and areas of management) have suitable policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, students, contractors, volunteers and visitors in their departments;
- Provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students;
- Ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of staff, students, contractors, volunteers and visitors and where necessary appropriate training will be given;
- Ensure the provision of means of access and egress which are safe and without risks to health;
- Ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- Ensure that Trust schools develop, produce and maintain up to date fire safety procedures and documentation and that all employees and students (and as far as is practicable, visitors) are familiar with them;
- Develop safety awareness among all employees and students and to promote individual responsibility for health and safety at all levels of staff and students;
- Ensure that the health, safety and welfare of all employees, students, contractors, volunteers and visitors are under continuous and reasonable review by managers at all levels;
- Appoint competent persons as the Trust's Health and Safety Managers (HSMs) to oversee the implementation of health and safety policies and procedures;
- Ensure that each school has a Health and Safety Committee, which has a clear brief in line with this policy, meets regularly and reports regularly to the Associate Headteacher and Local

- Governing Body;
- Appoint a member of the Local Governing Body to be its health and safety representative/link governor;
- Provide sufficient funds to enable safe systems to operate and for the training of relevant staff; and
- Monitor the implementation of Health and Safety Policies and procedures through a system of regular reporting.

5 Responsibilities

This policy is largely dependent upon the total co-operation of every person who works in the Trust. The Trust expects all employees to co-operate in ensuring the health and safety of all staff, students, contractors, volunteers and visitors.

5.1 The Trust

The Trust will:

- Take into account the intentions and provisions of this document;
- Make and review regularly the overall health, safety, welfare and security policies and their implementation in the schools;
- Satisfy itself that each school is implementing this policy and has in place procedures that are fit for purpose and that each school reviews this annually;
- Ensure that each school Local Governing Body knows and understands its responsibilities;
- Require each school to set up and maintain a Health and Safety Committee under the *Safety Representatives and Safety Committee Regulations 1977/Health and Safety (Consultation With Employees) Regulations 1996*; The Trust's Staff Consultative Committee, which has employee, leadership and governor representation from each school and meets each term carries out this function.
- Ensure a competent person has been appointed to the Health & Safety Management Team to advise on the implementation of the Health and Safety Policy and procedures at trust level, local arrangements at each school and to ensure that the training of relevant school staff is kept up to date and to ensure that the competent person is appropriately trained;
- Ensure that an appropriate management system is used by each school to prompt and record the carrying out of necessary health, safety and security tasks in line with Trust policies;
- Receive and consider an annual status review from each school and determine any necessary response;
- Provide training, advice and guidance as necessary for the schools; and
- Provide sufficient funds for the implementation of its policies.
- Agree and maintain any major health, safety and security contracts with contractors;

5.2 Local Governing Body

Each school Local Governing Body will:

- Ensure that local health and safety procedures are in line with the Trust Health and Safety Policy;
- Oversee the setup and maintenance of a School Health and Safety Committee under the *Safety Representatives and Safety Committees Regulations 1977* (as amended);
- Ensure that the school Associate Headteacher takes into account the views and

- recommendations of the School Health and Safety Committee;
- Appoint a member of the Local Governing Body (the link governor) to be responsible for liaison on health and safety issues with the Associate Headteacher and staff, who will also sit on the School Health and Safety Committee;
- Ensure that there is appropriate representation from the Health & Safety Management Team at the school;
- Ensure that there is a system across the school for appropriate risk assessments to be carried out, recorded and regularly reviewed in line with the Trust Health and Safety Policy;
- Ensure that appropriate standards of welfare are established and maintained for staff, students, contractors, volunteers and visitors;
- Ensure that staff are trained in health and safety as appropriate;
- Ensure adequate resources are provided to enable the Health and Safety Policy and local arrangements to be carried out;
- Monitor the operation locally of health, safety and security contracts with contractors;
- Ensure that the estate is managed effectively, taking into account the DfE guidance [Good Estate Management for Schools](#);
- Ensure that a system is in place to enable contractors and persons hiring any part of the premises to be made aware of and to conform to, the school policy and procedures;
- Monitor the implementation of health and safety procedures through the school's health and safety management system and ensure that it is used effectively in the school;
- Receive a termly report on implementation of Health and Safety Procedures, and an annual status review from the Associate Headteacher (or representative); and
- Report as directed to The Trust.

5.3 Health and Safety Committee(s)

At Trust level the Staff Consultative Group will also function as a Health and Safety Committee. This group comprises the Trust Executive, staff representatives, union representatives and link governors. The committee meets once a term.

At school level, committees will consist of at least the Associate Headteacher or his/her nominee, a member of the Health & Safety Management Team (normally the Facilities Manager responsible for the school), the nominated governor for health and safety and up to three elected staff representatives and union representatives. The committee will meet at least three times per year and will report to the Associate Headteacher. Three members, including the Associate Headteacher or his/her nominee, present will form a quorum. The committee may determine its own Chair and proceedings in line with the Trust Health and Safety Policy. The committee may invite other members of staff and students to attend a committee meeting for specific agenda items.

This committee will:

- Take into account the Trust Health and Safety Policies;
- Make and review regularly specific health, safety, welfare and security arrangements for implementing this policy;
- Consider accident, incident and ill health records and statistics;
- Consider reports of any internal and external inspections;
- Consider risk assessment and the management of risks;
- Make recommendations on health and safety training throughout the school;
- Consider the efficacy of emergency procedures in the school;
- Consider any changes that affect health and safety;
- Receive and consider an annual status review from the HSM/Associate Headteacher and determine any necessary response;

- Consider any other items raised by management or the staff representatives; and
- Report as required to The Trust.

5.4 Designated Member of the Local Governing Body for Health and Safety (Link Governor)

This member of the Local Governing Body is responsible for:

- Liaising with the Associate Headteacher and the HSM between meetings of the Local Governing Body to ensure that the Trust Health and Safety Policies are carried out;
- Ensuring that proper oversight of any contract with contractors is maintained;
- Participating in a site inspection at least once a year;
- Participating in the working of the Health and Safety Committee;
- Overseeing the use of the health and safety management system in the school;
- Inspecting the accident/incidents books at least once a term; and
- Reporting as appropriate to the Local Governing Body.

5.5 Associate Headteacher

The Associate Headteacher (or, when absent, a nominated Deputy Headteacher or the HSM) will be responsible for the overall implementation of the Health and Safety Policy.

The Associate Headteacher is responsible for:

- The health, safety and welfare of staff, students, contractors, visitors and any other person using the premises;
- Ensuring safe working conditions for all of the above (staff, students, contractors, volunteers and visitors);
- Ensuring safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other apparatus;
- Ensuring that staff are consulted appropriately on issues that affect them;
- Implementing a Student Behaviour Policy that will ensure as far as is reasonably practicable the health and safety of students on site and when engaged in school activities off-site;
- Appointing members of the school management team to the Health and Safety Committee;
- Directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the school;
- Ensure that there is a suitable system in place for reporting accidents, near misses and concerns about staff or student welfare;
- Ensuring that liaison with contractors is maintained and that regular reports are obtained;
- Arranging for appropriate supervision of students;
- Carrying out periodic safety reviews and audits;
- Ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;
- Determining in consultation with the HSM which risk assessments should be considered exceptional and be written, taking into account the government's advice (see 'Risk Assessment' section below);
- Ensuring that the health and safety training needs of all staff and students are identified, and appropriate training provided;
- Encouraging staff, students and others to promote health and safety and to suggest ways of reducing risks;
- Delegating to the HSM appropriate tasks for the day-to-day implementation of the policy;
- Ensuring that the health and safety management system is used effectively by relevant users;

- Ensuring that parents are kept informed on any health and safety issues and enlisting their support as appropriate;
- Making termly progress reports and an annual health, safety and security status review and presenting it to the school Local Governing Body; and otherwise
- Keeping the school Local Governing Body informed of the progress of the implementation of the policy and informed about changes to the law and guidance.

5.6 Team of Health and Safety Managers

The team of HSMs will comprise suitably qualified and ‘competent persons’ (as defined above). The team comprises, at Trust level, the Director of Finance and Operations supported by external specialist contractors (Handsam) – the Trust’s appointed ‘competent person’ - and, at school level, two Facilities Managers each with responsibility for two schools.

The team of HSMs is responsible to the Trust and the Associate Headteachers for:

- Managing, co-ordinating and monitoring health and safety matters within the Trust and each school, including the provision of training;
- Ensuring that the Trust’s Health and Safety Policy and systems are implemented;
- Reporting regularly to the Trust and to Associate Headteachers on health and safety issues;
- Participating in the work of the School Health and Safety Committee;
- Assisting the Associate Headteacher in compiling the annual status review;
- Liaising as appropriate with the member of the Local Governing Body with health and safety responsibility;
- Maintaining a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare;
- Ensuring that suitable and sufficient risk assessments are carried out and appropriate controls are implemented;
- Advising the Associate Headteacher on which risk assessments should be written having taken into account the government’s advice (see section 9);
- Liaising with any contractors and making reports to the Associate Headteacher on the progress of the contractual requirements;
- Engaging external health and safety experts as appropriate, receiving their reports and taking any necessary action;
- Meeting with staff health and safety representatives;
- Advising on all health and safety matters (including safety of buildings, plant and equipment used and operated by the schools);
- Ensuring that teaching, administrative, catering and all ancillary staff (including volunteers) are compliant with The Trust Health and Safety Policy and sub-policies;
- Ensuring that contractors and persons hiring any part of the premises are aware of the Trust Health and Safety Policy;
- Ensuring that all necessary safety signs and notices are displayed;
- Ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out, recorded and monitored, that the required notices are in place and that appropriate training is given to relevant staff in accordance with the Trust’s Fire Safety Policy;
- Putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety Policy as appropriate; and

- Overseeing the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks.

The Trust contracts with an external schools health and safety specialist, Handsam, to provide a 'Competent Person' service. Staff profiles and training for Handsam consultants are found here: <https://www.handsam.education/handsam-team>. The consultancy provides a helpdesk service and, during working hours, always has at least one chartered member of IOSH available to answer questions and concerns raised by the school.

The service includes advice and training to staff and governors with a health and safety role. This includes regular email updates with information about Health & Safety related issues and developments such as changes to legislation relating to Health & Safety matters. Access is provided to a comprehensive online library of relevant documents including risk assessment templates, policies and guidance on health and safety related issues.

Handsam visit the Trust at least annually to review the Trust's progress implementing its action plan, review activities and advise on current issues. Handsam also carry out in depth audits at each site every three years. External audits are also provided through the DfE's RPA insurance scheme every three years.

Handsam support with specialist training including signposting Restraint training for staff and providing a Higher Duty of Care course for senior leaders, governors and directors of the Trust. The Trust contracts with Flick Learning to provide mandatory online training which includes a range of health and safety-related courses.

The Trust aims to ensure key staff have appropriate Health and Safety qualifications. Currently, both Facilities Managers have NEBOSH General Certificate qualifications. One of the site managers is studying for the same qualification. The Director of Finance & Operations has the IOSH Managing Safely certificate.

5.7 Staff with Departmental Responsibilities

Heads of Departments/areas of the Trust will be appropriately trained and are responsible to the Associate Headteacher through the HSM for the implementation and operation of the Health and Safety Policy as it affects their areas of responsibility. In order to discharge this responsibility they will:

- Familiarise themselves with the Trust's Health and Safety Policies and all regulations and codes of practice relevant to the work in their areas of responsibility;
- Participate as required in the work of the School Health and Safety Committee;
- Use the health and safety management system to record completion of the relevant tasks;
- Make and regularly review a departmental Health and Safety Policy (see the template for a departmental policy in Appendix A);
- Set up and implement safe methods of work;
- Ensure that the Trust's Student Behaviour Policy is implemented within the department as appropriate;
- Apply effectively all relevant health and safety regulations, rules, policies, procedures and codes of practice;
- Instruct all staff, students and others under their jurisdiction in safe working practices;
- Carry out regular safety inspections of their areas and keep records of those inspections;
- Ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- Ensure that all plant machinery and equipment is adequately guarded, is in good and safe

working order and that all reasonably practicable steps are taken to prevent unauthorised or improper use;

- Make available appropriate protective clothing and equipment, first aid and fire appliances;
- Ensure that all departmental staff and students in their areas, including any visitors/contractors, know the emergency evacuation procedures;
- Ensure that toxic hazardous and highly flammable substances are correctly used, stored and labelled;
- Provide appropriate health and safety information to relevant persons;
- Report any health and safety concerns to the HSM; and
- Assist the HSM in compiling an annual status review.

5.8 Facilities Managers

Facilities Managers (who are also HSMs) are additionally responsible to the Director of Finance & Operations for:

- Implementing the appropriate school policies and procedures;
- Maintaining an appropriate cleaning schedule;
- Ensuring that site staff are competent to carry out their responsibilities;
- Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- Taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers;
- Ensuring that other site and cleaning staff are adequately supervised;
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment; and
- Ensuring that all site and cleaning and catering staff, including contractors, work in accordance with safe working practices issued by the school.

5.9 Catering Contractor

The Catering Contractor is responsible for:

- Implementing the Trust Health and Safety Policy and relevant sub-policies;
- Applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas;
- Supervising and training staff appropriately;
- Training and instructing all catering staff in the emergency procedures;
- Carrying out regular reviews of the procedures and informing the HSM of any issues of concern;
- Recording results of the monitoring and review of procedures;
- Ensuring that all catering staff have opportunities for raising concerns about health and safety issues; and
- Assisting with the drawing up of the annual status review.

The Director of Finance & Operations will ensure that the above responsibilities are fulfilled as part of the contract: the contract will set out the contractor's responsibilities.

5.10 All Members of Staff

All members of staff have a duty to:

- Take all reasonable steps to safeguard the health and safety of themselves, all other staff, students in their care and any other persons who may be affected by their actions;
- Understand and use the school reporting systems;
- Take reasonable precautions in safeguarding themselves and others;
- Know and understand the school's and any departmental health and safety policies;
- Observe all health and safety rules and procedures set out by the Trust and use all health and safety equipment provided;
- Participate in assessing risks and the management of identified risks;
- Follow all relevant codes of safe working practice and local rules;
- Alert the HSM or heads of areas/departments as appropriate to any potential hazard noticed;
- Report (through the school's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- Ensure that students' behaviour is regulated in accordance with the school's Student Behaviour Policy;
- Report any unsafe working practices to the Facilities Manager;
- Report any concerns they may have about the health, safety and welfare of any student in their charge in line with the school's Safeguarding and Missing Students Policies;
- Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- Ensure that no student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision;
- Ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- Use the health and safety management system;
- Participate in any relevant paid training; and
- Read this Health and Safety Policy and all sub-policies agreed by the school and record on the Trust's Training Record system that he/she has done so. The following statement should be used:

'I have read the school's Health and Safety Policy and all sub-policies and understand my responsibilities'.

All staff have a right to raise health and safety issues of concern at any time but in particular at formal meetings in their departments.

All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the HSM or Associate Headteacher as appropriate.

The Trust recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for health and safety, to use their experience and knowledge as adults and their training as teachers and support staff to make reasonable, common sense decisions about risk assessment and control measures.

The Trust will follow the government's advice that all school staff should follow the health and safety procedures put in place by the employer. However, if staff feel that any procedure is inappropriate they should discuss this with a HSM in the first instance and request that it is reviewed.

5.11 Staff Safety Representative

Trade union representatives have the right to:

- Investigate potential hazards and to examine the causes of accidents in the workplace;
- Investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- Make representations to the Associate Headteacher and the HSM, as appropriate, on general matters affecting the health, safety and welfare of employees;
- Participate as an elected union representative in the work of the School Health and Safety Committee;
- Carry out workplace health, safety and welfare inspections; and
- Have paid time off to carry out their functions and to receive health and safety training.

None of the above functions given to a health and safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

5.12 School Welfare Officers

The School Welfare Officers are responsible for:

- Implementing the Trust's First Aid and Supporting Pupils with Medical Conditions Policy.
- Notifying the staff when a child has been identified as having a medical condition who will require support in the school;
- Collating information provided by parents and professionals;
- Assisting with drawing up any student healthcare plans;
- Ensuring that students with medical conditions are properly supported in the school, including supporting staff on implementing a child's health plan;
- Liaising with lead clinicians on appropriate support for the child and associated staff training needs;
- Liaising with staff, parents and professionals to provide suitable healthcare plans;
- Administering all prescribed medication and any necessary non-prescription medicine and ensuring safe storage in accordance with the Trust's policy;
- Working with the Associate Headteacher to determine the training needs of school staff and agreeing with the Associate Headteacher who would be best placed to provide the training;
- Confirming to the Associate Headteacher that school staff are proficient to undertake healthcare procedures and administer medicines;
- Ensuring that appropriate records are kept and are accessible; and
- Reporting as required to the Associate Headteacher (or Associate Headteacher's representative).

For more detail about the Welfare Officer role refer to the Trust's First Aid and Supporting Pupils with Medical Conditions Policy.

The staff in charge of particular activities (whether on or off the school premises) are responsible for liaising with the School Welfare Officer and ensuring that appropriate arrangements are made for students with medical needs during:

- Educational visits/learning outside the classroom; and
- Sporting activities.

5.13 Confirmation that staff are Familiar with the Policy

Under arrangements made by the team of HSMs, all employees will record on the Trust's Training

Record system to indicate that they have familiarised themselves with this policy and the sub-policies and their responsibilities.

6 Consultation

6.1 Staff

The Associate Headteacher will consult safety representatives of staff unions recognised by The Trust and any staff representatives elected to represent staff who are not members of recognised unions.

Staff interests will also be represented on the School and Trust's Health and Safety Committees.

Health and safety will be a standing item on the agendas of all departments, pastoral groups and any formal management meetings in the school. Any points raised will be duly minuted and reported promptly to the HSM.

6.2 Students and Parents

Students also play a part in overall health and safety and welfare of the Trust and will be encouraged to discuss health and safety issues at school student council meetings and raise any concerns, which will be reported to the HSM.

The school Local Governing Body or Associate Headteacher may decide to involve students further in the management of health, safety, welfare and security.

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security, safeguarding of students, road safety). Each school may determine the amount and manner of the consultation.

7 Organisation

7.1 Structure

- **The Board of Directors** has overall responsibility for the policies and procedures in the Trust;
- **Health and Safety Committees** will consider and make recommendations on overall health and safety issues affecting the school/Trust and will report to the Associate Headteacher/Executive Headteacher;
- The school's **Local Governing Body** reports to The Trust and will use a designated governor for health and safety for regular liaison with the HSM and Associate Headteacher and to participate in the work of the School Health and Safety Committee;
- The **Associate Headteacher** has overall responsibility for the internal management and implementation of the policies and procedures and reporting to the Local Governing Body;
- **The team of HSMs** has the responsibility for the day to day management, co-ordination and implementation of the policy and for liaising with contractors and reporting to the Associate Headteacher;
- **Heads of areas/departments** have responsibility for health and safety within their areas and for reporting issues to the HSM;
- Regular (at least termly) **department and team meetings** will be held with reports going to the HSM;
- **Union safety representatives** have the right to participate in the School Health and Safety

Committee and to discuss health and safety issues as necessary with the HSM and/or the Associate Headteacher;

- **Staff who are not in a union** have a right to elect a representative who will also participate in the Health and Safety Committee and to discuss health and safety issues with the HSM and Associate Headteacher; and
- If agreed by the Local Governing Body, the **student council** may have an advisory role, reporting to the Health and Safety Committee and HSM.

8 Risk Assessment

All members of staff in charge of departmental 'safety areas' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made. Heads of Department must be **competent** to carry out appropriate risk assessments. The HSM is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

The Trust risk assessment pro forma is found here: APPENDIX B: RISK ASSESSMENT TEMPLATE. This template must be used by all designated persons. Completed assessments must be sent to the HSM and retained on the health and safety management system and made accessible to all relevant staff. Relevant staff will be provided with training on the health and safety management system.

Risk assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective. If any incident arises, the risk assessment will be revisited immediately and any improvements needed will be made.

The HSM will ensure that suitable and sufficient risk assessments are carried out and determine which can be done at school level and which by any other outside contractors. The HSM has the discretion to seek advice from the Trust on appropriate delegation and will report the reasons and response to the Associate Headteacher.

Risk assessments will identify measures to control risks during school activities. Risk assessments will record significant findings of the assessment by identifying the hazards, how people might be harmed by them and what they have in place to control risk. Records of risk assessments will be made and will be focused on controls, which will be clearly explained so that others know exactly what they are required to do.

The Trust recognises that some activities, especially those happening away from the school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The Associate Headteacher should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the Associate Headteacher must ensure that the significant findings of the assessment are recorded. See DfE guidance [Health and Safety: Responsibilities and Duties for Schools](#).

9 Security

Each school will take note of the Trust Security and Safety of Premises Policy and adapt it to suit the particular situation of the school.

The security arrangements will cover as relevant:

- The site;

- The buildings;
- Notices;
- Control of visitors and contractors to the school;
- Locks and keys;
- Out-of-bounds areas;
- Dealing with trespassers;
- Security of staff and student property;
- Vehicles and cycles;
- Movement around the site and buildings;
- Transport and pedestrians arriving at the school in the morning and leaving in the afternoon; and
- Responsibilities for security aspects.

10 Health and Safety Management Arrangements

The Trust will use the health and safety management system for recording health and safety management. All relevant staff will be trained in its use.

The HSM will be responsible for the health and safety management system and will make regular reports to the Associate Headteacher on the progress of the annual cycle of health and safety management.

Staff with health and safety responsibilities will be responsible for completing tasks assigned to them and recording completion in the health and safety management records in the manner laid down by the school.

The school will review individual responsibilities and ensure that there is appropriate training, compliance and documentation on an ongoing basis.

The Trust will make arrangements to review the implementation of the management system from time to time to ensure that the system is used to ensure that the Trust complies with law and regulations.

The school Local Governing Body will receive termly reports on the implementation of health and safety policies and procedures and an annual status review.

11 Training

The Trust will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

All employees, volunteers, peripatetic staff etc., whether permanent or temporary, will undergo **induction training** which will include the following health and safety matters:

- Emergency arrangements;
- Fire drills;
- First aid arrangements;
- Accident reporting;
- Good housekeeping;

- Codes of safe practice and guidance;
- Health and safety handbook and school arrangements;
- How to meet their roles and responsibilities identified within this Health and Safety Policy;
- How to assess risks specific for their job;
- Specific hazards/responsibilities associated with work activity; and
- Special needs of students including students with disabilities.

Further training needs will be considered when employees transfer or take on new responsibilities, when there is a change in the work equipment or systems of work in use, or when there is a change in the special needs of the students. The Trust recognises that certain roles involve a greater element of risk which will need extra or specific training, for example using industrial machinery or managing asbestos.

The HSM will identify with relevant heads of department and staff and in consultation with Trust level HSMs the appropriate health and safety training needs. The school undertakes to provide extra training for staff where a need is identified.

Staff who feel that they have a need for health and safety training of any kind should notify the HSM in writing.

The HSM will ensure that individual employee training is recorded and up to date and appropriate for the duties undertaken. Training will be recorded in the Trust's Training Record System or health and safety management system. Where certificates of competence are required for potentially hazardous activities (e.g. operation of equipment etc.), heads of department are responsible for:

- Checking the validity of certificates;
- Arranging refresher training when necessary; and
- Keeping the HSM informed.

Responsibility for facilitating attendance and funding of training will be allocated according to the school's Continuing Professional Development (CPD) Policy by the Local Governing Body.

12 Staff Involvement in the Management of Health and Safety

All staff will have access to a copy of the Trust Health and Safety Policy and sub-policies and will complete the Training Record to indicate that they have read and understood this policy and the sub-policies and their responsibilities. The Trust recognises that time must be provided for this to be undertaken.

All relevant staff will be trained to use the school's health and safety management system.

The school and Trust management undertakes to keep staff informed of any changes to the policy and procedures through the Health and Safety Committees, minutes, communications with line managers, staff bulletins, staff meetings and briefings and e-mail messages.

All staff will have the opportunity for direct involvement in managing health and safety through departmental arrangements and through representatives on the Health and Safety Committee.

13 Measuring Performance

The Trust will use an appropriate system to support relevant staff in carrying out their responsibilities for health, safety and security in their areas.

The HSM will ensure that the following are carried out as appropriate, using the school's management system for logging purposes:

- Regular documented audits;
- Site inspections;
- Review of risk assessments and the subsequent control measures;
- Surveys by the Health and Safety Committee;
- Attendance at health and safety meetings;
- Information coming out of department meetings and how it is dealt with;
- Results of any external reviews/investigations;
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review;
- A system of reviewing and developing improvement plans as identified; and
- Sharing experiences, findings and good practice inside the school.

14 Status Review

Each Local Governing Body will, at the end of each academic year (or appropriate period), be provided with a status report on each safety management area covered by the school's review.

The review will draw off the information on the health and safety management system and will comprise:

- A statement of the number of uncompleted tasks on 31st August (or any other suitable date chosen);
- A review of the overall fulfilment of risk assessments and other health and safety tasks as recorded on the management system;
- A review of the overall decrease/increase in risks and reported incidents from the previous year;
- A review of the overall decrease/increase in accidents/incidents;
- Any other findings in the annual audit;
- Changes in the health and safety organisation, policy or structure;
- New processes and new technology introduced for health, safety and security;
- A reference to external influences: legislation, guidance, British Standards, auditors and reports; and
- Any proposals for improvements.

The Associate Headteacher will ensure that copies of the school's status review are made available to all staff and union representatives. The Director of Finance & Operations (as Trust-level HSM) will incorporate the status review reports for each school in a status review report covering the whole Trust.

15 Equal Opportunities

In making, reviewing and implementing this policy the school's Equal Opportunities Policies will be taken into account (see the Assessment of the Impact of the Policy on Equality and Diversity at the

start of this document for a high level assessment of impact).

In particular the school must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students, contractors, volunteers and visitors to use the school's facilities and curriculum as far as is reasonably practicable. The disability accessibility plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, students, contractors, volunteers and visitors.

16 Sub-policies

The sub-policies attached APPENDIX D: SUB POLICIES are part of the Trust's Health and Safety Policy to which each school must have regard.

Each school may propose additional sub-policies that are relevant to its situation and needs. Draft policies should be submitted to the Director of Finance & Operations for consultation with other local governing bodies and submission to Trust Directors for approval.

17 Monitoring and Review

The **HSMs** are responsible for:

- Advising Trust Directors about changes in health and safety law, regulations and guidance;
- Assisting with monitoring the implementation of the policy and propose changes;
- Overseeing the proper use of the school's health and safety management system;
- Overseeing the completion and annual review of risk assessments;
- Monitoring and reporting on progress with action plans;
- Monitoring the status of health and safety related training, and
- Reporting to the Associate Headteacher.

The HSMs will assist the Associate Headteachers in compiling the annual status review.

The **Associate Headteachers** are expected to show leadership in health and safety management.

The Associate Headteachers will:

- Monitor the implementation of the policy;
- Ensure that the school's procedures are fit for purpose;
- Ensure that the health and safety management system is being used to ensure compliance;
- Keep the Local Governing Body up to date with any changes in the school organisation that may require a fresh look at health and safety; and
- Present termly reports and an annual status review to the Local Governing Body.

The **Local Governing Bodies** will:

- Receive termly reports on health and safety and security in the school from the Associate Headteacher and an annual status review;
- Monitor the operation of the policy through the work of the link governor (visits and Health & Safety Committee representation);
- Ensure that the school maintains, monitors and reviews its Health and Safety Policy, procedures and organisational arrangements; and
- Send the annual status review to The Trust.

The Trust will carry out its own annual review of health and safety arrangements at Trust schools (supported by the Director of Finance & Operations) to ensure that procedures are in place and are regularly monitored. The report it receives will cover how well the arrangements are succeeding and recommend changes to the Health & Safety Policy.

APPENDIX A: TEMPLATE FOR A DEPARTMENT HEALTH AND SAFETY POLICY

THIS TEMPLATE IS INTENDED TO SIT ALONGSIDE THE INFORMATION AVAILABLE THROUGH THE HEALTH AND SAFETY MANAGEMENT SYSTEM. HEADS OF DEPARTMENT WISHING TO WRITE A POLICY SPECIFIC TO THEIR DEPARTMENT WHEN ONE DOES NOT ALREADY EXIST SHOULD USE THIS TEMPLATE AND CONSULT WITH THEIR COUNTERPARTS IN OTHER TRUST SCHOOLS IN ORDER TO DEVELOP A COMMON POLICY. THE DRAFT DOCUMENT SHOULD BE SUBMITTED TO THE DIRECTOR OF FINANCE & OPERATIONS FOR INCLUSION AS A SUB-POLICY IN THE NEXT UPDATE OF THIS DOCUMENT.

Contents

1. Introduction
2. Managing Risks Specific to the Department
3. Responsibilities
 - 3.1 Staff with Departmental Responsibilities
 - 3.2 All Members of Staff
4. Monitoring and Review

Name of department:

Head of Department/person with overall health and safety responsibilities:

1 Introduction

The Head of Department and all staff members of the department must read, understand and adhere to the Trust Health and Safety Policy and all sub-policies including this policy (which will become a new sub-policy) once adopted.

2 Managing Risks Specific to the Department

(INSERT RISK MANAGEMENT TASKS THAT ARE PARTICULARLY RELEVANT TO THE DEPARTMENT).

(e.g. Specific machinery, layout of the department, use of sharp implements, use of personal protective equipment, or activities that have an element of risk. Departments that have a greater risk management responsibility like PE, Games, Science, Design and Technology, Drama, should set out their particular approaches to risk assessment and risk management here or in appendices).

All members of staff must wear appropriate protective clothing where relevant in accordance with current regulations on personal protective equipment.

3 Responsibilities

3.1 Staff with Departmental Responsibilities

Heads of departments/areas of Trust/school operations will be appropriately trained and are responsible to the Associate/Executive Headteacher through the HSM for the implementation and operation of the Health and Safety Policy as it affects their areas of responsibility. In order to discharge this responsibility they will:

- Familiarise themselves with the Trust's Health and Safety Policies and all regulations and codes of practice relevant to the work in their areas of responsibility;
- Participate as required in the work of the School Health and Safety Committee;
- Use the health and safety management system to record completion of the relevant tasks;
- Make and regularly review a departmental Health and Safety Policy;
- Set up and implement safe methods of work;
- Ensure that the school's Student Behaviour Policy is implemented within the department as appropriate;
- Apply effectively all relevant health and safety regulations, rules, policies, procedures and codes of practice;
- Instruct all staff, students and others under their jurisdiction in safe working practices;
- Carry out regular safety inspections of their areas and keep records of those inspections;
- Ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- Ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- Make available appropriate protective clothing and equipment, first aid and fire appliances;
- Ensure that all departmental staff and students in their areas, including any visitors/contractors, know the emergency evacuation procedures;
- Ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;

- Provide appropriate health and safety information to relevant persons;
- Report any health and safety concerns to the HSM; and
- Assist the HSM in compiling an annual status review.

3.2 All Members of Staff

All members of staff have a duty to:

- Take all reasonable steps to safeguard the health and safety of themselves, all other staff, students in their care and any other persons who may be affected by their actions;
- Understand and use the school reporting systems;
- Take reasonable precautions in safeguarding themselves and others;
- Know and understand the school's and any departmental health and safety policies;
- Observe all health and safety rules and procedures set out by the Trust and use all health and safety equipment provided;
- Participate in assessing risks and the management of identified risks;
- Follow all relevant codes of safe working practice and local rules;
- Alert the HSM or heads of areas/departments as appropriate to any potential hazard noticed;
- Report (through the school's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- Ensure that students' behaviour is regulated in accordance with the school's Student Behaviour Policy;
- Report any unsafe working practices to the **(HEAD OF DEPARTMENT/SITE MANAGER)**;
- Report any concerns they may have about the health, safety and welfare of any student in their charge in line with the school's Child Protection Policy;
- Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- Ensure that no student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision;
- Ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- Use the health and safety management system;
- Participate in any relevant paid training; and
- Read this Health and Safety Policy and all sub-policies agreed by the school and complete the Training Record to indicate that he/she has done so. The following statement should be used: 'I have read the school's Health and Safety Policy and all sub-policies and understand my responsibilities'.

All staff have a right to raise health and safety issues of concern at any time but in particular at formal meetings in their departments.

All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the HSM or Associate Headteacher as appropriate.

The Trust recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for health and safety, to use their experience and knowledge as adults and their training as teachers and support staff to make reasonable, common sense decisions about risk assessment and control measures.

The Trust will follow the government's advice that all school staff should follow the health and safety procedures put in place by the employer. However, if staff feel that any procedure is inappropriate they should discuss this with the HSM in the first instance and request that it is reviewed.

4 Monitoring and Review

The Head of Department will monitor the progress of the policy. The Head of Department will liaise with the Health and Safety Manager (HSM) to ensure that it remains in line with school policies. The School HSM will ensure that procedures are in place and are regularly monitored and will report to the Associate Headteacher.

The Head of Department will assist the HSM in compiling the annual status review.

The implementation of health and safety procedures will be reviewed annually at a department meeting. The review will be recorded on the health and safety management system and will be available for the HSM to note.

This sub-policy will be reviewed annually.

APPENDIX B: RISK ASSESSMENT TEMPLATE

Making risk assessments in the workplace is covered by the *Management of Health and Safety Regulations 1999*. There is no law about how risk assessments should be done or recorded, although the HSE has issued [guidance](#) on these. Although some risks cannot be prevented, you should always look to eliminate a risk where it is possible. Controlling risks that cannot be prevented should be focused on doing what is “reasonably practicable”, with the aim to protect anyone likely to come into contact with the risk. No risk is averted by the amount of writing in a risk assessment. Be brief and to the point. For guidance on using the risk assessment, see table and explanations below.

RISK ASSESSMENT

ACTIVITIES: (What will you be doing and with whom?)		TO BE COMPLETED WITH NUMBER AND TITLE OF RISK ASSESSMENT			
		Date assessment was carried out:	TO BE COMPLETED	Date of next review: (Max timeframe 1 year)	TO BE COMPLETED
This Guidance should be used in conjunction with: {LIST any Linked Risk Assessments and Policies}					
What are the hazards? (List potential hazards/issues related to planned activities)	Who might be harmed and how? (Staff, students, visitors, etc.)	What are you already doing to control the risks? (List existing controls already in place to reduce risk e.g. information, instruction, training, systems or procedures)	What further action do you need to take to control the risks? (only further action over and above controls that are essential to the activity proceeding should appear here on a signed off risk assessment)	Who need to carry out the action?	When is the action needed by?

I have studied the risks involved with this activity and I am satisfied that the control measures are sufficient for it to proceed. Approval is given by signature below.

Assessment carried out by:	Name	Job Title (e.g. HOD):		Signature:	
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Assessment approved by:	Name	Job Title (e.g.SLT):		Signature:	
		Date:			
		Further controls added to H&S action plan (Yes to confirm)			

APPENDIX C: LIST OF JOB ROLES

Job Role	Trust	Twyford High School	William Perkin	Ada Lovelace	Ealing Fields
Chief Executive					
Chair of Directors					
Director of Finance & Operations					
(Associate) Headteacher					
Chair of Governors					
Health and Safety Manager					
School's Health and Safety Competent Person					
Nominated Governor for Health and Safety					
Health and Safety Committee Members	Director of Finance & Operations, Exec Head, Assoc Heads, Link	Assoc Head, union and staff reps	Assoc Head, union and staff reps	Assoc Head, union and staff reps	Assoc Head, union and staff reps

Job Role	Trust	Twyford High School	William Perkin	Ada Lovelace	Ealing Fields
	Governors, union and staff reps.				
Admin/Office Manager					
Facilities Manager					
Designated Safeguarding Lead					
Deputy Designated Safeguarding Lead					
Appointed Person for Pastoral Care					
Nominated Governor for Anti-Bullying					
Nominated Teacher Lead for Anti-Bullying					
Head of E-Safety		DSL	DSL	DSL	DSL
Educational Visits Coordinator (EVC)					

Job Role	Trust	Twyford High School	William Perkin	Ada Lovelace	Ealing Fields
Person to whom Mini-Bus incidents must be reported					
Responsible Person for Science Department					
Head Science Technician					
Radiation Protection Supervisor					
Radiation Protection Officer					
Radiation Protection Advisor					
Responsible Person for Design and Technology Department					
Responsible Person for Physical Education Department					
Responsible Person for Dance/Drama Department					
Responsible Person for Display Screen Equipment					

Job Role	Trust	Twyford High School	William Perkin	Ada Lovelace	Ealing Fields
Responsible Person for Electrical Equipment					
Responsible Person for Asset Register					
Nominated Responsible Person for Fire Safety					
Fire Service Liaison Officer (FSLO)					
Responsible Person for Inspecting Fire Safety Signage					
Responsible Person for Inspecting Walkways and Escape Routes					
Responsible Person for Inspecting Fire Resisting Doors					
Responsible Person for Checking Fire Service Has been Called					
Responsible Person for Fire Training					

Job Role	Trust	Twyford High School	William Perkin	Ada Lovelace	Ealing Fields
Responsible Person for Legionella					
Competent Person for Working at Height					
Permit Issuer for Working at Height					
Permit Issuer for Confined Spaces					
Permit Issuer for Hot Works					
Permit Issuer for Electrical Work					
Permit Issuer for Asbestos					
Crisis Management Team Members	See Business Continuity Plan and Critical Incident Plan				
Head of Crisis Management Team					

Job Role	Trust	Twyford High School	William Perkin	Ada Lovelace	Ealing Fields
Responsible Person for Ensuring Support for Pupils with Medical Conditions (and IHPS)	Trust Lead Welfare Officer				
Responsible Person for First Aid					
Name of School Nurse(s)/Service					
Responsible Person for Managing Medicines					
Responsible Person for Managing Pregnant Staff					
Responsible Person for Investigating Accidents					
Responsible Governor for Investigating Accidents					
Appointed Competent Person for Managing Contractors					
Responsible Person for Hiring and Letting					

Job Role	Trust	Twyford High School	William Perkin	Ada Lovelace	Ealing Fields
Responsible Person for Onstage Safety		Head of Drama	Head of Drama		Head of Drama
Responsible Person for Backstage Safety		AV Technician	AV Technician	AV Technician	AV Technician
Responsible Person for Waste Management					
Delegated Person for Arranging Home Visit Arrangements		Designated Safeguarding Lead	Designated Safeguarding Lead	Designated Safeguarding Lead	Designated Safeguarding Lead
Responsible Person as Data Controller for CCTV					
Responsible Person for Equal Opportunities					
Responsible Person(s) for Special Educational Needs and Disability					
Responsible Person for Co-ordinating the Day to Day Provision of Education for pupils with Special Educational Needs at the School					

Job Role	Trust	Twyford High School	William Perkin	Ada Lovelace	Ealing Fields
Special Educational Needs Coordinator (SENCO)					
Special Educational Needs Team Members					

APPENDIX D: SUB POLICIES

Accident/Incident Investigation and Reporting

Organisation

The Health and Safety Manager (HSM) is responsible for establishing and reviewing the Trust arrangements for accident investigation and reporting.

A standardised accident and incident reporting system will be used by nominated staff who are required to record incidents. Suitable and sufficient training on how to use the reporting system will be provided to all nominated staff.

The Data Protection Officer will ensure that high standards of data security and management are maintained at all times during investigations and during evidence handling and sourcing.

Investigation

The Health and Safety Manager (HSM) or other suitably trained colleague will conduct an investigation into all accidents under the guidance of school leadership. For all serious accidents and near misses which resulted or could have resulted in a serious injury or worse or were reportable to the HSE, investigations must follow a formal process and the attached form must be used to record findings.

The Health and Safety Manager (HSM) or other suitably trained colleague should collate suitable contemporaneous documentary evidence and other information that the investigation can refer to. Depending on the accident type, examples may include the following:

- Written first accounts of staff and any witnesses, including students when appropriate. These should be taken as soon as practicable
- Photographs of incident site, equipment, vehicles etc
- Maps, plans or site diagrams
- Relevant risk assessments
- Permits to work
- Staff training records
- Equipment inspection and maintenance records or logs
- Sub-contractor documentation, risk assessments, permits to work and contract terms
- For visits, consent forms and medical declaration forms plus any relevant documentation of trip providers or tour operators

The school's Health and Safety Manager (HSM) should liaise with the school's insurers in situations that are likely to result in a claim under the school's Public Liability insurance policy as they can provide additional investigatory support, advice and expertise. There may also be legal implications that need to be taken into account during the school's investigation that the insurers' legal team may wish to comment upon.

Definitions

Definition of an Accident

An accident is defined by the HSE as:

'any unplanned event that resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity'.

For the purposes of this document, accident can be extended to include other incidents such as an act of physical violence.

The requirement to report certain accidents to people who are not at work (e.g. pupils) has been simplified and can be found on the HSE website [here](#).

Near Misses

A near miss is defined by the HSE as:

‘an unplanned event which does not cause injury or damage, but could have done so’.

Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

It is the Trust policy that near misses be recorded and, following an investigation, an assessment made. This assessment should identify whether amendments to procedures or equipment maintenance are required in order to reduce the likelihood of recurrence.

Reporting by the School

All accidents/incidents resulting in injury are recorded in SIMS when the injured person attends the Welfare Room. All other accidents and near misses must be reported immediately to the Health and Safety Manager (HSM).

The Pastoral Deputy Head is responsible for collating accident information from SIMS and from the HSM's accident book and reporting as required to the Associate Headteacher and/or Local Governing Body. The HSM is responsible for reporting serious accidents to the HSE in accordance with the provisions of *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013*. Details may be found on the HSE website [here](#).

The Welfare Officer and Health and Safety Manager (HSM) will inform the Associate Headteacher immediately of all major accidents on the school's premises or involving staff and students that are reported to them.

The Health and Safety Manager (HSM) will also review accidents/incidents annually to determine any patterns that may be discernible and report on these to the Associate Headteacher.

The Associate Headteacher will ensure that accidents and incidents are reviewed as part of the annual status review and reported to the Local Governing Body annually.

Fatalities and Major Accidents at Work

Staff

It is the school's policy that fatalities and major accidents at work, in accordance with Schedule 1 of the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013*, are reported by the quickest possible means to:

- Next of kin;
- HSE ('the relevant enforcing authority') by the quickest means possible;
- The Executive Headteacher, Chair of the Trust and Chair of the Local Governing Body and
- The insurers (where appropriate).

A follow-up report will be made within 10 days.

Pupils

Fatalities and injuries at the school or on school activities requiring hospitalisation must be reported by the quickest possible means to:

- Next of kin/parents/carers;
- HSE ('the relevant authority') by the quickest means possible;
- The Executive Headteacher, Chair of the Trust and Chair of the Local Governing Body and
- The insurers (where appropriate).

A follow-up report will be made within 10 days.

Visitors

Fatalities and injuries on school premises or when accompanying school activities requiring hospitalisation must be reported by the quickest possible means to:

- Next of kin/parents/carers as appropriate;
- HSE ('the relevant authority') by the quickest means possible;
- The Executive Headteacher, Chair of the Trust and Chair of the Local Governing Body and
- The insurers (where appropriate),

A follow-up report will be made within 10 days.

Standard protocols are for the Police or healthcare professionals to notify next of kin after fatalities and life changing injuries. The Associate Headteacher shall carefully consider follow-up communications with next of kin. Trauma counselling should be arranged for staff and students.

The Trust shall cooperate with the Police, HSE, Local Authority or other enforcing body that have a statutory responsibility to investigate. If not the Health and Safety Manager (HSM), an alternative senior and competent individual shall be allocated by the Associate Headteacher as the single point of contact for the investigating authority.

The Trust will record all injuries and near misses to pupils on the school's system. Playground accidents due to collisions, slips and falls are not RIDDOR reportable unless they are a result of work, such as the condition of the premises or equipment, or the level of supervision. Playground or sports incidents must be reported if the injury results in fatality or if the student is taken directly to hospital for treatment.

7 Day Absences

Staff: All accidents that result in the member of staff being absent from work for 7 days or more (not counting the day of the incident, but including weekends and rest days) must be reported within 15 days to:

- Next of kin;
- HSE ('the relevant authority');
- The Executive Headteacher, Chair of the Trust and Chair of the Local Governing Body; and
- Insurers (where appropriate).

An 'over 7 day injury' is one which is not designated 'major' but results in an injured person being off work or unable to do his/her full range of normal duties.

When calculating 'more than 7 days', employers must count the days the worker would not normally be expected to work (e.g. weekends and rest days).

The report must be made within 15 days of the incident.

However, if the worker's incapacitation does not occur immediately after the incident then the report should be made as soon as the injury or condition has actually incapacitated the worker for more than 7 days.

3 Day Absences

The Trust must keep a record of all 'over 3 day' injuries to **workers**, but they do not need to report these, as an accident book or online log record will suffice.

It is the Trust policy that 'over 3 day absence' injuries to **pupils** will also be recorded.

Dangerous Occurrences

Dangerous occurrences that are included in Schedule 2 Part 1 of *RIDDOR* will be reported as quickly as possible and a written report within 10 days of the incident to:

- HSE ('the relevant authority');
- The Executive Headteacher, Chair of the Trust and Chair of the Local Governing Body;
- The Local Authority;
- Insurers where appropriate; and
- Parents/carers if considered appropriate.

Use the [HSE online form](#) to report a dangerous occurrence.

Gas Incidents

Distributors, fillers, importers and suppliers of flammable gas must report incidents resulting in a fatality, loss of consciousness, or hospitalisation for treatment of an injury directly relating to that gas. Incidents must be reported using the [HSE online form](#).

Registered gas engineers (under the Gas Safe Register) must provide details of any dangerous gas appliances or fittings. Unsafe gas appliances and fittings should be reporting using the [HSE online form](#). Dangerous here means where the appliance or fitting could cause fatality, loss of consciousness or hospital treatment. The danger could be as a result of the design, construction, installation, modification or servicing of that appliance or fitting which could result in:

- An accidental leakage of gas;
- Incomplete combustion of gas; or
- Inadequate removal of products of the combustion of gas.

Accident/Incident Investigation Form

One line summary of the accident/incident:

Site:

Date and time of accident/incident:

Investigated by:

Position:

Date:

Type of accident/incident: Ill-health/Near miss/Minor injury/Major injury*

Was the accident/incident RIDDOR reportable and has it been reported? Yes/No*

If relevant, date reported to the HSE:

Full description of what happened, where it happened and who it happened to: Include photographs, maps/plans, diagrams.

Witness information: Include all those with relevant information (whether present or not). Include information from the person who was injured.

Signed and dated witness statement(s) have been completed and are attached*

Working conditions and method used: Refer to and attach copies of relevant risk assessments.

Plant/equipment condition: Refer to and attach copies of relevant inspection and maintenance records.

Training/supervision/experience: Refer to and attach copies of relevant training records, permits to work and sub-contractor documentation.

Other factors: Including personal protective equipment. Refer to and attach copies of individual healthcare plans, school trip consent forms where relevant.

Analysis and outcome:

What was the immediate cause?

What were the underlying causes or contributing factors?

What action is required to prevent similar occurrences?

Actions	By Whom?	By When?

Has the relevant Risk Assessment been reviewed and updated as appropriate? Yes/No*

* Delete if not applicable

Air Quality

Introduction

Air pollution is a major environmental risk to health. Reducing exposure to air pollution reduces the risk of diseases such as stroke, heart disease, lung cancer, and both chronic and acute respiratory diseases, including asthma.

Air pollution particularly affects the most vulnerable in society such as children, those with pre-existing heart and lung conditions and people who live in less affluent areas which tend to also have poor air quality.

According to the World Health Organisation, in 2016, 91% of the world population was living in places where the WHO air quality guidelines levels were not met. Low income countries are disproportionately affected but the air quality in most parts of London also fails to meet WHO standards.

Schools operated by the Trust are located in areas with poor air quality. According to the Air Quality Action Plan produced by the London Borough of Ealing, all of the Trust's schools are in areas that fail to meet WHO standards for annual mean concentrations of NO₂ and particulate matter (PM10 and PM2.5). Concentrations are particularly high in the east of the Borough and next to major roads, which means that all Trust schools are in the borough's highest concentration areas. William Perkin C of E High School and Ada Lovelace C of E High School are at particular risk because they are adjacent to major roads, although measures were included in the design of the buildings to limit exposure to air pollution from traffic.

The potential health and safety risks associated with fumes given off by chemicals and substances is outside the scope of this policy. The Trust's policy on this is found in sub-policies on Caretaking and Cleaning, Chemical Hazards and COSHH and Science (CLEAPSS).

Aims

The Twyford Trust aims to mitigate the health risks to staff and pupils associated with poor air quality – while at school and while travelling to/from school. The Trust is also committed to promoting action to improve air quality in general.

Safety of Pupils and Staff

It is the Trust's policy to ensure measures are in place to protect the most vulnerable staff and pupils from emergency adverse health effects connected with poor air quality such as asthma attacks. The school will address the specific needs of pupils with medical conditions such as asthma in accordance with the First Aid and Supporting Pupils with Medical Conditions Policy. A stock of in-date asthma pumps is held at each site for use in an emergency by a pupil or member of staff who does not have access to their own device.

Furthermore, we will take steps to alert vulnerable staff and students when air pollution levels are particularly high. The Facilities Manager/Health and Safety Manager (HSM) in each school will maintain equipment for monitoring air quality on site. The Welfare Officer in each school will register for air quality alerts. Common sense measures will be taken to alert/protect staff and pupils on days when air quality is particularly poor, such as broadcasting messages and allowing asthmatic children to stay indoors during break times.

Risk Management

Parents provide an Individual Health Care Plan (IHCP) for all pupils with medical conditions and a risk assessment is completed for pupils at the greatest risk of a sudden adverse

physical reaction, with support from the school nursing service, in accordance with the First Aid and Supporting Pupils with Medical Conditions Policy. These documents include measures to be taken before, during or after activities which may represent a higher risk such as physical exercise.

School Buildings meet the appropriate DfE standards concerning location and ventilation to provide a degree of protection from the adverse effects of poor air quality. The new buildings have been designed to meet the latest standards and features incorporated to reduce exposure to air pollution such as:

- Locating of outdoor play and PE space as far away from sources of air pollution (major roads) as possible.
- Locating of buildings to create a barrier between outdoor activity space and sources of air pollution.
- Provision of ventilation/air handling systems that pump in filtered air from the side of the site with cleaner air.

It is the Trust's policy to maintain and improve on these preventative measures over time. It is also the Trust's policy not to permit staff or contractors to act in a way that significantly increases exposure to air pollution, such as burning waste from grounds maintenance or driving delivery vehicles onto the site at times or in areas of high risk.

Promotion of Clean Air Action

The principal actions the Trust will take to promote Clean Air Action will fall into the following categories:

- Raising awareness of the dangers of poor air quality and measures to reduce exposure, particularly while travelling to school through, for example, the pastoral curriculum and assemblies.
- Appointing a sustainable travel champion for each school who is responsible for maintaining a sustainable travel plan which meets the requirements of the STARS bronze accreditation.
- Taking actions prompted by the sustainable travel plan such as providing better facilities for cyclists or for electric vehicles or providing incentives for those walking to school.
- Ensuring school vehicles meet low emission standards and encouraging contractors to do likewise.

Roles and Responsibilities

Trust Directors are responsible for adopting an Air Quality Policy in consultation with local governing bodies.

Associate Headteachers are responsible for ensuring this Policy is implemented in their school.

Facilities Managers/Health and Safety Manager (HSM) in each school are responsible for monitoring compliance with this policy. They are also responsible for maintaining an air quality monitor in school and informing the Associate Headteacher on days when air quality is particularly poor.

Welfare Officers are responsible for subscribing to an air quality alert service and informing the Associate Headteacher on days when air quality is expected to be particularly poor.

Sustainable Travel Champions are responsible for maintaining the school's sustainable travel plan at bronze standard and championing actions to improve sustainable travel by the school community.

All Staff are responsible for being aware of this policy and supporting actions the school is taking to mitigate the risks of poor air quality and promote actions that improve air quality.

Sources of information:

[World Health Organisation – Outdoor Air Pollution](#)

[London Borough of Ealing Air Quality Action Plan 2017 - 2022](#)

[NEU Guidance](#)

Asbestos Management

Introduction

The *Control of Asbestos Regulations 2012* governs all work with asbestos regardless of where the asbestos is used, fitted or contained. The Regulations therefore cover, amongst other things, any asbestos found in equipment, buildings, and vehicles.

This policy is concerned specifically with the duty to manage asbestos, within the Trust under the *Control of Asbestos Regulations 2012*.

Approved Codes of Practice and Guidance

The *Control of Asbestos Regulations 2012* are subject to the [Managing and Working with Asbestos: Control of Asbestos Regulations 2012](#), issued by the Health and Safety Executive (HSE), according to the form and location of the asbestos and the type of work to be undertaken.

Additional guidance is also given in:

- [A Comprehensive Guide to Managing Asbestos in Premises](#)
- [Managing Asbestos in Buildings: A Brief Guide](#)

Definitions

Amphibole Asbestos

Amphibole asbestos means any of the following minerals: crocidolite (blue asbestos), amosite (brown asbestos), fibrous actinolite, fibrous anthophyllite, fibrous tremolite and any mixture containing any of those minerals.

Asbestos

Asbestos means chrysotile (white asbestos), and amphibole asbestos and any mixture containing any of those minerals.

Duty Holder

Every person who has, because of a contract or tenancy, an obligation towards the maintenance or repair of non-domestic premises or the means of access and egress; or where there is no such contract or tenancy, every person who has, to any extent, control of that part of those non-domestic premises or any means of access and egress. Where there is more than one duty holder, the relative contribution to be made by each in complying with the requirements of the regulation is determined by the nature and extent of the obligation to maintain and repair that each has.

Policy Statement

The Trust acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons potentially exposed as far as is reasonably practicable. This will be achieved by minimising exposure through the management of asbestos-containing materials in the workplace premises.

Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start work that could disturb asbestos unless the correct procedures are to be employed.

This policy requires the full co-operation of management and staff at all levels.

Associate Headteacher's Duties

The *Control of Asbestos Regulations 2012* as a whole impose requirements for the protection of employees who might be exposed to asbestos at work and of other persons who might be affected by such work; and impose certain duties on employees concerning their own protection from such exposure. Since 2002, there has also been a specific duty to manage asbestos in non-domestic premises. This means that people with repair and maintenance responsibilities for non-domestic premises will need to ensure that asbestos-containing materials (ACMs) within those premises are properly managed, and that information about the location and condition of the materials is passed on to those likely to disturb them.

This policy describes the Associate Headteacher requirements of the new duty to manage asbestos in non-domestic premises. However, duty holders will need to refer to the detailed instructions on the management of asbestos in non-domestic premises given in the [*Managing and Working with Asbestos: Control of Asbestos Regulations 2012 and A Comprehensive Guide to Managing Asbestos in Premises*](#).

There is also a duty to prepare procedures, provide information and establish warning systems to deal with an emergency in the workplace related to the use of asbestos in a work process or the removal or repair of asbestos-containing material.

Employees' Duties

Asbestos is hazardous to employees and others if asbestos fibres are inhaled. The formation of airborne asbestos fibres can be prevented if asbestos-containing material in the premises are maintained in good condition and not damaged. This can be achieved if employees:

- Do not carry out any work (even small jobs such as installing computers or shelving) on the fabric of the premises without consulting the nominated person;
- Do not work on asbestos-containing material without carrying out an assessment of the risk;
- Follow the written plan of work; and
- Report any damage to, or deterioration of, asbestos-containing material and any incidents that occur during work with asbestos.

Selection and Control of Contractors to Work on Asbestos-Containing Material

When contractors are engaged to work on the premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only licensed contractors will be used for the removal of asbestos-containing materials. The Health and Safety Executive maintains a database of all licensed contractors, which can be viewed from the following link: [Licensed Contractors](#).

There is a large range of work with asbestos involving different activities and risks. Some jobs require the relevant enforcement authority to be informed of licensable work. Some require the relevant enforcement authority to be informed of notifiable non-licensed work (NNLW). Some very low risk jobs do not require a licence or notification.

Details regarding which jobs fall into which category and who the relevant enforcement authority will be, can be found at this link: [Asbestos Licensing](#).

Procedures for Dealing with Health and Safety Issues

Where an employee raises a health and safety problem related to work with asbestos, the organisation will:

- Take all necessary steps to investigate the circumstances;
- Take corrective measures where appropriate; and
- Advise the employee of actions taken.

Where a problem arises relating to the condition of asbestos-containing material on the premises or during work with an asbestos-containing material, the employee must:

- Inform a responsible person immediately, usually a manager; and
- In the case of an accident or emergency, respond quickly to ensure effective treatment.

Arrangements for Managing Asbestos

To manage the risk from asbestos in non-domestic premises, the duty holder of the Trust will assess whether or not there is or may be any asbestos anywhere in the premises. The *Control of Asbestos Regulations 2012* states that in making the assessment, “*such steps as are reasonable in the circumstances must be taken*”. The Trust will follow this and ensure that a competent person carries out an asbestos management survey so that we are able to maintain a register of all known asbestos containing materials in the school.

Everything that can reasonably be done will be done to decide where there is (or may be) asbestos in the premises and, if there is some (or may be some), to find out where it is or is likely to be. The condition of any asbestos that is, or has been assumed to be, present must also be considered.

Account will be taken of documentary evidence, such as building plans or other relevant information, the age of the premises and an inspection should be made of those parts of the premises which are reasonably accessible. Others who may be able to provide more information include architects, building surveyors, building contractors, safety representative and members of staff who are familiar with the premises.

Material that looks as though it may contain asbestos will be treated as if it does, unless there is strong evidence that it does not; which may include analysis or information from the manufacture or collected with the other records and documents.

Records and Drawings

Records or drawings that form a part of the asbestos survey/register at the Trust will be updated, or generated if they do not already exist, to include details of where the asbestos-containing items are, their extent, condition, form (tiles, boards, insulation, etc.), and what they look like (such as whether they are painted). The information gathered will help when assessing the risks to health arising from the material.

The records and drawings will also identify those areas that have not been accessed and inspected and it must be assumed that they contain asbestos unless there is strong evidence that they do not.

A copy of the Asbestos Register will be readily available for reference by staff and contractors. Care needs to be taken when using the register as destructive tests were not carried out and the information may be therefore be may not be complete.

Risk Assessment and Management Plan

The asbestos register and other records with the locations and descriptions of any possible asbestos-containing material (ACM) noted has been used to undertake an assessment of the risk from asbestos in the Trust. Based on the findings of the risk assessment, a written

management plan identifying those parts of the premises concerned must be prepared, and the measures which are to be taken for managing the risk must be specified in that written plan.

The plan will clearly identify those parts of the premises concerned, i.e. where ACMs are, or are liable to be present and the measures that must be taken to ensure the risks are properly managed.

Managing the risk properly means making sure that as far as reasonably practicable no-one can come to any harm from asbestos on the premises and includes ensuring that any ACM is properly maintained or where necessary safely removed. People working in the building, including safety representatives should be consulted and informed as part of the risk management process.

The evaluation of the risk due to asbestos release requires:

- Identification of the asbestos material;
- Inspection of the material to assess dust release; and
- Evaluation of the significance of any dust release, including measurement where appropriate.

Only competent persons authorised by the Trust may disturb asbestos to determine the information sought above.

In general, if asbestos materials are sound and undamaged and there is no evidence of dust release, they may be left in place. Clearly label any materials containing asbestos with the asbestos warning sign and note its presence in the asbestos register. A sealing coat can be applied as an added precaution if the risk assessment determines that it is necessary.

If there is evidence of dust release, either from inspection or from dust measurement, it will be necessary to take further action to seal or remove the material. The main factors which need to be taken into account in deciding on a course of action are:

- The type and condition of the material;
- The frequency of disturbance or damage to the material;
- The amount of dust to be released;
- The use of the building;
- The difficulty and cost of sealing or removal; and
- The cost of replacement, if required.

A control strategy, including both remedial and preventative measures will need to be developed for each case, based on an individual assessment of the above factors.

Making Information Available

Information about the location and condition of any asbestos or ACM in the Trust must be provided to every person liable to disturb it and must be made available to the emergency services.

Durable warning notices are to be clearly displayed wherever substances containing asbestos are located and at the access to spaces normally unoccupied where asbestos is present. Warning notices of asbestos encapsulation shall also be clearly displayed. The notices are to contain the standard symbol shown below.

All notices detailing the location of the asbestos will contain details of the action to be taken should the substances containing asbestos be found to be damaged or to have deteriorated, including details of the person to be contacted. Immediately any substance containing asbestos is found to have been damaged or to have deteriorated staff should not continue to work in the area concerned until corrective measures have been taken and it has been confirmed that the airborne asbestos levels are below the Clearance Level Reference Indicator.



Review and Revision of Information Available

The asbestos management plan must be reviewed and revised at regular intervals, and straightaway if there is reason to suspect that it is no longer valid, or there has been a significant change in the premises.

General Advice

It is not practical to give detailed instructions on how to deal with all the many different uses of asbestos materials that may be found in buildings. However, the following are key issues:

- Does the material contain asbestos and if so, how much and what type?;
- Is the asbestos in a good or poor condition?; and
- Is there a possibility of asbestos dust release? In which case action must be taken to repair, seal, enclose or remove the material, as necessary.

Sealing or enclosing the material can help to prevent dust release, but any such work must be recorded, along with the presence of asbestos in building plans and the asbestos register. The material may be removed following approved safety procedures, but removal, and sealing in some cases, particularly of asbestos insulation and lagging, must normally only be done by a contractor licensed by HSE. In any case, no decision on removal should be made until the full assessment is completed.

Asbestos waste is a classified hazardous waste, is subject to the *Special Waste Regulations 1996* and must be disposed of using the approved local procedure.

Identifying Asbestos in Premises

Asbestos has been used in many building materials and these materials have been used for a variety of purposes. The first step in dealing with a suspected asbestos problem is therefore to check whether asbestos is present in the Trust and if so, what type and approximately how much.

Unless the material carries an asbestos label or some other warning notice, a simple visual examination is not enough to determine whether it contains asbestos. The only way to determine whether a material is asbestos is by optical microscopy or XRD, SEM or TEM. Additionally, a check of the original building plans may show that asbestos-containing materials were specified; the type and quantity of asbestos can then be checked with the original supplier if known. If the information is not available, it may be necessary to take samples of the material for analysis, but sampling itself can give rise to risks of exposure and other means of identification should be tried first. In view of this, sampling should only be undertaken by accredited personnel. In the interim, it should be presumed that the material contains asbestos and act accordingly.

Inspecting Asbestos in Premises

If the presence of asbestos is confirmed, the Trust will be examined to determine whether asbestos fibres may be released.

There are a number of means by which dust can be released from asbestos materials:

- Any work which involves the use of power tools, breaking of the material or abrasion (e.g. maintenance, replacement or repair);
- Impact damage or abrasion caused by vehicles, people or movement of objects;
- Damage or disturbance by birds, rodents, vandalism or weathering. If friable material falls onto floors it may rapidly become broken up and dispersed;
- Vibration or mechanical movement of a surface, especially if the asbestos material is on the underside (e.g. internal insulation); and
- Strong air currents can scour fibres from soft material such as lagging and sprayed coatings. Air movement caused by draughts or by forced air can release fibres and particular care must be taken to avoid blowing air over damaged surfaces.

If asbestos-containing material is loose and friable, damaged, or old and deteriorating, then it is reasonable to suspect that fibres are being released; a further indicator is if there is asbestos dust or debris in the immediate surrounding area. Undamaged bonded materials such as insulating board and asbestos-cement, especially if coated, are much less likely to release dust in normal use, but transient conditions such as those described above should also be investigated.

Sealing Asbestos in Premises

Rigid asbestos materials such as insulating board or asbestos-cement (AC) in the Trust may be sealed by painting.

When a higher degree of protection from damage is required a number of other sealing systems are available, including:

- Flexible or semi-flexible polymeric or bitumen coating;
- Inorganic cement type coating; and
- Preformed sheets or panels.

The choice of sealing system depends on the nature of the asbestos material, the degree of damage protection required and any surface flammability requirements. Sealing asbestos insulation and lagging must normally be done only by a contractor licensed by the HSE.

Where asbestos insulation is being used for fire protection, it is important that the fire hazard is not increased by the use of combustible sealants. Normal paints may not meet this criteria and therefore specially formulated sealants that are fit for this purpose will be used. Sealed asbestos should be checked regularly to ensure that the sealing is intact.

Removal

When it is not possible to seal an asbestos material effectively, or it is subject to frequent disturbance and likely to release dust, it may be decided to remove it completely. However, it should be recognised that removal will often lead to higher short-term dust levels than sealing the material in place and approved procedures must be taken. The Facilities Manager is responsible for ensuring that the work is undertaken safely. The work will normally be undertaken by a specialist-licensed contractor, following a method statement. The safety precautions may include:

- An enclosure under negative pressure, with an airlock, under normal circumstances; the pressure should be monitored at regular intervals; and
- Wet/damp methods, which in minor cases may involve a proprietary sealant water-based spray, e.g. Astrip, being used.

The personnel undertaking the removal work should employ clean-as-they-go methodology, which should include the use of HEPA filtered vacuum cleaners to remove dust from surfaces. In particular, it should be ensured that asbestos removal is effective, e.g. the use of wire wool on pipework. However, any such abrasive techniques must employ suitable dust suppression, e.g. saturation or use in conjunction with a type H vacuum cleaner.

Disposal

Asbestos material is special waste and therefore must only be disposed of in accordance with approved procedures. The procedures should include, but not necessarily be limited to:

- Segregation of the waste whilst it is stored in the workplace and placing the item/s in a suitable container, e.g. double bagged, with the outer container being a red "asbestos waste" plastic bag; and
- Use of a licensed waste carrier and disposal facility. Documentary evidence of correct disposal will be required, in order that the Trust can meet its waste management duty of care.

Typical Locations of Asbestos Materials in Buildings

Thousands of tonnes of asbestos were used in buildings in the past and much of it is still in place. For example:

- Sprayed asbestos and asbestos loose packing, generally used as fire breaks in ceiling voids;
- Moulded or preformed sprayed coatings and lagging, generally used in thermal insulation of pipes and boilers;
- Sprayed asbestos mixed with hydrated asbestos cement, generally used as fire protection in ducts, firebreaks, panels, partitions, soffit boards and ceiling panels;
- Insulating boards used for fire protection, thermal insulation, partitioning and ducts;
- Some ceiling tiles;
- Millboard, paper and paper products used for insulation of electrical equipment;

- Asbestos cement products, which can be compressed into flat or corrugated sheets; and
- Corrugated sheets are largely used as roofing and wall cladding. Other asbestos cement products include gutters, rainwater pipes and water tanks.

Backstage and Stage Policy

Responsibilities

The Responsible Person (RP) for safety backstage in the school Performance Centre is:
The Audio Visual Technician

The Responsible Person (RP) for safety on the school stage is:
The Head of Drama/director of the show

Backstage

The Responsible Person will be responsible for assessing risks backstage before, during and after sessions (including school productions) at the Trust.

The Responsible Person must be trained in his/her duties and will have regard to the Trust's Risk Assessment and Risk Management Policy and any specific policy or guidance made by the school's Health and Safety Manager (HSM).

The Responsible Person must inform the Health and Safety Manager (HSM) of the backstage work being planned, by whom and when.

A full backstage risk assessment must be lodged with the Health and Safety Manager before any backstage work commences and must be given approval by the HSM. This may be a general risk assessment covering all similar events or a specific one covering a single event. The HSM will advise on this.

The HSM will ensure that he/she knows what backstage work is planned, by whom, and when.

Pupils

Pupils will often be excited when backstage. The Responsible Person will ensure that the Trust's Student Behaviour Policy and standards are strictly observed.

Particular attention must be paid to the most likely causes of accidents backstage:

- Slips and trips;
- Working at heights;
- Crowds of students; and
- Use of make-up, props and equipment.

Risk assessments must be made of these issues and submitted to the HSM. In particular the Trust's policies and procedures on manual handling and working at height must be considered.

While pupils are encouraged to take part in backstage activities such as scenery construction working with lights and audio equipment, it is the Trust's policy that pupils are only permitted to undertake potentially hazardous activities following a proper assessment of risks,

implementation of mitigating actions, with full training and under the supervision of a the Responsible Person.

Where pupils help in scenery and stage construction, the risk assessment must set out clearly what part they will play. The HSM can advise on this and has the delegated power to prevent or alter activities he/she does not consider to be as safe as is practicable.

No pupil at the Trust must be requested or allowed to do backstage work that he/she is not able to perform or who has not been adequately trained to perform. Particular attention will be paid to pupils with special educational needs and disability.

Stage

Safety on a stage requires the Responsible Person to know:

- The safety risks of any activity on stage;
- The factors affecting an indoor or outdoor stage activity;
- The size of stage and wings and the safety hazards attached;
- The number and profile of the adults and pupils working on stage at any one time;
- Whether any adults or staff have disability needs;
- The state of training and experience of all those likely to be on stage;
- The safe state of electricity facilities;
- The safe state of any equipment likely to involve manual handling or working at height; and
- The school policy on using pupils for stage work.

Staff and Volunteers Involved with Backstage or Stage Work

Members of staff involved in backstage, stage work or supervision will be adequately briefed on what is required and must be trained to carry out any backstage work.

They must read and understand the risk assessments and control measures and any relevant school policies.

The HSM will also ensure that any agency workers and/or volunteers are briefed and are adequately trained or experienced for the tasks.

DBS Checks

All non-school employees will be DBS checked before being allowed to work backstage or on stage.

Working at Height

The Trust's Working at Height Policy which must be adhered to.

Where equipment for work at height is allowed by the Trust, its use must be based on the safest possible method of work that can reasonably and practicably be used in the circumstances.

Wherever possible, no-one will be allowed to work at height. Every attempt must be made to use auto focus or bounce focus lights and to bring scenery items down to ground level for adjustment etc.

Where working at height cannot be avoided and is permitted by the HSM, the procedure will be subject to a risk assessment and the safest means of access used and all relevant members of staff will be appropriately trained.

The HSM will advise on what is appropriate and has the power to prevent proposed construction if he/she considers it unsafe.

Please refer to the HSE's [Step by Step Guide](#).

Manual Handling

It is a legal obligation to keep manual handling to a minimum. The Trust's Manual Handling Policy must be adhered to.

Adults or pupils who do handle equipment manually must be trained in how this should be done safely.

Fire Safety

Although the employer is ultimately responsible for fire safety, the Responsible Persons for backstage and stage have the responsibility for those areas that they are in control of at the time.

If there is more than one Responsible Person in any type of premises, the HSE advises that all must take all reasonable steps to co-operate and co-ordinate with each other.

In the Trust, the HSM will carry out or commission a fire risk assessment which will focus on the safety in case of fire. It should pay particular attention to those at special risk, such as children, those with disabilities and those who you know have special needs for evacuation, as per the Trust's Personal Emergency Evacuation Plan (PEEP) Policy. The fire risk assessment must also include consideration of any dangerous substance liable to be on the premises.

The HSM will identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions needed.

All persons working backstage or on stage must know the emergency exits and the routes for reaching them and where the assembly area is. This will normally be part of the Trust's procedures and Fire Safety Policy, but may be different for public performances.

It will be the responsibility of the relevant Responsible Person to ensure that the HSM's risk assessment and control measures are carried out.

Pyrotechnics and Smoke Effects

Pyrotechnics are sometimes used in productions to create the impression of a dramatic event. The aim should always be to minimise the quantity of explosive or flammable material used

in order to create the desired effect. If pyrotechnics are to be used in the Trust, then the purchase, storage and use of them will be subject to a risk assessment which will be conducted jointly by the HSM and the person in charge of the production.

Smoke and vapour effects can be used for a range of purposes in productions and some of the substances used to create these effects may fall under the *Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002)* (as amended). Again, any use of smoke effects will be planned in advance, with notice given to the HSM who will conduct a risk assessment.

Please refer to the HSE's guidance [Special or Visual Effects Involving Explosives or Pyrotechnics Used in Film and Television Productions](#) and [Smoke and Vapour Effects Used in Entertainment](#).

Caretaking and Cleaning

General

The Health and Safety Manager (HSM) is responsible for organising caretaking and cleaning across the Trust. Facilities Managers (who are members of the HSM Team) have day to day responsibility in the schools they manage.

The persons responsible for caretaking and cleaning tasks in the Trust must:

- Be competent;
- Be appropriately trained in the tasks they are required to carry out;
- Have appropriate job descriptions setting out the limits of their management responsibilities;
- Have regard to the safe systems of work required for managing common risks in caretaking and cleaning, such as hazardous chemicals, working at height, slips and trips, using hand tools or electrical items;
- Be trained in the Trust's Health and Safety Policy, procedures and management arrangements; and
- Be responsible to the Facilities Manager for the discharge of their responsibilities.

Responsibilities

It is the responsibility of the Facilities Manager to ensure that:

- The Trust's policy is followed;
- Appropriate work schedules are in place and reviewed as appropriate;
- Equipment and materials are of a suitable standard and sufficient quantity;
- Suitable risk assessments of areas, equipment, materials and personnel are carried out and appropriate controls put in place;
- Caretakers and cleaners are competent;
- Appropriate personal protective equipment (PPE) (as determined by the risk assessment process) is made available to caretaking and cleaning staff and they are required to wear it in accordance with the Trust's safe systems of work;
- Records are kept as directed by the Facilities Manager;
- Proper signage is available and the use of signs is known to all relevant staff;
- Cleaning staff are trained in health and safety arrangements (including signage and warning signs on substances hazardous to health);
- Cleaning staff know the Trust's policies on lone working and dealing with trespassers; and
- Reports are made as required to the Facilities Manager.

Procedures

The Trust will ensure that procedures are in place to maintain acceptable standards of cleanliness for all areas including surfaces of floors, walls and ceilings. All workplace furniture, furnishings and fittings will be kept clean and tidy.

Under arrangements made by the Facilities Manager, additional cleaning will be provided when necessary to clear up spillages or other soiling.

All workplaces must be kept free from waste matter or discharges. It is the duty of every member of staff to clear up any spillages, or where this is not possible to inform the HSM, in order to avoid accidents. Advice on precautions with blood and bodily fluids is available [here](#).

Care must be taken during cleaning operations not to expose any persons to substantial amounts of dust or risks arising from use of cleaning agents, trailing cables etc.

Appropriate records will be kept under the supervision of the HSM.

Use of Chemical Cleaning Agents

The control of chemicals or other hazardous substances will be assessed by the Facilities Manager (or competent person with delegated responsibilities) to comply with the *Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002)* (as amended) where appropriate. They will also comply with the Trust's COSHH policy.

Catering and Nutrition Policy

Aims

The Trust will ensure that:

- Food provided to pupils at the Trust complies with the government School Food Standards, is nutritious and of high quality;
- Good nutritional health in all pupils is promoted;
- The nutritionally vulnerable are protected;
- Those with allergies are protected and taken seriously; and
- Good behaviour and manners when eating is promoted.

Provision of School Lunches

The Trust has a duty to provide chargeable school lunches to pupils where a meal is requested or where it would not be unreasonable for meals to be provided. The Trust will provide free school lunches to eligible pupils where a meal is requested by the pupil or someone acting on their behalf.

The Trust will provide hot lunches where possible to ensure that all pupils have access to at least one hot meal every day.

School Food Standards

(NOTE: THE SCHOOL FOOD STANDARDS ARE STATUTORY FOR ALL MAINTAINED SCHOOLS, SCHOOLS THAT OPENED PRIOR TO 2010 AND ALL SCHOOLS AND FREE SCHOOLS THAT ENTERED INTO A FUNDING AGREEMENT FROM JUNE 2014. THE DFE DO, HOWEVER, STATE THAT SCHOOLS ESTABLISHED BETWEEN SEPTEMBER 2010 AND JUNE 2014 SHOULD USE THE SCHOOL FOOD STANDARDS AS A GUIDE AND CAN SIGN UP TO THEM VOLUNTARILY).

The Trust will adhere to the statutory government School Food Standards.

The overall aim of the Standards is to provide healthy and balanced meals with high quality meat, poultry or oily fish, bread, other cereal and potatoes and at least two portions of fruit and vegetables with every meal. The Trust will not provide drinks with added sugar, crisps, chocolate or sweets in school meals or vending machines and will not provide more than two portions of deep-fried, battered or breaded food per week.

The Trust will additionally aim to increase the intake of iron, zinc and calcium amongst pupils through the food provided.

Exemptions

The Trust is not required to follow the School Food Standards when food is provided:

- At parties or celebrations to mark religious or cultural occasions;
- At fundraising events;
- As rewards for achievement, good behaviour or effort;
- For use in teaching food preparation and cookery skills, including where the food prepared is served to pupils as part of a school lunch; or
- On an occasional basis by parents or pupils.

Free School Meals

The Trust will provide free school lunches to eligible pupils where a meal is requested by the pupil or someone acting on their behalf.

Information for parents on whether their child is eligible for free schools meals and an application form can be found [here](#).

Provision of Free Drinking Water

The Trust will provide free drinking water on the premises at all times, as is statutory.

Provision of Milk

The Trust will provide lower fat milk or lactose reduced milk at least once a day during school hours to primary aged pupils. It will be provided free of charge to infant and benefits-based free school meals primary pupils as part of their free school meal, and will be available free to benefits-based free school meals primary pupils at all other times. Milk will be chargeable for all other pupils.

The Trust will provide whole milk to pupils up to the end of the school year in which they reach five years old; after this milk will be lower fat or lactose-reduced, as above.

Provision of Food Outside of School Lunch

Any food or drink provided throughout the school day outside of school lunches, including breakfast, morning breaks, tuck shops and after schools clubs at the Trust will comply with the Standards for School Food Other Than Lunch.

Provision of Food and Drink on Schools Trips

The School Food Standards also apply to all food and drink provided to pupils off the schools premises and during an extended school day (up to 6pm), including school trips, breakfast clubs, tuck shops, mid-morning break, vending and after school clubs. The Trust will abide to this.

The Trust will provide free school lunches to eligible pupils off the premises where education is being provided, i.e. where school trips are taking place during school time. However, school trips outside of school time, whether day trips or residential, such as during half term or Easter break, do not count. Additionally, it is not the duty of the Trust to provide free evening meals to eligible pupils on school trips.

Allergies and Intolerances

The Trust takes allergies and intolerances very seriously and realises the consequences of failing to do so. The Trust will work closely with pupils and parents to support those with allergies or intolerances.

The Trust will clearly label food to warn sufferers of allergies and intolerances in including items Prepacked for Direct Sale accordance with the latest regulations. Where a contractor is used, the Trust will ensure they are aware of their responsibilities and will make spot checks to ensure that food is correctly labelled.

There are 14 allergens that the Trust will emphasise on the label:

- Eggs;
- Dairy (for example milk, cheese, yoghurt, cream);
- Fish;
- Crustaceans (for example crab, lobster, crayfish, shrimp, prawn);
- Molluscs (for example mussels, oysters, squid);
- Peanuts;
- Tree nuts (namely almonds, hazelnuts, walnuts, cashews, pecans, brazils, pistachios, macadamia nuts or Queensland nuts);
- Sesame seeds;
- Cereals containing gluten (namely wheat (such as spelt, Khorasan wheat/Kamut), rye, barley, oats, or their hybridised strains);
- Soya;
- Celery and celeriac;

- Mustard;
- Lupin; and
- Sulphur dioxide and sulphites (at concentration of more than ten parts per million).

Apricot and Almond Kernels

The Trust has taken on board advice from the Food Standards Agency that bitter apricot and almond kernels, including the powdered forms, should not be eaten. Therefore the Trust will ensure bitter apricot and almond kernels are not used in any food.

Facilities for Eating

The Trust will provide appropriate facilities for pupils to eat food, be that for food and drink purchased at school, or food and drink brought from home. Pupils are provided a safe and social environment in which to eat and drink at the Trust comprised of shelter, furniture and supervision. Pupils must behave in said facilities at all times.

Health and Safety Requirements

The Catering and Nutrition Policy should be read in conjunction with the Trust's First Aid Policy and Fire Safety Policy. All catering staff must be aware of these policies and must adhere to them when operating in the school kitchen.

All catering staff will receive training regarding their health and safety responsibilities and will comply with these requirements at all times.

Signs for slippery floors for kitchen and eating areas are readily available at the Trust and catering staff will ensure these are used appropriately at all relevant times.

Hygiene Requirements

All catering staff will receive training regarding their hygiene responsibilities and will comply with these requirements at all times.

All catering staff will follow the arrangements in place for serving food and for clearing and cleaning floors and surfaces in both the school kitchen and pupil eating facilities.

Responsibilities

Local Governing Body

The Local Governing Body is responsible for the provision of school food, including free meals, and for ensuring that schools lunches and other food and drink provided at the Trust is compliant with the School Food Standards. The Governing Body will therefore ensure there is a process in place to ensure catering services across all school food and drink outlets is coordinated to ensure compliance with the School Food Standards.

The Governing Body will ensure it receives regular reports from the Associate Headteacher on compliance with the School Food Standards, take-up of school lunches and financial aspects of school food and drink provision.

The Governing Body will approve the budget for catering and nutrition as part of its annual budgeting procedure.

The Trust Executive (Executive Headteacher, Associate Headteachers and Director of Finance & Operations)

The Trust Executive will coordinate the development of the Trust's approach to its provision of food and drink, food education in the curriculum and the strategy to increase the take-up of school lunches.

The Trust Executive will ensure staff, parents and pupils are informed of and have access to the Catering and Nutrition Policy.

The Trust Executive will regularly report to the Local Governing Body on the implementation of the policy and the effectiveness of the arrangements.

Director of Finance & Operations

The Director of Finance & Operations will ensure that the catering contract or service level agreement specifically specifies compliance with the School Food Standards.

The Director of Finance & Operations will determine with the Associate Headteacher an annual budget for the provision of food and drink. The Director of Finance & Operations will also manage any government funding available to the Trust.

Health and Safety Manager

The Health and Safety Manager (Director of Finance & Operations at Trust level, Facilities Managers at each school level) are responsible for ensuring that the Catering Contractor complies with the requirements detailed below.

Catering Contractor (Catering Manager)

The Catering Contractor (Catering Manager) is responsible for:

- Assisting the Associate Headteacher in meeting the Trust's aims and required School Food Standards;
- Assisting the Associate Headteacher in the implementation of the policy;
- Setting targets;
- Monitoring performance;
- Determining and managing risk assessments regarding catering and nutrition and ensuring they are followed and kept up to date;
- Ensuring the safe labelling of allergens;
- Ensuring catering staff receive up to date training, are kept fully informed and know their responsibilities;
- Ensuring catering staff are aware of the hazards of their workplaces and of the locations of first aid and firefighting equipment;
- Ensuring catering machinery and equipment have any necessary safety guards which are used at all times;
- Ensuring catering staff are trained to use said equipment;
- Ensuring fridges and freezers are maintained at the required temperatures by testing them on a daily basis, recording results and arranging any necessary repairs to achieve this;
- Completing regular hygiene audits for the catering facility;
- Ensuring catering staff are kept fully informed and know their responsibilities; and
- Liaising with the Associate Headteacher and relevant staff.

Catering Staff

Catering staff will:

- Comply with the School Food Standards, allergy labelling requirements and hygiene requirements;
- Comply with their health, safety and hygiene responsibilities;

- Attend any appropriate courses and training on hygiene and health and safety at work that the Health and Safety Manager/Catering and Nutrition Manager arranges for them;
- Follow arrangements for serving food and for clearing and cleaning floors and surfaces; and
- Ensure slippery floor signs are used appropriately at all relevant times.

The catering contractor must provide the Governing Body with evidence of compliance with the School Food Standards.

Equal Opportunities

The Trust will take into account the differing needs and requirements of individual pupils, especially those with special educational needs and disabilities or cultural, ethnic or religious requirements when implementing the Catering and Nutrition policy.

Chemical Hazards and COSHH

Aim

This policy provides direction for all the Trust employees who have day to day responsibility for specification and management of the procurement, transport, supply, use, storage and disposal of hazardous substances including natural or artificial substances and mixtures.

Introduction

The objective of the *Control of Substances Hazardous to Health Regulations 2002* is to prevent, or where this is not reasonably practicable, adequately control, exposures to substances hazardous to health so as to prevent ill health. Failure to assess the health risks or to prevent exposures where reasonably practicable to do so is a breach of the regulations.

It is the activity involving the hazardous substance where personnel may be exposed that dictates the need for a COSHH assessment not just the presence of the substance, this is typically in:

- Transport;
- Use;
- Maintenance;
- Storage; and
- Final disposal.

Hazardous substances will also be risk assessed:

- In the design and development process to design out or minimise their use;
- When substances (e.g. dust or vapours) result from a process or activity or which arise as a result of an accident or emergency;
- When substances arise as wastes or residues from processes or activities, including waste fruit; and
- When substances arise as a result of interaction with another process or activity in the vicinity.

In simple terms, hazardous substances can be defined as falling into at least one of the following groups:

- Substances classified by legislation as very toxic, toxic, harmful, irritant or corrosive;
- Substance that have been assigned a Workplace Exposure Limit (WEL);
- Special waste (including used feminine products etc.);
- Any biological agent if it is work related, e.g. fungi, bacteria, (including legionella) and moulds;
- Dust of any kind (except those covered in bullet points one and two) if it is present in airborne concentrations:
 - Equal to or greater than 10 mg/m³ eight hour time weighted average, of inhalable dust; or
 - 4 mg/m³ eight hour time weighted average of respirable dust.
- Any substance that is not classified in the above bullet points but because of its chemical or toxicological properties and the way it is used or is present in the workplace could create a risk to health.

COSHH does not apply to lead, asbestos or radioactive materials which are covered by separate, specific legislation.

The Health and Safety Executive's [COSHH e-tool](#) can be used in conjunction with this policy to aid the process of risk assessment.

What does COSHH require?:

- Step 1: Assess the risk;
- Step 2: Decide what precautions are needed;
- Step 3: Prevent or adequately control exposure;
- Step 4: Ensure control measures are used and maintained;
- Step 5: Prepare plans for accidents, incidents and emergencies; and
- Step 6: Ensure individuals are properly informed, trained and supervised.

Two further requirements apply in appropriate cases:

- Step 7: Monitor exposure to hazardous substances where necessary;
- Step 8: Carry out health surveillance where necessary.

Definitions

Inventory

Many substances or products used, stored, generated or disposed of at work can present risks to the health and safety of employees, non-employees and the environment. All substances used, produced or stored must be recorded in an inventory. The inventory must be kept up-to-date.

Hazardous Substance

- Substances used directly in work activities (e.g. adhesives, cleaning agents);
- Substances generated during work activities (e.g. vapours from cleaning chemicals);
- Naturally occurring substances (e.g. mist from zesting fruit); and
- Biological agents (such as bacteria and fungi or moulds).

These are all examples of hazardous substances.

COSHH Policy Statement

The Trust will, in consultation with staff and their representatives, implement the following:

- An inventory of all substances hazardous to health will be maintained, with appropriate hazard information. All departments will hold copies of their own inventory;
- Competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and offer advice on their control;
- All operations which involve, or may involve, exposure to substances hazardous to health will be assessed;
- Engineering controls will be properly maintained and monitored by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness;
- Any system of work, supervision system or any other similar measure will be reviewed at suitable intervals and revised if necessary;
- All employees and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls;
- Pupils will be suitably trained in chemical safety appropriately, including use of PPE, according to age, activity and supervision, for example in practical Science lessons;
- Personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls;
- The type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions;
- Each assessment will be reviewed every three years, unless there has been a change in the substances used, the process or the legislation;

- Qualified professionals, where indicated to be necessary by the assessment, will carry out health surveillance;
- Employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years from the date of last entry;
- All employees will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with; and
- All changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

Responsibilities

Associate Headteacher

The Associate Headteacher has overall responsibility for the implementation of this Chemical Hazards and COSHH Policy in each school. The Associate Headteacher is responsible for ensuring that those designated with supporting and monitoring this policy carry out their responsibilities as shown in this document.

School Facilities Manager

Has day-to-day responsibility for ensuring and monitoring implementation, review and compliance of this policy.

Heads of Department

Heads of Department are responsible for ensuring that suitable and sufficient arrangements are in place to implement the policy within their sphere of responsibility, including:

- Having sufficient knowledge and understanding to enable them to discharge their duties and responsibilities;
- Attending training as requested in good management practice and health and safety;
- Providing positive leadership and a visible commitment to this policy;
- Ensuring that all new starters receive suitable induction to ensure that they have the ability to carry out their existing or new roles;
- Ensuring the provision of suitable and appropriate on-going information, instruction, training and supervision for identified staff at risk of harm from hazardous substances to enable them to carry out their duties safely;
- Encouraging personal development to ensure that staff have suitable skills to cope with their work demands;
- Identifying employees who are required to work alone or unsupervised for significant periods of time, and ensure they are protected from risks to their health and safety;
- Carrying out risk assessments of the work activities within their area of responsibility, taking into account factors caused or affected by hazardous substances;
- Where risks are identified, ensuring suitable control measures are in place to reduce the risk to staff together with monitoring and reviewing the effectiveness of those control measures;
- Supporting employees who believe themselves to be in serious or imminent danger and so who, for reasons of their own or another person's safety, remove themselves to a place of safety;
- Recording any incidence of adverse health effects caused by work that are reported by staff and making appropriate use of the Occupational Health Service;
- Informing all staff under their control of sources of support and advice within the Trust;

- Ensuring that staff in their department/curriculum area suitably train pupils in chemical safety appropriately, including use of PPE, according to age, activity and supervision, for example in practical Science lessons;
- Considering emergency procedures, such as spillages of chemical or biological fluids and implementing appropriate controls to deal with them, including the provision of suitable spill kits, personal protective equipment (PPE), safe systems of work and training;
- Using the Trust's accident/incident reporting procedure at the earliest opportunity record any accident or incident involving hazardous substances at work notified to them by an employee;
- Ensuring that the users of hazardous substances have access to all of the relevant information about the materials, exposure routes, the potential health effects and the types of control to be implemented (if not already incorporated into process/user instructions);
- Ensuring that hazardous substance information ([material safety data sheets](#), COSHH assessment, safe methods etc.) is recorded both at the point of use and copied to the Health & Safety Committee;
- Ensuring that monitoring of exposure to hazardous substances within an activity or process shall be undertaken where an assessment concludes that:
 - There could be serious risks to health if control measures failed or deteriorated;
 - Exposure limits might be exceeded;
 - Control measures might not be working properly; and
 - When employees are exposed to certain substances and processes specified in Schedule 5 to the *Control of Substances Hazardous to Health Regulations 2002, as amended (COSHH 2002)*.
- Ensuring that those undertaking and interpreting exposure monitoring are competent to do so; where there is any doubt advice should be sought from a competent occupational hygienist;
- Ensuring that all control measures identified by the COSHH assessment including any additional arrangements to the emergency procedures are implemented, monitored and reviewed by the Heads of Department; and
- Where there may be a requirement for persons exposed to certain substances to undergo health surveillance, arranging for this to take place.

Employees

- Understanding and complying with this policy;
- Protecting the health of themselves and others at work;
- Ensuring that they comply with any control measures that are in place to help manage hazardous substances;
- Where relevant, suitably train pupils in chemical safety, including use of PPE, appropriately according to age, activity and supervision, for example in practical Science lessons;
- Raising with their line manager any concern they have related to hazardous substances, with regard to problems or shortcomings they identify with safety arrangements (e.g. information, guidance, procedure/protocol, equipment); and
- In the event of an incident involving hazardous substances at work, informing their line manager at the earliest opportunity.

The Health & Safety Committee

- The provision of advice on this policy; and
- The provision of advice and support to managers on the risk assessment process.

The Director of Finance & Operations

Manages procuring hazardous substances must ensure that any hazard analysis, hazard data information, material safety data sheets and information on proposed control measures are provided to the users for inclusion in their COSHH assessments. The COSHH assessment shall take into account any variation due to local conditions, changes in use and staff issues.

Suppliers and Contractors

Suppliers of services to the Trust must carry out COSHH risk assessments.

Related Documents

Legislation

- *Control of Lead at Work Regulations 2002;*
- *Control of Substances Hazardous to Health Regulations 2002 (as amended); and*
- *Health and Safety at Work etc. Act 1974.*

HSE Guidance

- [*A Step by Step Guide to COSHH Assessment*](#)
- [*Chemical Safety Data Sheets*](#)
- [*Control of Substances Hazardous to Health: Approved Code of Practice and Guidance*](#)
- [*Controlling Airborne Contaminants at Work: A Guide to Local Exhaust Ventilation \(LEV\)*](#)
- [*COSHH Guidance Publications*](#)
- [*Managing Risks from Skin Exposure at Work*](#)
- [*Respiratory Protective Equipment at Work*](#)
- [*Workplace Exposure Limits*](#)

Confined Spaces

Introduction

Working in confined spaces is hazardous. Although accidents in confined spaces are uncommon, when they do occur, they are often fatal. Such accidents repeatedly involve more than one fatality because untrained people try to rescue workmates who have collapsed in the confined space and become the second or third victim.

Definitions

The general perception that confined spaces are always small spaces is incorrect. Under certain circumstances even a large volume may become dangerous and employers and employees need to be aware of the hazards.

A confined space has limited access or egress or partially or totally enclosed and has one or more of the following attributes:

- The space may contain potentially hazardous substances and/or atmospheres which may include a lack of oxygen;
- There is a risk of fire or explosion;
- Conditions of engulfment or entrapment may exist by a free flowing solid such as grain in a grain silo;
- There may be a risk of drowning; and
- There may be a risk from an increase in body temperature due to the conditions in the confined space.

Examples of confined spaces include boilers, storage tanks, process vessels, silos, storage bins, flues, ducts, pipes, sewers, drains, excavations and tunnels.

Some poorly ventilated places may become a confined space due to the work being undertaken, for example the use of a toxic carpet adhesive in a small poorly ventilated room.

A confined space may also be created by the leakage of toxic material into a room or basement. Examples of this include carbon dioxide cylinders leaking in the cellar of a pub or nitrogen leaking from a process into a basement.

In some cases confined spaces can occur in excavations and underground spaces due to ground conditions causing absorption of oxygen from the air.

Certain types of fire extinguishing systems, such as carbon dioxide flooding systems, can create confined space hazards when they discharge into an enclosed area.

The *Confined Spaces Regulations 1997* define a confined space as: 'any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk'. A 'reasonably foreseeable specified risk' is one of the type listed above.

The Trust's Duties

In addition to the general duties of the *Health and Safety at Work etc. Act 1974*, the *Management of Health and Safety at Work Regulations 1999* require the Trust to carry out a suitable and sufficient risk assessment, to cover all work activities. Such a risk assessment will be undertaken in consultation with the Trust's health and safety Competent Person.

the Trust will ensure that training is available to all staff and has been undertaken and passed in order to ensure that risk assessments are completed and in compliance with [HSE guidelines](#).

A risk assessment of a confined space will identify the hazards present, assess the risks and determine what precautions to take. It will consider:

- The task;
- The working environment;
- Working materials and tools;
- The suitability of those carrying out the task; and
- Arrangements for emergency rescue.

Regulations are met in respect of work carried out by employees. Regulations also place a duty on the employer to ensure compliance, so far as is reasonably practicable, in respect of work carried out by anyone else (for example contractors and the self-employed) so far as that relates to matters within the employer's control.

The key requirements of the Regulations are:

- Avoid entering the confined space if it is reasonably practicable to do so;
- If entry is necessary it must be undertaken in accordance with a safe system of work which must include appropriate equipment and specifically the training of staff; and
- Before a confined space entry takes place there must be emergency arrangements in place for rescuing persons undertaking confined space work, which must, so far as is reasonably practicable, reduce any risks to the rescuers.

The rescue arrangements have to be adequate for any emergency, not only those associated with specific confined space hazards. For example, the rescue arrangements should be adequate to deal with a person slipping and falling in the confined space, or becoming ill.

It is also a specific requirement of the regulations that, where resuscitation of any person is a likely consequence of a relevant specified risk, (for example due to a person being subject to a lack of oxygen or being overcome by a toxic gas), then resuscitation equipment has to be provided as is necessary to enable resuscitation procedures to be carried out.

What to Do Next

- Create a list of confined spaces within the Trust that staff or contractors might encounter or be required to enter; and
- Ensure that risk assessments are undertaken, in full consultation with the school's health and safety Competent Person (the Facilities Manager), prior to entry to any 'confined space'.

Display Screen Equipment

Definitions

Display Screen Equipment (DSE)

DSE is any alphanumeric or graphic display screen, regardless of the display process involved. The law therefore does not only apply to conventional display screen monitors (cathode ray tube and plasma/LCD screens), but also to other display equipment such as:

- Microfiche viewers;
- Screens used to display line drawings, graphs, charts or computer generated graphics;
- Screens used in work with television or film pictures (e.g. video editing workstations);
- CCTV; and
- Production process control panels in the wider everyday use of the term DSE, including the workstation.

User

A member of staff who habitually uses DSE as a significant part of normal work (for continuous or near-continuous spells of an hour or more) on a regular basis, or cannot carry out their duties without it.

Operator

This term refers to a self-employed person who habitually uses DSE as a significant part of normal work, or cannot carry out their duties without it.

Workstation

An assembly comprising:

- Display Screen Equipment (DSE), with or without an input device (keyboard, mouse, etc.);
- Optional accessories to the DSE; and
- Peripheral items, such as a disk drive, modem, telephone, printer, desk lamp foot rest or document holder

Home Worker

A person employed by the Trust who carries out DSE work in their own home under the specific, or implied, instruction/direction of line management and who fulfils the criteria defined under 'User'.

DSE Assessor

A member of staff nominated by management who has undertaken DSE risk assessment training.

Legal Requirements

Under the *Health and Safety (Display Screen Equipment) Regulations 1992*, the Trust has a legal duty to:

- Assess the health and safety risks from work with Display Screen Equipment (DSE) and reduce those risks to the lowest extent reasonably practicable;
- Ensure that workstations provided for DSE users and operators meet the minimum health and safety requirements;
- Ensure that work activities are planned so as to allow DSE users and operators sufficient breaks and changes in activity in order to provide a rest from DSE work;
- Provide adequate health and safety information and training to staff;
- Arrange eyesight tests if requested by the employee and provide corrective lenses where appropriate; and
- Ensure employees follow the safe working procedures.

Aims

This policy sets out how the Trust will reduce, to as low as is reasonably practicable, health problems associated with DSE work, specifically:

- Work-related upper limb disorders (WRULDs), including pains in the neck, arms, elbows, wrists, hands and fingers;
- Back ache;
- Fatigue and stress; and
- Temporary eye strain (but not eye damage) and headaches.

The purpose of this policy is to:

- Set out the strategy, management responsibilities and implementation procedures for the management of risk from Display Screen Equipment (DSE);
- Ensure early recognition and assessment of the risk to employees and others affected by the Trust's undertaking;
- Ensure effective communication between management and their staff to raise awareness of DSE and the risks that it poses;
- Establish effective risk assessment and incorporate the process and assessment results into management activities i.e. supervision, performance management, team meeting agendas and other procedures/management systems;
- Where risks are identified, put in place suitable control measures to reduce those risks and establish effective monitoring of control measures;
- Set up effective assessment and monitoring tools to evaluate the effectiveness of local arrangements put in place to minimise the risks related to DSE; and
- Encourage individual responsibility to recognise and inform management of hazards and risks associated with DSE.

Responsibilities

The Health and Safety Manager

The Health and Safety Manager (HSM) is responsible for ensuring that the policy is implemented.

The Human Resources Manager

The Human Resources Manager (HR Manager) has day-to-day responsibility for administering this display screen equipment safety policy, and is the responsible person for display screen safety. Her responsibilities include arranging workstation risk assessments (see attached checklist), implementing measures identified as needed by workstation risk assessments and making eye test forms available (also attached). The Human Resources Manager may delegate this responsibility to a member of her team.

The

It is the HR Manager's responsibility to ensure:

- The availability and provision of any on-going funding as required for Display Screen Equipment (DSE) issues, including work environment, equipment (including DSE eyesight tests and basic DSE spectacles when prescribed by a registered optician), furniture and staff training time. This includes the same provision to those members of staff given permission to work at/from home using DSE.
- Systems and procedures are in place to support, monitor and audit the requirements of this policy, including provision of a forum whereby reference to, and discussion of, local DSE records can be carried out in order to identify any trends that may need improvement regarding DSE issues.
- The provision of suitable and appropriate information, instruction, training and supervision required by identified staff to enable them to carry out their duties safely.

- That workplace space and location (including that of home workers) allocated for DSE use is suitable for the DSE workstation(s) and equipment expected to operate within it.
- That a record is kept of members of staff who are home workers.
- That where workplace re-location is required or necessary (including home workers), that the new workplace will be properly assessed to ensure its suitability for the DSE workstation(s) and equipment expected to operate within it.
- On workplace induction, that new team members (including temporary staff) receive information and guidance on the correct set-up and use of Display Screen Equipment (DSE) and the adverse effects associated with misuse.
- The maintenance of an adequate and appropriate number of trained DSE Assessors.
- That, where necessary, remedial and preventative actions are taken following analysis of the results of DSE risk assessments carried out by trained DSE Assessors, including discussion/consultation with the relevant member(s) of staff concerned and/or DSE Assessor, if necessary.
- Up-to-date records of remedial and preventative actions taken as a result of analysing the outcome of DSE risk assessments including any discussion/consultation with the relevant member(s) of staff concerned and/or DSE Assessor, if necessary.
- Up-to-date records of members of staff who are home workers.
- That re-organisation or re-positioning of DSE workstations and equipment within the Trust will be properly assessed, particularly with regard to space, ventilation, lighting and positioning of power and IT sockets. Consideration must be given to consultation with Facility Management, IT Services and Procurement where relevant.
- The workplace of a home worker is risk assessed, with that member of staff's permission. Their line manager will ensure that DSE assessments of the DSE workstation and immediate working environment are carried out by a trained DSE Assessor.
- The monitoring of staff well-being in relation to DSE issues through continuous workplace observation.
- Training is in place with regard to DSE issues in order to promote, encourage and maintain staff health, safety and welfare.

The Head of Technical Services

The Head of Technical Services is reporting workstation safety issues he becomes aware and assessment requests to the HR Manager and meeting ICT equipment needs.

It is the responsibility of the Head of Technical Services to liaise with the HR Manager to ensure

- It is the responsibility of the Head of Technical Services to ensure the provision of Display Screen Equipment (DSE) services and equipment that is suitable to enable the organisation to conduct its work safely and efficiently.
- It is the responsibility of the Head of Technical Services to ensure that new-build facilities, substantial relocation and refurbishment projects in which it is involved, all account for DSE requirements where DSE use is identified, including ventilation, lighting, electrical supply, network connection points and number of workstations. They will also, where relevant, liaise with IT Services to ensure their requirements are accounted for.
- The provision of information to all staff regarding IT policies and procedures in relation to the Trust's DSE-related IT.

- The correct initial set-up of newly installed IT equipment as per minimum the Trust standards. Those standards are to be reviewed annually in consultation with the Health and Safety Committee.
- That up-to-date information and advice is available on IT equipment and any developments in relation to IT.
- Technical support and advice is available to all staff who require assistance with the Trust IT programmes.
- Technical support and advice is available to all staff on matters related to the Trust DSE-related IT hardware and software.

The Facilities Manager

Facilities Manager is responsible for reporting workstation safety issues he becomes aware of to the HR Manager and meeting furniture needs.

Employees

Employees and others carrying out work on behalf of the Trust and identified as Display Screen Equipment (DSE) users, will:

- Co-operate with the Trust requirements regarding DSE procedures put in place for their health, safety and welfare and in which they have been instructed and informed.
- Ensure any electrical DSE equipment provided to them by the Trust will be made available for electrical testing.
- Report to their line manager or the HSM immediately any fault with the Trust DSE equipment.
- Use the Trust's DSE equipment and furniture only in the way agreed with their line manager and/or the HSM, following appropriate discussion/consultation with their DSE Assessor.
- Following completion of the DSE self-assessment, discuss personal DSE requirements (as identified by the self-assessment) with their DSE Assessor.
- Not re-organise or re-position their DSE workstations and/or equipment without first discussing/consulting with their line manager and/or the HSM.

Eyesight Tests and Display Screen Equipment (DSE) Spectacles

Under the *Health and Safety (Display Screen Equipment) Regulations 1992*, employees who are users of DSE, or who are about to become users, may, if they so request, be provided with free vision screening tests, eyesight and eye tests. If necessary, they may also be provided with special corrective appliances (glasses) for use with DSE.

The current the Trust procedure in place is that when designated as a DSE user by the HSM, should the member of staff request an eyesight test, he/she should attend an appointment with a registered optician approved by the Trust. The test will show whether glasses are needed specifically for DSE work.

If basic DSE spectacles are required, the member of staff will be entitled to reimbursement toward the test and a basic pair of DSE spectacles, within the Trust DSE allowance scheme. A form for recording/claiming reimbursement for these costs is attached.

Allowance towards the cost of the spectacles will not include tinted lenses, bi-focals or any other special adaptation (unless with management authorisation).

Users are entitled to further tests at regular intervals after the first test (usually every two to three years on the advice of the optician) and in between if they are having difficulties that may reasonably be considered to be caused by their DSE work.

Management will require receipts in order to authorise reimbursements.

Laptops

Portable DSE, such as laptop/notebook and tablet computers, is subject to the *Health and Safety (Display Screen Equipment) Regulations 1992* if it is in prolonged use.

Portable DSE is now a part of our everyday lives and the wider range of environments in which we work with them means that the design of that equipment includes aspects that can inherently cause problems if not adequately assessed and addressed, such as design factors (smaller keyboards, lack of keyboard/screen separation) and difficulty achieving a comfortable working posture.

Where portable Display Screen Equipment (DSE) is used in lengthy or repeated situations or locations, it should be treated and assessed on the same basis as desktop computers including the use of a separate screen, keyboard and mouse.

Other DSE specific equipment may be needed and should be assessed for suitability.

However, the impracticalities of analysing and risk assessing portable DSE users in each location where work may take place, is acknowledged by the HSE. As such, the HSE recognises that it is acceptable to ensure that portable DSE users are given sufficient instruction and information to make their own risk assessments and ensure they adopt appropriate control measures. Therefore all new laptop users will be given a Display Screen Equipment (DSE) workstation checklist to complete themselves.

Home Workers

This part of the Trust DSE Policy applies to a member of staff who is expected to work from home frequently or for long periods of time.

Where members of staff are using DSE in a domestic environment on the Trust business, there is a responsibility on the organisation to ensure that the workstation and location in which it is sited, is as safe as practicable.

The following procedures are to be followed:

The Responsible Person for Display Screen Safety will request permission from the member of staff (user) for a DSE workstation assessment to be carried out by a trained DSE Assessor.

If agreed, before any DSE work commences and prior to the visit from the DSE Assessor, the user will fill out the Display Screen Equipment (DSE) workstation checklist.

The user will advise the DSE Assessor when this is completed and arrange for the Assessor to visit their home to carry out the workstation DSE assessment. No frequent/prolonged periods of work should commence before the DSE Assessor has visited and completed and submitted the assessment to the user's manager.

The Responsible Person for Display Screen Safety will take action on any matters raised within the user's checklist and the DSE Assessor's assessment.

Once any hazardous issues have been dealt with satisfactorily, the user can commence DSE home working.

In the event that the user does not give permission for a DSE Assessor to enter their home, it is a management decision as to whether the user will be allowed to work at home.

Despite permission not being given for a trained DSE Assessor to carry out the assessment, should management still agree that the user can work from home, the following procedure is advised:

Before any DSE work commences, the user will fill out the Display Screen Equipment (DSE) workstation checklist (attached).

The user will submit the completed checklist to their line manager, who will discuss any matters arising with a trained DSE Assessor, including any appropriate requirements highlighted in the 'Action to take' column. No work should commence before this has been done.

The Responsible Person for Display Screen Safety will take action on any matters raised within the assessment.

Once any hazardous issues have been dealt with satisfactorily, the user can commence DSE home working.

The DSE Assessment Process

A new workplace DSE risk assessment will need to be carried out when:

- A new member of staff is identified as a DSE user and starts work; and
- A member of staff is permitted to start home working.

A completed assessment will need to be reviewed and revised as necessary when:

- A user changes workstations;
- Workstations are relocated (either within the same office/area, or to a different office/area/site);
- Major changes are made to the equipment, furniture, work environment or software; and
- The nature of the work tasks changes considerably.

Guidance on the steps to take to assessing and managing DSE risks is contained in the HSE's [Working with Display Screen Equipment \(DSE\): A Brief Guide](#).

Information and Training

The Trust will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers who use DSE. This provision will also apply to those persons not in direct employment, e.g. temporary staff and contractors. The Responsible Person for Display Screen Safety, who is responsible for users of display screen equipment will also be given appropriate training.



DSE Workstation Assessment Checklist

School/Department	
Workstation location and I.D. number (if applicable)	
User:	
Checklist completed by:	
Assessment checked by:	
Date of assessment:	
Any further action needed? Please summarise details	
Follow-up action completed on:	


This checklist can be used as an aid to completing Display Screen Equipment (DSE) risk assessments. The checklist should be given to individual DSE Users to complete. Completed forms should then be reviewed by HR and can be referred to the Occupational Health Unit if there are any problems that require further attention.

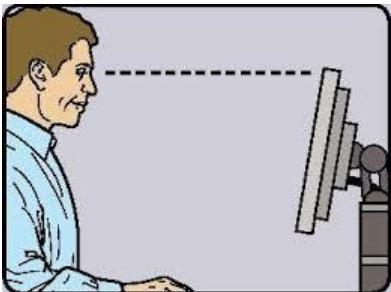
DSE User:


Please work through the checklist, ticking either the 'yes' or 'no' column against each risk factor


- 'Yes' answers require no further action
- 'No' answers will require investigation and/or remedial action by HR/Facilities Team/OHU.

Risk factor	Yes	No	Things to consider	Action to take
<p>1. The Chair</p> <p>Is the chair suitable?</p> <p>Is the chair stable?</p> <p>Does the chair have a working:</p> <ul style="list-style-type: none"> • seat back height and tilt adjustment? • seat height mechanism? • swivel mechanism? • castors or glides? <p>Is the chair adjusted correctly?</p> <p>Is the small of the back supported by the chair's backrest?</p> <p>Are the forearms horizontal and eyes at roughly the same height as the top of the DSE screen?</p> <p>Can the chair be moved close in to the desk so that when the user is seated with arms parallel to the floor, the fingers rest comfortably on the 2nd row of keys?</p>			<p>The chair may need repairing or replacing if you are uncomfortable, or cannot use the adjustment mechanisms.</p> <p>Consider if the chair will support your weight (modern chairs will support a person of up to approx 266 lbs. Older chairs may be limited to 224 lbs).</p> <p>Check that you know how to use the controls. If necessary, see help from the DSE Assessor.</p> <p>You should be able to carry out your work sitting comfortably.</p> <p>You should be shown how to adopt suitable postures while working.</p> <p>You should have a straight back, supported by the chair, with relaxed shoulders.</p> <p>Adjust the chair height to get your arms in the right position, then adjust the screen height if necessary.</p> <p>The arms of chairs can stop you getting close enough to use the equipment comfortably. If necessary, remove the chair arms.</p>	

Risk factor	Yes	No	Things to consider	Action to take
				
Risk factor	Yes	No	Things to consider	Action to take
<p>Are the feet flat on the floor, without too much pressure from the seat on the backs of the legs?</p> <p>Is there sufficient clearance between the knees and the underside of the desk?</p>			<p>If not a foot rest may be needed.</p> <p>If your knees are higher than your hips in order to get your thighs under the desk, you may need to raise the desk.</p>	
<p>2. Display screens</p> <p>Are the characters clear and readable?</p> <p>Is the text size comfortable to read?</p> <p>Is the image stable, free from flicker and jitter?</p> <p>Is the screen's specification suitable for its intended use?</p>			<p>Make sure screen is clean.</p> <p>Check that text and background colours work well together.</p> <p>Software settings may need adjusting to change text size.</p> <p>Try using different screen colours to reduce flicker e.g. darker background and lighter text. TFT monitors are less prone to flicker and glare. If problems still exist consult IT.</p> <p>Intensive graphic work or work requiring fine attention to small details may require large screens.</p>	

Risk factor	Yes	No	Things to consider	Action to take
<p>Are the brightness and/or contrast adjustable?</p> <p>Does the screen swivel and tilt?</p>  <p>Can the screen be read comfortably without having to raise or lower the head?</p> <p>Is the screen free from glare and reflections?</p>			<p>Separate adjustment controls are not essential provided the user can read the screen easily.</p> <p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p> <p>However, you may need to replace the screen if:</p> <ul style="list-style-type: none"> • swivel/tilt is absent or unsatisfactory; • user has problems getting the screen to a comfortable position. <p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen/desk and/or shield the screen from source of reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>	
Risk factor	Yes	No	Things to consider	Action to take
<p>Are adjustable window coverings provided and in adequate condition?</p>			<p>Check that the blinds work. Blinds with vertical slats can be more suitable than horizontal ones. Only consider anti-glare filters as a last resort.</p>	
<p>3. Keyboards</p> <p>Is the keyboard separate from the screen?</p>			<p>This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable).</p>	

Risk factor	Yes	No	Things to consider	Action to take
<p>Does the keyboard tilt?</p> <p>Is it possible to find a comfortable keying position?</p> <p>Does the user have good keyboard technique?</p>  <p>Are the characters on the keys easily readable?</p>			<p>Tilt need not be built in.</p> <p>It may encourage good keyboard technique to place the keyboard flat, to avoid excessive bending of the wrists.</p> <p>Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</p> <p>You may require further training to prevent::</p> <ul style="list-style-type: none"> • Hands bent up at wrist; • Hitting the keys too hard; • Overstretching the fingers. <p>Keyboards should be kept clean. If characters still cannot be read, the keyboard may need to be replaced.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>	
<p>3. Mouse, trackball etc</p> <p>Is the device suitable for tasks it is used for?</p>			<p>If you are having problems, try a different device. There are a variety of shapes and sizes available. Alternative devices like touch screens may be better for some tasks.</p>	

Risk factor	Yes	No	Things to consider	Action to take
<p>Is the device positioned close enough to the user?</p>  <p>Is there support for the device user's wrist and forearm?</p> <p>Does the device work smoothly at a speed that suits the user?</p> <p>Can the user easily adjust software settings for speed and accuracy of pointer?</p>			<p>Most devices are best placed as close as possible e.g. right beside the keyboard.</p> <p>Make sure you:</p> <ul style="list-style-type: none"> • Do not overreach; • Leave hand on the device when it is not being used; • Keep a relaxed arm and a straight wrist; • Don't grip the mouse too tightly; • Use the whole arm to move the mouse rather than moving it just with the wrist; a device such as a Mousebean may help; • Learn to use keyboard shortcuts instead of the mouse. <p>Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.</p> <p>Cleaning may be required e.g. mouse ball and rollers.</p> <p>Check the work surface is suitable. A mouse mat may be needed.</p> <p>You may need training in how to adjust device settings.</p>	
<p>4. Furniture</p> <p>Is the work surface large enough for all the necessary equipment, papers etc?</p>			<p>Create more room by moving printers, reference materials etc elsewhere.</p> <p>Operate a clear desk policy.</p> <p>If necessary, consider providing new power and telecoms sockets, so that equipment can be moved.</p>	

Risk factor	Yes	No	Things to consider	Action to take
Does the air feel comfortable?			<p>Consider shading or repositioning light sources or providing local lighting e.g. desk lamps (ensure lights do not cause glare by reflecting off walls or other surfaces.</p> <p>DSE and other equipment can dry the air. Circulate fresh air if possible.</p> <p>Plants may help. Consider a humidifier if discomfort is severe.</p> <p>Contact lens wearers may experience discomfort due to dry eyes. Try to blink more often, or use tear-substitute drops.</p>	
Risk factor	Yes	No	Things to consider	Action to take
Are levels of heat comfortable?			<p>Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or can you move away from the heat source?</p> <p>Consider moving sources of noise e.g. printers away from user. If not, consider soundproofing.</p>	
7. Work routine Do you design your work to get regular breaks?			<p>Be aware that:</p> <ul style="list-style-type: none"> • Tired muscles will ache and need to be stretched; • Lengthy periods of intense work must be avoided; • You need to take a break from the screen at least every hour, <u>before</u> you get tired; • Many short breaks are better than longer, less frequent ones; • You should do other work, away from the screen; 	

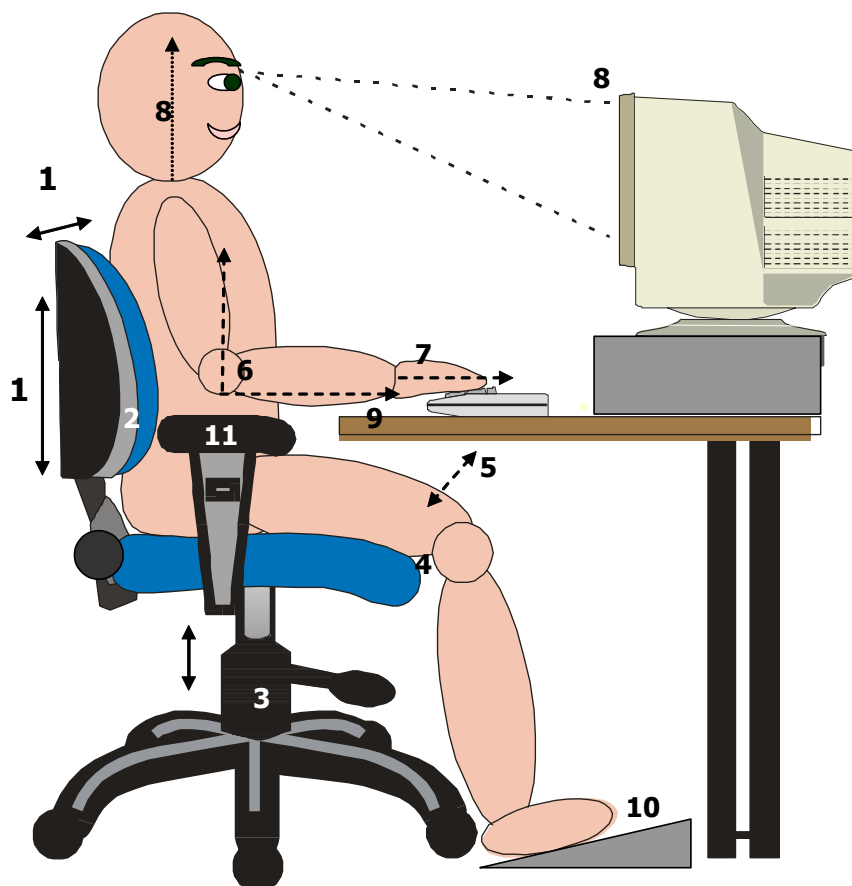
Risk factor	Yes	No	Things to consider	Action to take
			<ul style="list-style-type: none"> Positioning the printer away from your desk will encourage you to get up and move; You should not sit in the same position for long periods; You should change your posture as often as practicable. 	
8. General Has the checklist covered all the problems you may have working with DSE? Can you confirm that you do not experience discomfort or other symptoms which you attribute to working with DSE? Have you been advised of your entitlement to eye and eyesight testing? Do you take regular breaks working away from DSE? Please write details of any additional problems overleaf.				

Additional problems	Action to take
Please write details of any additional problems here:	

APPENDIX

Ideal seated position for DSE work

1. The seat back rest should be adjusted so you are sitting upright
2. Good lumbar support should be achieved (i.e. the lower back should be supported)
3. Seat height should be adjusted to achieve 4 – 7 below
4. There should be no excess pressure on the underside of your thighs and back of knees.
5. There should be room under the desk to allow changes in posture (no obstacles)
6. Forearms should be horizontal and elbows approximately at right angles
7. There should be minimal bending of the wrists and hands, they should be horizontal
8. Screen should be at arm's length and height and angle should be adjusted to allow a comfortable head position with the neck and head straight
9. Ensure there is space in front of the keyboard to support your hands/wrists during pauses in keying. Place mouse close to keyboard
10. A foot support should be provided if your feet do not now touch the ground
11. If seat arm-rests are provided these should not prevent you from pushing your chair under the desk or should be adjustable in height



Opticians Eye Test Form

EYE TEST FOR A VISUAL DISPLAY SCREEN EQUIPMENT USER

The person named below is considered a Visual Display Screen Equipment user and as such has requested an eye test. We would be grateful for your opinion as to whether he/she requires corrective lenses for intermediate distance vision (50-60cm).

NAME: _____

ADDRESS: _____

I confirm that I have examined the above person's eyes and recommend the following:

- Corrective lenses specifically for intermediate distance (50-60cm) for VDU use

YES / NO*

- Spectacles are required for general use incorporating a corrective lens for intermediate distance (50-60cm) for VDU use

YES / NO*

(please delete as appropriate)*

Date of test: _____

Name and address of Optician: _____

Signature of Optician: _____

Instruction for Employee

Pass the completed form together with the receipt from the optician to the Trust Finance Team for reimbursement.

Drugs, Alcohol and Smoking Policy

This policy should be read in conjunction with the Trust's Behaviour Policy and Drugs Policy (two of the Trust's pastoral policies). If there is a contradiction between this document and either of these documents then the Behaviour Policy/Drugs Policy takes precedence.

Aims

The Trust is committed to the health and safety of its staff and pupils and will take action to safeguard their well-being.

The Trust will not tolerate the misuse of drugs or alcohol by members of the school or the illegal supply of these substances.

Illegal drugs should never be in the school. Legal drugs are only allowed for pupils when they are medicines agreed by the Associate Headteacher for use in the school under the First Aid and Supporting Pupils with Medical Conditions Policy. Staff are permitted to bring in prescription or over-the-counter medicines for use in accordance with instructions and provided they are kept securely and are not accessible by pupils.

Legal drugs that should not normally be in school include common ones such as: alcohol, tobacco, solvents, over the counter drugs, and prescribed drugs (except those agreed by the Associate Headteacher under the First Aid and Supporting Pupils with Medical Conditions Policy).

The Trust acknowledges the importance of the pastoral role it holds in respect of the welfare of young people and will aim to:

- Enable students to make healthy and informed choices by increasing knowledge by providing accurate information about substances;
- Enable the students to practise informed decision-making skills;
- Increase understanding about the implications and possible consequences of the use and misuse of the substances;
- Ensure that the school is a healthy school, free from the misuse of drugs and other substances;
- Widen understanding about related health and social issues;
- Make clear to staff, parents and students the school's approach to the problem of drugs;
- Explain the procedures to be followed in responding to drug related incidents;
- Set out the various responsibilities of both students and staff; and
- Enable students and staff to identify sources of appropriate personal support within the school and establish relationships with local and young people's services, health services and voluntary sector organisations.

Drugs

The Trust will engage in a programme of education about drugs and will involve all pupils of the school. The programme will be arranged through the existing PSHE syllabus.

The Trust strictly forbids the taking, possessing or dealing in drugs.

The term 'drugs' in this policy includes all unauthorised substances. This now includes psychoactive substances, formally known as 'legal highs', made illegal through the blanket ban imposed by the *Psychoactive Substances Act 2016*.

This policy refers to and includes:

- Over the counter and prescription medicines used improperly, including slimming tablets and sleeping tablets;
- All legal drugs when misused including volatile substances and solvents, Ketamine, Khat and alkyl nitrites;
- Drugs which are misused to enhance performance, e.g. analgesics and steroids;
- All Class A, B and C drugs, including:
 - Drugs which are controlled/illegal substances, e.g. cannabis, amphetamines, ecstasy, LSD, mephedrone, under the *Misuse of Drugs Act 1971*; and
 - Psychoactive substances, now illegal and formally sold as ‘legal highs’.

The Associate Headteacher reserves the right to react to the emergence of new substances and changing circumstances.

The Trust will always investigate rumours regarding the involvement of an illegal drug or substance, which may include questioning a student, searching and confiscation of personal property.

The *Psychoactive Substance Act 2016* bans ‘any substance intended for human consumption that is capable of producing a psychoactive effect’. The Act makes it an offence to produce, supply or possess with intent to supply such substances with a maximum custodial sentence of seven years. The Trust acknowledges the need to be diligent on this front given the difficulty of identifying such substances and the large amount still in circulation and will ensure staff receive appropriate training.

Further guidance related to drugs in schools can be found in [DfE and ACPO Drug Advice for Schools](#).

Alcohol

The Trust only allows alcohol to be consumed in moderation by adults and/or pupils at school events with the specific authorisation of the Associate Headteacher.

Smoking/Tobacco

Smoking and the use of e-cigarettes is not permitted on Trust sites.

The effects on health of smoking will be taught and discussed as part of the curriculum in PSHE and in tutorials.

Sanctions

Sanctions for non-compliance with this policy are described in the Drugs and Behaviour Policies.

Electrical Equipment

Compliance

The Trust will comply with the *Electricity at Work Regulations 1989* and this policy.

The implementation of the policy will be overseen by the Health and Safety Manager (HSM).

The Trust have appointed Handsam as competent person to liaise with the HSM.

Advice and guidance can be obtained in the memorandum of guidance on the [Electricity at Work Regulations 1989: Guidance on Regulations](#), published by the Health and Safety Executive (HSE).

Staff must not attempt repairs nor make modifications to electrical equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported to the HSM.

Trust Policy

It is the policy of the Trust that:

- The fixed electrical installation in the school will be inspected and tested on a five yearly rolling programme basis by approved electrical contractors, and any maintenance to prevent danger is carried out under the supervision of the HSM;
- Only electrical equipment provided by or approved by the school will be used; and
- Staff must be alerted by the HSM to the dangers of defective wiring and equipment and be encouraged to visually inspect electrical equipment before use and to report any defects immediately.

It is the Trust's policy that, where portable electrical equipment is used outdoors, a residual current device (RCD) be used to reduce the risk of serious electrical shock. Staff must use RCD adaptors if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.

Staff

Only trained and qualified persons may be allowed to work on electrical equipment. Any contractor must demonstrate to the HSM that he/she is appropriately qualified.

The HSM has the responsibility for ensuring that persons working on electric equipment are appropriately qualified.

Portable Electrical Appliances

Although the Health and Safety Executive (HSE) advises that not all electrical equipment brought into a school needs to be separately tested (e.g. radios and computers), all need to be scrutinised for obvious defects. It is the Governing Body's view that it is more prudent to direct that all portable appliances brought into the Trust must be considered for testing by the school's appointed responsible person in accordance with *BS 7671 Requirements for Electrical Installations* and *IET Wiring Regulations*.

Formal inspections/tests of portable electrical equipment will be carried out annually to identify any maintenance that is required to prevent danger. (Low risk office equipment, such as computers where the mains cables are organised to prevent damage, are unlikely to require maintenance to prevent danger and may not be included at the HSM's discretion).

The HSM will appoint suitably qualified staff to make checks of equipment in the Trust. However, all staff who use any electrical equipment are expected to check the equipment for visible defects each time the equipment is used.

Each piece of equipment will also carry a tag recording the date of the last check and initials of the person who carried out the check.

Each time an appliance is tested, an inspection certificate should be completed by the person carrying out the test. The certificate will be kept on the health and safety management system.

All frayed, torn or split flexible cords and plug tops which are cracked or have broken insulation must be taken out of commission.

Tools and equipment that are smoking, sparking or becoming excessively hot must be switched off, unplugged and removed from use. Tools and equipment that have guards must never be used with guards removed or safety features by-passed.

A suitable asset register will be prepared by the HSM to record each portable appliance, and will be kept on the management system.

Responsibilities

The HSM will be responsible for:

- Ensuring that this policy is known and implemented in the Trust;
- Ensuring that HSE guidance is available to relevant staff;
- Arranging periodic testing in accordance with the policy;
- Maintaining the portable electrical appliance register;
- Appointing competent persons to carry out the tests; and
- Arranging any appropriate training.

Staff and students who bring any electrical items from home for use in the Trust must obtain the permission of the relevant member of staff. Although there is no statutory requirement for such electrical items to be checked by the school, it is the Trust's policy that the member of staff must ensure that a 'PAT check' has been carried out before the equipment is used. Any equipment provided for staff or students working from home will be maintained, checked and recorded as above.

The person responsible for carrying out the PAT must ensure that certificate tags are attached to each appliance tested, and logged in the management log (or method chosen by the HSM).

Guidance

- [Electricity at Work: Safe Working Practices](#)
- [Maintaining Portable Electrical Equipment in Offices and Other Low-Risk Environments](#)
- [Maintaining Portable Electrical Equipment](#)
- [Electrical Safety Council](#)

Fire Safety

General Fire Policy Statement

The Trust is committed to high standards in health and safety and ensuring the provision of a healthy working environment is available to pupils, employees, contractors and persons who may visit the school, including all aspects of fire safety. We will strive to achieve comfortable working that is, as far as reasonable practicable, safe from the risk of fire.

We recognise that following the introduction of the *Regulatory Reform (Fire Safety) Order 2005*, the government has laid down guidance for fire safety in educational premises.

The nominated 'responsible person' as required by the above legislation is the Associate Headteacher assisted by the Facilities Manager responsible for each site, and he/she has day to day responsibility for fire management.

The Trust will ensure that we meet all our legal and moral responsibilities regarding fire safety and to do this we will:

- Where practicable, prevent the possibility of all causes of fire;
- Adopt a risk assessment approach to all fire safety matters by assessing and reducing risks generically where possible and creating systems to localise procedures and working practices;
- Provide information, instruction and training to staff and will monitor incidents and near misses in order to identify where to improve systems and procedures and reduce the risk of recurrence;
- Use competent persons to carry out fire risk assessments of all our properties and to advise our management of fire safety issues;
- Implement the protective and preventative measures identified in the risk assessments and advice from our competent persons;
- Consult our employees on relevant risk reduction measures that are necessary;
- Liaise with our employees to reduce the risk from fire as far as reasonably practicable;
- Develop roles and responsibilities to cover all aspects of fire safety and ensure that everyone understands their roles and responsibilities;
- Train our employees and where necessary assess their competency in fire safety matters;
- Develop an emergency evacuation plan for all our properties and personal emergency evacuation plans (PEEP) for all special needs persons who are employed or taught at our premises;
- Provide all our employees, pupils and others, who visit or work in our properties, with relevant information on fire safety matters; and
- Implement suitable and appropriate management arrangements to plan, organise, control, monitor and review fire safety throughout our premise portfolio.

Management Structure and Responsibilities



Management System for Fire Safety

A process of fire risk assessment is used to manage the ongoing fire risk in the premises which records:

- The significant findings; and
- Any group of persons identified by it as being especially at risk.

School arrangements for planning, organising, controlling, monitoring and reviewing the fire risk assessment processes are as follows.

Planning

Reference will be made within the main school Health and Safety Policy to the Fire Safety Policy document which will also incorporate arson control and management of chemicals on site.

Health and safety at the Trust is steered by the Directors Resources Committee.

Fire risk assessments will be carried out by the Trust's appointed external competent contractor and these will be reviewed regularly or at least on an annual basis.

Staff will receive appropriate fire training relevant to their job role on induction and at regular intervals on refresher training.

All significant findings identified within the fire risk assessment will be addressed in accordance with the action plan detailed in the risk assessment reports.

The Trust will ensure regular servicing of the following:

- Fire alarms, emergency lighting, portable fire extinguishers in accordance with the current British Standards, 5839, 5266 and 5306 respectively;
- Fire drill with be undertaken at least annually for each building with the results being entered into the fire safety log books; and

- Fire log books for all buildings will be completed by the Facilities Manager and will be made available for use as an audit trail and if the Fire Service should visit the premises.

Organisation

The Trust will:

- Identify the risks and issue an action plan;
- Train teaching staff and their classroom assistants Fire Marshal duties;
- Train Heads of Department to undertake Senior Fire Marshal duties;
- Reduce or remove any risks; and
- Have a clear allocation of duties and responsibilities which are linked to job descriptions.

Control

The Trust will carry out regular fire drills and staff training with documentation being kept in the fire log books.

Fire logs will be kept by the Facilities Manager.

Regular maintenance and testing of all passive fire safety measures will be carried out, i.e. fire alarms, portable fire extinguishers, emergency lighting, signage etc.

Annually, the Trust invites the Fire Service to visit each site.

In the event of an evacuation, only competent personnel with appropriate training will be allowed to reset the alarm system as the Fire Service are under no obligation to do so.

Monitoring

The School Business Manager will hold training records.

The School Business Manager will audit fire documentation and risk assessments annually. He/she will also monitor all action plans.

Review

This management system for fire safety will be reviewed on an annual basis.

Full Description of Premises

Twyford High School	6 buildings
William Perkin High School	2 buildings, CLT construction. Sprinkler system.
Ealing Fields High School	4 buildings
Ada Lovelace High School	1 building
Occupancy:	Teaching, including the use of Science laboratories, sports activities, Design and Technology, Art, ground maintenance, plant rooms and storage.
Times the premises are in use:	School terms Holidays (office staff and community users of facilities)

Total number of persons employed to work within the premises at any one time:	400
Total number of non-employed persons within the premises at any one time:	4000
Size (metres x metres):	See individual fire risk assessments
Number of floors:	See individual fire risk assessments
Number of stairs:	See individual fire risk assessments

Fire Safety Strategic Objective (Full Evacuation)

The strategy is to provide safety for all occupants of the premises under any reasonably foreseeable circumstances in the event of a fire, in or adjacent to the building.

The strategy recognises that employees in the main are familiar with the premises although new employees, pupils and visitors must be accompanied until familiar with the buildings on site. This is fully acknowledged in the formulation of the Emergency Evacuation Plan (below).

Fire safety provision to achieve the above strategic objective is based on a combination of the requirement for early fire detection and warning for pupils and employees. Key elements of compartmentation in the building and sufficient protection of designated escape routes allow for the safe egress of all occupants, once alerted, to a place of ultimate safety with the assistance of teachers acting as Fire Marshals and the Fire Service Liaison Officer (FSLO) (Facilities Manager).

Structural Protection/Mean of Escape

Means of Escape: General

Satisfactory means of escape is provided by means of designated protected routes from all areas of the buildings (detailed on the plans located in building fire logs) to dedicated fire exits direct to outside at ground floor level. Ultimate safety is achieved by the provision of a number of alternative assembly points in selected safe areas outside the premises as indicated on the plans for each building. This allows for the selection and use of the most suitable, depending on the location and severity of the fire at the time of the evacuation.

Provision of means of escape is in compliance with the guidance issued by the Department for Communities and Local Government: [Fire Risk Assessment: Educational Premises](#).

Means of Escape: Horizontal

Provided by protected corridor routes linking all rooms and any protected staircases. All doors opening onto such circulation spaces are maintained to an FD30S standard. Corridors are managed to avoid the build-up of combustible materials and prevent their use for unsafe processes such as locating of electrical machinery (such as photocopiers), and are subdivided as necessary by self-closing doors to a FD30S standard to prevent the spread of products of combustion along their length.

Escape from within rooms is provided by appropriate provision of sufficient exit doors in accordance with government guidance standards.

Means of Escape: Vertical

Provided by: Stairs (emergency/external stairs at Twyford High School (A, D, M Blocks).

Protected staircases serving all areas of upper storeys, adequately sized at each level, with egress direct to outside and all doors of an FD 30SSC standard.

Fire Safety Systems

Fire Safety Signage

Appropriate signage is provided and maintained throughout the premises and is in accordance with BS 5499. Arrangements are managed by school procedures these are included within the school fire safety log book and an understanding of signage is the subject of regular staff training.

Fire Warning System

An automatic fire detection and alarm system, for transmission of alarm calls, is provided and maintained in accordance with BS 5839 Part 1. The standard complies with guidance for educational premises. Arrangements are managed by school procedures. Procedures are included within the school fire safety log books. The use and arrangements for maintenance of automatic fire detection is the subject of regular staff training.

Emergency Escape Lighting Systems

An electrical emergency escape lighting system is provided and maintained in accordance with the provisions of BS 5266 Part 1. Arrangements are managed by school procedures. Procedures are included within the school fire safety log books. The use and arrangements for maintenance of emergency escape lighting is the subject of regular staff training.

Firefighting Equipment: Portable

Appropriate fire extinguishers are sited, positioned and maintained in accordance with BS 5306. Arrangements are managed by school procedures. Procedures are included within the school fire safety log books. The use and arrangements for maintenance of fire fighting equipment is the subject of regular staff training.

Firefighting Equipment: Fixed Installations

See detailed Fire Risk Assessments

Plans

The plans, kept in the building fire logs show:

- Escape routes (number of exits, number of stairs, fire-resisting doors, fire-resisting walls and partitions, places of safety, etc.);
- Fire safety signs and notices (i.e. pictographic fire exit signs, fire action notices, etc.);
- The location of fire warning devices (i.e. break-glass alarm points, sounders, rotary gongs);
- The location of emergency lights; and
- The location and type of firefighting equipment (i.e. water extinguishers, foam extinguishers, etc.)

Maintenance

Each fire safety log book should include the following and be completed in line with the maintenance schedule.

The management of the Trust acknowledges its obligation to provide a proactive programme for the maintenance of the fire safety provisions in its premises together with guidance on appropriate emergency procedures and an adequate staff training programme.

The means of escape and other fire safety provisions must be maintained at suitable intervals by a 'competent person' and the maintenance recorded in the fire log book.

The Trust will produce a maintenance schedule that covers the means of escape, signs and notices, fire warning system, emergency lighting and fire-fighting equipment.

The Facilities Manager is responsible for the maintenance and record in the fire log book.

Maintenance of Fire Resisting Doors, Walls and Partitions

All fire resisting doors will be inspected on a monthly basis by the Facilities Manager and documented in the fire log book.

Maintenance of Escape Routes and Exit Doors

The walkways and escape routes will be checked on a monthly basis by the Facilities Manager and documented in the fire log book.

Maintenance of Fire Safety Signs

Routine inspections of all fire safety signage is to be carried out termly by the Facilities Manager.

All illuminated signage is to be maintained in accordance with BS 5266 and inspected monthly by a competent person. Six monthly and annually a competent electrical engineer should also carry out routine maintenance in accordance with the above British Standard.

Maintenance of Fire Warning System

This will be specific to each building and is documented in the fire log book for each site. All in accordance with BS 5839.

Weekly:	Internally a fire drill will be carried out by the facility management.
Six monthly or quarterly:	This will be completed by an external engineer whose contact details are below: Twyford: United Fire Alarms, Tel: +44 (0) 8456 015836 William Perkin: PEL Services, Tel: +44 (0) 020 8839 2100 Ealing Fields: EDSB Ltd, Tel: 0800 141 2292 Ada Lovelace: Network Security, Tel: 01256 812744
Annually:	As above.

Maintenance of Emergency Lighting

This will be specific to each building and is documented in the fire log book for each site, all in accordance with BS 5266.

Weekly:	Visual inspection of all emergency lighting points including illuminated exit signs.
Monthly:	Monthly 'flick test' of emergency lighting, not exceeding 25% of rated duration of the system. Simulate a momentary power interruption/mains failure to show if

	emergency lighting works under loss of power condition. Walk around the premises to check if each emergency light is working in these conditions.
Six monthly:	Test in the same manner, but leave on emergency mode or deny power for one third of the rated duration of the system (i.e. on hour for a three hour rated system).
Annually: (Three yearly for first three years, then annually after this)	Maintenance in accordance with BS 5266, by a competent electrical engineer.

Maintenance of Firefighting Equipment

This will be specific to each building and is documented in the fire log book for each site all in accordance with BS 5306 by a competent person. Routine visual inspections will be undertaken to ensure firefighting equipment has not been discharged or suffering from any obvious damage. A formal inspection of firefighting equipment by an external competent service engineer will be undertaken annually.

Maintenance of Fire Safety Records

The fire risk assessments are located in: **The Facilities Management Office**

The personal training will be recorded on the Trust's **Training Record System**.

The fire log books are maintained for ALL buildings on the school premises.

Emergency Evacuation Plan (EEP) (*Please also refer to local evacuation arrangements for each site included in the Critical Incident Plan)

The Fire Evacuation Signal

The fire evacuation signal for the Trust is a continually sounding siren (warble) throughout the premises.

The signal will sound on activation of the fire detection system or the operation of a break-glass call point.

On hearing the fire evacuation signal for any of the buildings above, employees must leave immediately by the nearest available exit.

The fire evacuation signal is tested weekly covering call points on a rotational basis, ensuring each call point is tested at least annually.

Action on Hearing the Fire Alarm

Staff:

- During school opening hours, the senior member of the Facilities team on duty will check the fire alarm panel to verify the zone and location of the alarm actuation and despatch staff to the area to check and begin evacuation as necessary;
- If fire is discovered this will be confirmed to the Fire Service by dialling 999;
- Teachers and class room teachers will direct pupils to the evacuation assembly points; and
- Other staff will report to the evacuation assembly points and await instructions.

Visitors and contractors:

- Leave the building immediately by the nearest available exit;
- Make their way to the nearest designated assembly point in a calm orderly manner;
- Once at the assembly point wait for instructions from the Fire Service Liaison Officer or the Fire Officer; and
- Do not re-enter the building until directed by a member of staff on the advice of the Fire Officer.

Pupils:

- Cooperate with their teachers and classroom assistants to ensure a safe and orderly evacuation to assembly points;
- Know who their assembly point roll call teacher/class room assistant is;
- Know the main fire evacuation routes and which assembly point to muster at;
- Do not attempt to use fire-fighting equipment or save personal possessions;
- When unsupervised; on hearing the alarm:
 - Leave the building immediately by the nearest available exit;
 - Make their way to the nearest designated assembly point in a calm orderly manner;
 - Once at the assembly point wait for instructions from their assembly roll call teacher or the Fire Service Liaison Officer or the Brigade Fire Officer; and
 - Do not re-enter the building until directed by a member of staff on the advice of the Fire Officer.
- Pupils may also raise the alarm, if it is they who discover a fire or evidence that there may be a fire, such as smoke.

Action on Discovering a Fire

- Raise the alarm by activating the nearest break glass call point;
- Evacuate the immediate area;
- The person confirming there is a fire is to call the Fire Service by dialling 999;
- The Facilities Manager is responsible for checking the Fire Service has been called;
- Tackling the fire will always come secondary to the evacuation. However, if trained and it is safe to do so, staff may tackle the fire with the nearest portable extinguisher, always ensuring there is a safe exit route available;
- A sweep of the building will be carried out by facility management. Once staff and visitors are at the assembly points a nominal roll will be carried out and provide the information to the Fire Service Liaison Officer;
- Any person trying to re-enter the building without the express permission of the Fire Brigade Lead Officer will be restrained using appropriate means; and
- Only competent personnel with appropriate training will be allowed to re-set the alarm system as the Fire Service are under no obligation to do so.

Evacuating People Identified at Specific Risk

Visitors:

- All visitors will sign in on arrival at reception and be handed a visitors badge. Emergency plan information will be provided for them; and
- Visitors should be accompanied by the host at all times whilst on site and escorted to the assembly point by staff in the event of an emergency.

Contractors:

- All contractors will sign in on arrival at reception at the start of the work period. Unless other arrangements have been made e.g. long term contractor may have their own

sign-in book, they should be made aware of the emergency procedures for the premises and the location of the designated assembly points.

Those with Special Needs:

- A Personal Emergency Evacuation Plan (PEEP) will be completed for any individuals (staff, pupils, visitors or contractors) that have special needs.

Designated Assembly Points

The designated assembly points for the premises are:

See details fire evacuation arrangements for each site.*

Everyone will report to one of the above assembly points if the building is evacuated. Only people with designated tasks may remain in the building.

Escape Routes and the Use of Fire Exits

Means of escape routes throughout the buildings have been identified with fire exit signs.

Emergency lighting is also provided to all escape routes and final exit doors. These automatically illuminate on failure of the normal lighting circuits.

Arrangements for Fighting Fire

- Tackling fires will always come secondary to the evacuation of the premises;
- Fire-fighting equipment is provided in accordance with BS 5306 and is for use by any member of staff who has received the appropriate training and, on discovering a fire, considers it safe to do so. Fire-fighting equipment is sited throughout the building in accordance with the risk assessment and is generally found on escape routes adjacent to final exit doors;
- The fire extinguishers are provided to secure the means of escape routes and help prevent a small fire developing into one which could destroy the building. These extinguishers are only to be used if it is safe to do so, or out of necessity to secure an escape route; and
- 'IF IN DOUBT, GET OUT'.

Specific Responsibilities of Staff

Teaching staff:

- Sweep their area of work and ensure all people leave the building and direct/escort them to the assembly point. Tell the person responsible for the area immediately when it is all checked and clear;
- Designated members of staff to remember specific items to be turned off in case of fire if it is safe to do so, e.g. kitchens - all cookers and heat generating equipment should be turned off as they leave the building;
- If requested, call the Fire Service by dialling 999, the emergency operator is the next contact before being put through to the Fire Service. The Fire Service will then require the following information:
 - The full address, including post code;
 - The telephone number you are calling from;
 - If possible, what is involved in the fire and if there are any flammable materials; and
 - Name of the nearest main road (Twyford: Uxbridge Road; William Perkin: Oldfield Lane North; Ada Lovelace: Park View Road; Ealing Fields: Little Ealing Lane. (
- Take the relevant register and 'grab pack'.

Fixed Fire Protection Systems: Out of Service

If the fire detection system has to be isolated for any reason, the Associate Headteacher must be kept informed.

- The Facilities Manager will document this in the fire logbook;
- Hot work will be restricted and only allowed under a strict permit to work system by facility management;
- Any fire doors on magnets or other automatic means of keeping them open to be released and kept closed;
- All staff in identified areas should be informed and remain vigilant. Alternative systems to be put in place at the time, e.g. staff in area have mobile phone/pager contact with head of facility management, alarms of fire to be relayed directly to Fire Service by phone;
- School insurers will be informed if this is going to be over half a day; and
- The Facilities Manager will document the re-commissioning of the system in the fire logbook.

If the evacuation alarm system is isolated for any reason, the Associate Headteacher will be informed.

- The Facilities Manager will document this in the fire logbook;
- A temporary method of warning people of fire to be used, e.g. air horn or manual bell; and
- The Facilities Manager will document the re-commissioning of the system in the fire logbook.

Calling the Emergency Services

During normal school opening hours:

- The Fire Service will be called using 999 once the fire alarm has been actuated. On checking if a fire is discovered or if it is a definite false alarm this should be confirmed to the Fire Service by dialling 999;
- The Fire Service will require the following information:
 - The full address, including post code;
 - The telephone number you are calling from;
 - If possible, what is involved in the fire and if there are any flammable materials; and
 - Name of the nearest main road.

At night, weekends or during the school holidays:

- The Fire Service will be called by dialling 999. On checking if a fire is discovered before the arrival of the fire service, or even if it is a definite false alarm, this should be confirmed to the Fire Service by the senior member of staff by dialling 999;
- The Fire Service will require the following information:
 - The full address, including post code;
 - The telephone number you are calling from;
 - If possible, what is involved in the fire and if there are any flammable materials; and
 - Name of the nearest main road.

Fire Service Liaison Officer (FSLO)

The Facilities Manager has been nominated to act as Fire Service Liaison Officer (FSLO). This individual will be responsible for reporting to the first Fire Service Officer attending any incident at the site. He/she will advise the Fire Service on the following:

- The location of the incident;

- Confirmation of the evacuation of all people from the buildings or otherwise;
- The last known location of any missing person/reluctant evacuees (if known);
- The location of the main electric intake and gas intake;
- Details on any known highly flammable materials in or around the building(s) involved;
- A floor plan of the building;
- Any other relevant information; and
- Work with emergency services to put in place evacuation plan.

The grab pack contains the majority of this information (contingency plans and contact numbers).

Staff Fire Training

All staff are required to attend site specific basic fire awareness training each term organised by the head of facility management. Key personnel will receive additional training (teachers and teaching assistances) including the practical use of extinguishers.

It is the responsibility of the Associate Headteacher to ensure this is carried out.

Training Programme

All employees should receive fire safety training which should be recorded.

The Health & Safety Manager HSM is to produce a training programme which specifies who receives training, what training is given, how often it is given and where it is recorded. A suitable programme will contain the following:

- Basic fire awareness;
- The items listed in the emergency plan;
- The importance of fire doors and other basic fire prevention measures;
- Where relevant, the appropriate use of fire-fighting equipment;
- The importance of reporting to the assembly area;
- Exit routes and the operation of exit devices, including physically walking these routes;
- General matters such as permitted smoking areas or restrictions on cooking other than in designated areas;
- Assisting disabled persons where necessary;
- Staff with specific responsibilities may additionally require more advanced training covering:
 - Detailed knowledge of the fire safety strategy of the premises;
 - Awareness of human behaviour in fires;
 - How to encourage others to use the most appropriate escape route;
 - How to search safely and recognise areas that are unsafe to enter;
 - The difficulties that some people, particularly if disabled, may have in escaping and any special evacuation arrangements that have been pre-planned;
 - Additional training in the use of firefighting equipment; and
 - Reporting of faults, incidents and near misses.

Fire Drills

The fire emergency evacuation plan will be tested at least once per year. The results of the test will be documented in the fire logbook.

Visitors and Contractors

General fire action notices based on this plan will be maintained, displayed and updated accordingly.

Carbon Monoxide

Carbon monoxide is a colourless, odourless, tasteless and toxic gas produced as a by-product of combustion. Any fuel burning appliance has the potential to produce carbon monoxide gas.

As a result a carbon monoxide detector will be in the vicinity of all fuel appliances in the Trust such as:

- Our boiler/s;
- Gas cookers/hobs; and
- Fireplaces (where fuel is burned).

Any carbon monoxide detector will conform to the standards set out in BS EN 50291.

Significant Hazards

Employers, and persons in control of the school premises other than the employer, should inform the Fire Service of any significant hazards within their workplace that may require special procedures for rescue work and fire-fighting.

Significant Hazards	✓ or X
The Fire Service has been informed of any significant hazard within the workplace that may require special procedures for rescue work and firefighting.	
Specify: <ul style="list-style-type: none"> – Chemistry laboratory stores – Diesel, ground maintenance staff – Gas installations 	

Arson Prevention

Arson is the act of deliberately starting a fire. It is reported that there are over 1000 arson attacks on schools every year, with an estimated £80 million in insured damages each year. Not only does arson put lives at risks and cause great distress to staff, pupils and parents, the disruption to learning can be huge whilst schools re-build or temporarily re-locate, not forgetting the strain it puts on the emergency services. The Trust therefore takes arson prevention very seriously.

The Trust uses the below risk checklist when assessing the risk arson poses to the premises:

Risk Checklist	
1. Does the building have any lightweight or timber construction?	Yes/No
2. Is there a history of break ins, or arson in the school's area?	Yes/No
3. Is combustible waste regularly removed?	Yes/No
4. Is there easy access to external storage areas?	Yes/No
5. Are combustible materials stored securely?	Yes/No
6. Has the school had two or more arson attacks in the past 3 years?	Yes/No
7. Has the school had more than 10 incidences of theft or break ins in the past 12 months?	Yes/No

8. Is the site easily accessible to the public?	Yes/No
9. Are outside areas well lit at night?	Yes/No
10. Is the external perimeter vulnerable?	Yes/No
11. Are there security arrangements for out of school hours use?	Yes/No
12. Is it relatively easy for intruders to break into the building?	Yes/No
13. Are certain areas kept out of bounds during evening use?	Yes/No
14. Is there a system of monitoring visitors?	Yes/No
15. Are staff aware of the need for key security and locking up?	Yes/No

The Trust uses the below risk reduction factors to help prevent arson on the premises:

Risk Reduction Factors	
1. Is the school fitted with an automatic sprinkler system or fire detection system linked to the fire service?	Yes/No
2. Is the school fitted with an intruder alarm with a monitored link to an alarm receiving centre?	Yes/No
3. Are the grounds monitored by CCTV?	Yes/No
4. Is the school fenced to a height of 2 metres?	Yes/No
5. Is the site regularly patrolled?	Yes/No
6. Is there a system in place for dealing with suspicious behaviour?	Yes/No
7. Has any staff training been carried out as a result of risk assessments?	Yes/No

Home Visiting

Aims

The Governing Body supports home visiting as an aspect of the Trust pastoral care for students. However, the Governing Body respects the responsibility of the Associate Headteacher to determine whether home visits will be undertaken, and if so, in what circumstances.

No member of staff will be required to undertake home visits unless it is a part of the member of staff's contract and in the particular circumstances it is safe to do so.

No member of staff will be required to undertake home visits unless he/she has been appropriately trained.

The aim of the policy is to ensure that home visits are well managed and safe.

This policy should be read alongside the Trust's Safeguarding Policy.

Procedures

The Designated Safeguarding Lead is the designated person responsible for home visits and must authorise each home visit, although other relevant staff may advise on appropriate home visits that should be considered.

Once a home visit is arranged, the persons performing the home visit must be made aware of the designated person to report to on arrival at the home.

A home visit must be undertaken by at least two the Trust employees, at least one of whom must be of the same sex as the student whose home is being visited, and at least one of whom should be, or have been, the teacher or support to the student concerned, as far as reasonably practicable.

The school (under its own arrangements) must arrange an appointment with the parent(s) that staff are visiting, and log the relevant names and address.

Staff undertaking a home visit must:

- Sign out at the school office at the start of the visit and sign in again at the end;
- Not enter the house if either the student is at home alone, or if the parent with whom the appointment has been made is not there;
- Not enter the house if one of the parents has caused problems in the past;
- Take a school mobile phone with them;
- Carry an identity card; and
- Report back to the designated person at the school on arrival at the home.

The Trust may also determine at the discretion of the Associate Headteacher (or HSM or the home visitors themselves) whether home visitors should also phone into the school at agreed times during the visit (e.g. each hour on the hour).

The designated person and the office staff must know the arrangements and the 'immediate action' to be taken on receiving calls from the home visitors.

The Associate Headteacher has the responsibility to determine 'immediate actions' bearing in mind:

- The school's normal communication systems;
- The fact that it is not always possible to contact particular members of staff in an emergency;
- That the police may have more urgent priorities; and
- That mobile phones do not work all the time in certain areas.

The school will incorporate the appropriate emergency response into the briefing for each home visit rather than expect just one 'immediate action' to cover all emergency situations.

All calls must be logged at the school under the school's arrangements for record-keeping.

Training

A course of training in home visiting will be devised and implemented by the school.

The training should include:

- Assessing likely risks and the management of such risks - including risk assessment which would enable home visitors to mentally risk assess during a visit;
- Strategies for the prevention of violence during a visit;
- Guidance on child abuse and child protection in the context of home visits; and
- Appropriate restraint techniques;
- What to do if incidents occur on the visit; and
- What action must be taken if any allegations are made about staff conducting the visit.

Each member of staff involved in home visits must have completed the Trust training programme.

Risk Management

The Associate Headteacher must ensure that arrangements are in place for a risk assessment of each visit to be made coupled with appropriate controls to prevent risks happening, or to minimise any risk that cannot be reasonably prevented.

The risk assessment should include:

- The student's known behavioural propensities;
- The environment of the visit (including home circumstances and the travel route and means of travel);
- Time of day and amount of time to be spent on the visit; and
- The ability to communicate with the school (e.g. whether there is mobile telephone coverage, or not, and what other means are available).

The methods of prevention and controls must be signed off by the Associate Headteacher or the person delegated by the Associate Headteacher.

Where the staff making the visit consider that it is too risky to make or continue a home visit, they may determine to abort the visit and report to the Associate Headteacher (or the designated person) who will determine future action.

Equal Opportunities

It is important to ensure that there is no element of unlawful discrimination in the planning and implementation of home visits. The provisions of the school's equal opportunity policies must be taken into account.

Legionella

Introduction

Legionnaires' disease is a type of pneumonia caused by organisms found in water. It is the most well-known and serious form of a group of diseases known as Legionellosis. Legionellosis is the term used for infections caused by legionella pneumophila and other similar bacteria. Infection is caused by inhaling fine air borne water droplets or particles containing the viable bacteria; the disease cannot be passed from one person to another. Everyone is potentially susceptible to infection but some people are at higher risk, for example those over 45 years of age, smokers and heavy drinkers, those suffering from chronic respiratory or kidney disease and people whose immune system is impaired. Infection can also cause less serious illnesses which are not fatal or permanently debilitating but which can affect all people. All outbreaks of the disease are avoidable if simple precautions are taken.

The incubation period ranges between two and ten days and usually begins with a headache, muscular pain and a general feeling of being unwell. These symptoms are followed by high fever and shaking chills. Nausea, vomiting and diarrhoea may occur. On the second or third day dry coughing develops and is often accompanied by breathing difficulties. Effective treatment may be achieved by the use of antibiotics.

Infection is attributed to inhaling legionellae, either in water droplets which are small enough to penetrate deeply into the lung, or in droplet nuclei (the particles left after the water has evaporated). Legionellae are common in natural sources of water such as rivers and ponds. They may enter man-made systems or water services, where they can multiply under certain conditions and, if there is a means of creating and transmitting water droplets, people in the vicinity may be at risk. Most cases and outbreaks of Legionellosis have been attributed to water services in buildings, cooling towers and whirlpool spas. Other sources have been identified in foreign outbreaks including a humidification system, industrial coolants and respiratory therapy equipment.

Scope

This policy provides guidance for all parts of the Trust premises involving a work activity and/or premises where water is used or stored and where there is a means of creating and transmitting water droplets, and thereby causing a reasonably foreseeable risk of Legionellosis.

Definitions

Duty Holder

The Associate Headteacher is the Trust's 'duty holder'. The HSE's [*Legionnaires' Disease: The Control of Legionella Bacteria in Water Systems: Approved Code of Practice and Guidance on Regulations*](#) requires the duty holder to appoint a 'Responsible Person' to take responsibility for the day-to-day management of the water systems. This person shall be hereafter referred to as the Responsible Person, and must be appointed in writing.

The employment of contractors or consultants to implement the necessary controls to prevent the proliferation of legionella bacteria can be implemented, but the Responsible Person must ensure they are competent to undertake the tasks required.

Responsible Person

The Responsible Person should be a director or a manager and shall have sufficient authority to act on behalf of the Duty Holder. The Duty Holder is the Facilities Manager responsible for the school.

General Policy Statement

All reasonable steps will be taken to identify potential legionellosis hazards in the workplace and to prevent or minimise the risk of exposure.

If employees are concerned about the risk of an outbreak, they should report concerns to their line manager so that the Trust can take appropriate measures to eliminate or reduce the risks.

Where potential exposure to infection cannot be prevented, there is a written control scheme to minimise exposure. The Facilities Department holds managerial responsibility for implementing and supervising the scheme.

Responsibilities

Associate Headteacher

The Associate Headteacher shall undertake the duties of the 'duty holder' and appoint a person to take day-to-day responsibility for controlling any identified risk from legionella bacteria. Having made the appointments, the Associate Headteacher is to have in place suitable and sufficient monitoring regimes to ensure that their responsibilities are being discharged.

Responsible Person

The Responsible Person shall ensure that a suitable and sufficient assessment is conducted in order to identify and assess the risk of exposure to legionella from work activities and water systems on the premises under the control of the Associate Headteacher and any necessary precautionary measures required to reduce the risk of exposure to as low as reasonably practicable.

The Responsible Person is to ensure that organisations such as water treatment companies or consultants together with the Trust staff are competent and suitably trained, and have the necessary equipment to enable them to carry out their duties in a safe and proper manner.

The Responsible Person shall ensure that appropriate records are kept, including:

- Details of the persons responsible for managing, conducting the risk assessments and implementing a written scheme;
- The significant findings of the risk assessments and any remedial action taken;
- The written scheme required for controlling the risk to exposure and details of its implementation;
- The dates and results of any monitoring, inspections, tests or checks carried out, including information as to whether the system is in operation or not; and
- Calibration certification of temperature measurement equipment used.

The above mentioned records will be retained for a minimum of five years.

Appointed Persons

Appointed persons are The Facilities Department staff specifically charged with:

- Checking temperature control/foreign bodies etc. in water systems and reporting concerns to the Responsible Person and Facilities Manager;
- Being responsible for implementing and maintaining water log books in accordance with guides;
- Advising any changes to the water systems to enable the risk assessment/written scheme to be updated accordingly; AND
- Attending appropriate training courses arranged by the Trust.

Employees

All water system operators and maintenance staff will take reasonable care of themselves and conduct their duties safely by following the instructions and training provided.

Competence

Those who are appointed to carry out the control measures and strategies will be suitably informed, instructed and trained and have their suitability assessed. They should be trained to a standard which ensures that tasks are carried out in a technically safe and competent manner. Competence is dependent on the needs of the situation and the nature of the risks involved. To maintain competence periodic refresher training should be provided and records maintained of all training undertaken. Although training is an essential element of competence, experience, knowledge and other personal qualities are needed to undertake their role safely.

Health Surveillance

People exposed to significant occupational risk of infection will receive instruction about the nature of the risks and the means of controlling exposure. Staff will report relevant symptoms.

Action in the Event of an Outbreak

There is a contingency plan in case of an outbreak of Legionellosis. This will include the:

- Identification of people who may have been exposed;
- Involvement of public health authorities; and
- Dissemination of information to employees and other interested parties as to the nature of the risks.

Cases of Legionellosis are reportable under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)*. A confirmed case of Legionellosis (i.e. by a GP or medical practitioner's note) must be reported by the employer in accordance with procedures.

Where the above applies to a member of staff or contractor working on the Trust's premises, then the incident must be reported as follows:

- On receipt of the GP or medical practitioner's note confirming a case of Legionellosis, the line manager is to report the incident to the health, safety and wellbeing team who in turn will report the incident to the HSE; and
- Where there is a confirmed case of Legionellosis reported to the health, safety and wellbeing team, details of where the person works etc. should be passed to the Duty Holder and Responsible Person.

Selection and Training of Staff

Persons carrying out control measures will receive appropriate training and supervision so they are able to perform their duties competently.

All personnel required to assess risk and apply controls must be competent, adequately trained and aware of their responsibilities. Water system operatives and maintenance staff must also be suitably trained to ensure that their tasks are conducted in a technically competent manner.

Refresher training should be provided at intervals not exceeding two years. If there is a significant change/modification to the system or written procedures, appropriate training must be provided immediately with adequate supervisory support.

Risk Assessment

Hazard identification as part of the risk assessment process (see the Trust's Risk Assessment Policy) should identify the need for an assessment of risk from exposure to Legionella associated with work activities and water systems on the premises, including any necessary control measures. The assessment should include:

- Identification and evaluation of potential sources of risk;

- The particular means by which exposure to Legionella is to be prevented; or
- If prevention is not reasonably practicable, the particular means by which the risk of exposure from Legionella is to be controlled.

Where the risk assessment demonstrates that there is no reasonably foreseeable risk or that the risks are insignificant and unlikely to increase, no further assessment or measures are necessary. However, should the situation change, the risk assessment must be reviewed and any necessary control measures implemented.

The risk assessment must be reviewed regularly in case of any changes to the system, and specifically if there is reason to suspect it is no longer valid.

Safe System of Work

A comprehensive programme of hazard control should reduce the risk of occupationally acquired Legionellosis to a very low level in most workplaces.

Avoidance of Conditions Favouring Growth of Organisms

As far as practicable, water systems in the Trust will be operated at temperatures that do not favour the growth of Legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

The use of materials that may provide nutrients for microbial growth should be avoided. Corrosion, scale deposition and build-up of bio films and sediments should be controlled and tanks should be lidded.

Avoidance of Stagnation

Dead-legs, which occur when water services leading from the main circulation water system to taps or appliances are used only intermittently, and other parts of systems which may provide a reservoir for infection, will be eliminated.

Minimisation of Water Sprays

The dissemination of organisms will be reduced by careful design of equipment and the use of drift eliminators to stop excessive circulation of potentially contaminated air or enclosure.

System Maintenance

Water systems should be disinfected by an effective means before being taken into service and after shut downs of five or more days. Plant must be regularly and effectively inspected and maintained (e.g. by monthly visits from a water treatment specialist). Plant should be disinfected periodically (normally twice yearly) by chlorination or by temporarily raising water temperatures. Biocides may be used to control microbial growth. Maintenance personnel must wear appropriate protective clothing.

Sampling

Sampling for Legionella should not normally be necessary, unless in the case of an outbreak or to monitor the effectiveness of precautionary measures. Weekly monitoring of chemical and microbiological water quality may give a useful indication of the state of the system.

Maintenance Procedures

Staff involved in plant maintenance or who might otherwise be at significant risk will require safe systems of work. The following should be their priorities:

- Design procedures to minimise exposure, e.g. by prior disinfection;
- Avoid creation of water sprays, e.g. by high pressure jetting;
- Avoid exposure of others in the building to water sprays, e.g. by carrying out maintenance out of normal working hours;

- Wear British Standard respiratory protection, normally high efficiency, positive pressure respirators with either a full face piece or hood and blouse;
- Take necessary precautions when entering confined spaces, e.g. permits to work;
- Handle biocides and water treatment chemicals with care; and
- Report relevant symptoms of illness to supervisors immediately.

Record Keeping

Accurate and comprehensive records are essential and will be kept in the Trust in order to demonstrate that due diligence and reasonable precautions have been put in place in order to avoid non-compliance with the regulations.

All Legionella related documents arising from activities will be retained and controlled by the Responsible/Appointed Person in order to fulfil the above requirements.

The following to be formally recorded:

- Names of people responsible for carrying out various tasks under the written scheme;
- A risk assessment and written scheme of action and control measures;
- Plans or schematic drawings of the system;
- Details of precautionary measures carried out including dates and evidence to suggest that these have been carried out correctly;
- Remedial work required and carried out including dates;
- Log detailing visits by contractors consultants and other personnel;
- Cleaning and disinfection;
- Results of analysis of water samples;
- Training records of personnel;
- Name and position of people or persons who have responsibilities for implementing the scheme, their respective responsibilities and their lines of communication;
- Current state of operation of the system;
- Signature of the person carrying out the work where appropriate; and
- Calibration certification of temperature measurement equipment used.

Records will be retained for at least five years.

Summary Policy Statement

Legionellosis is a serious and potentially fatal disease in susceptible persons. Ensure:

- All systems in the workplace that could be a potential source of infection are identified and assessed for risk;
- A control scheme is implemented to ensure the risk of exposure is minimised; and

Special instructions are issued to plant maintenance staff.

Lone Working

Aims

It is school policy that as far as is reasonably practicable no member of staff or pupil may work alone in any building. However, the Trust recognises that at times it will be necessary for staff to be in areas that are unsupervised.

The policy will set out the approach to be taken by the Trust in identifying the risks and adequately managing those risks having regard to the *Health and Safety at Work etc. Act 1974* (HSWA) and the *Management of Health and Safety at Work Regulations 1999* (as amended).

All staff and pupils should have regard to the Safeguarding Policy of the Trust.

Risk Assessment

- the Trust will ensure that risk assessments for work currently undertaken (or proposed work) are undertaken, in full consultation with the school's health and safety competent person (the Health & Safety Manager);
- The Trust will make appropriate risk assessments and determine a risk management procedure for staff and pupils who come into the school, or stay in the school, in areas where there are no other members of staff in the vicinity.

The factors to be considered in determining risk, should include, but are not limited to:

- Risk of violence;
- Machinery and equipment;
- Working at height;
- Chemicals;
- The area where lone working may take place;
- Methods of communication that are available;
- Access and Egress; and
- The person involved.

The assessments and risk management should take into account the particular circumstances of the school.

The Trust will ensure that all staff are appropriately trained to carry out such risk assessments.

Procedures

Staff who have the need to work beyond the building closure time should inform the Health and Safety Manager (HSM) (or person delegated by the HSM) or the key holder for that day and arrange for another member of staff to be present with them. Both parties should leave the premises at the same time.

The Associate Headteacher will determine procedures for ensuring that no pupil or member of staff or contractor or any other person will work alone on the Trust premises without the HSM or Site Manager knowing that they are there and have appropriate methods of communicating to site staff in an emergency.

Arrangements for registering and supervising the persons working alone should form part of the risk assessment, along with the provision of appropriate alarm systems.

All staff working outside their usual hours will be required to sign in and out of the lone working register and indicate where in the building they will be working. All employees and pupils who may be alone in any part of the site must know the fire alarm system, the emergency evacuation drill, how and to whom to report.

The policy will be set out in staff handbooks and brochures for pupils and should also be prominently displayed in staff and pupil areas. All lone workers (staff and pupils) are expected to cooperate fully with any instructions given by the Associate Headteacher and are expected to follow safe systems of work and any associated procedures.

All lone workers will be trained in safe working practices, this includes part-time staff (especially cleaners and volunteers running activities) who should receive clear guidelines on working alone.

Unacceptable Lone Working

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height;
- Manual handling of heavy or bulky items; and
- Transport of injured persons

Responsibilities

Governing Body

The Governing Body is responsible for reviewing the policy and considering any reports from the Associate Headteacher.

Associate Headteacher

The Associate Headteacher will determine with the HSM procedures for ensuring that no pupil or member of staff or contractor or any other person will work alone on the school premises without the HSM or site manager knowing that they are there. They will have appropriate methods of communicating to site staff in an emergency. The Associate Headteacher is responsible for consulting staff and will determine how the school's procedures should be made known to staff. The Associate Headteacher will monitor the implementation of the policy and report to the Governing Body.

Health and Safety Manager (HSM)

The HSM will determine and carry out appropriate risk assessments and report to the Associate Headteacher.

Arrangements for registering and supervising the persons working alone should form part of the risk assessment, along with the provision of appropriate alarm systems.

Staff

Staff are responsible for ensuring that the school's procedures are followed and that they consider their own safety when likely to be working alone. Staff are also responsible for ensuring that pupils in their charge are suitably briefed and supervised (albeit remotely) when working alone. This is particularly important when pupils are on off-site visits and expeditions.

Managing Contractors

Aims

The Directors of the Trust will ensure that all services and works provided by contractors are planned and managed so as to minimise risks to health, safety and welfare of staff, pupils and visitors to the school.

The Trust will refer and adhere to the [Construction \(Design and Management\) Regulations 2015](#) (CDM 2015). These regulations apply to all construction projects in Great Britain. Other than in Part 4 of the Regulations, the Regulations apply to construction projects as a whole – from concept to completion.

The Trust will fall under ‘commercial client’ and should be aware of the duties and obligations that are placed upon them. **These regulations apply to all schools in control of their own building or property management.**

The Directors are aware of their duties as ‘**The Client**’ as defined by the *Construction, Design and Management Regulations 2015* (CDM 2015).

The Trust and the Local Governing Body are aware that other regulations apply to construction. For example, but not limited to; *Work at Height Regulations 2005* and the *Control of Asbestos Regulations 2012* and they will adhere to all legislation and regulations.

Who are Contractors?

The *Health and Safety at Work etc. Act 1974* places a duty on organisations to, so far as is reasonably practicable, ensure the health, safety and welfare of its staff and anyone else who may come into contact with the Trust including contractors and sub-contractors.

The HSE defines a contractor as: “*As any person who, in the course of furtherance of a business, carried out or manages construction work*”.

Using contractors for maintenance, repairs, installation, construction, demolition and many other jobs may be routine in the Trust, however the school is aware that many accidents involve contractors working on site.

Both the Trust and any contractor working for them, recognise that they will have duties under health and safety law. This also applies when a contractor employs subcontractors.

Anyone who directly employs, engages construction workers or controls or manages construction work **is also a contractor** (e.g. the Trust) for the purposes of these regulations. This includes companies that use their own workforce to do construction work on their own premises. The duties on contractors apply whether the workers are employees or self-employed and to agency workers without distinction.

Sometimes the Trust may have more than one contractor on site. The Trust will determine how various contractors’ work may affect each other and how they interact with the Trust activities.

Definition of Construction Work

This is defined in the *CDM Regulations 2015* as:

- Construction;
- Alteration;
- Conversion;

- Fitting out;
- Commissioning;
- Renovation;
- Repair;
- Upkeep;
- Redecoration;
- De-commissioning, demolition or dismantling of a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- Other maintenance including cleaning under pressure or involving toxic/hazardous substances; or
- The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

Selection and Management

Under the *Management of Health and Safety at Work Regulations 1999*, employers should engage the services of competent people to assist with their duties. Handsam will assist the Trust in ensuring that not only the school's staff are competent in making decisions but that the contractors engaged also display and prove the required level of competency, before and during engagement.

The client, the Trust, is at the top of the supply chain and they are expected (under *CDM 2015*) to take a role in setting standards and ensuring risks to health, safety and welfare are adequately managed.

A Principal Designer **MUST** be appointed by the Trust if there is more than one contractor working on site. If the Trust, fails to appoint a Principal Designer, under regulation 5 (3), the client, the Trust, must fulfil the duties of the Principal Designer in regulations 11 and 12.

A Principal Contractor **MUST** also be appointed where there is more than one contractor on site. If the Trust, fails to appoint a Principal Contractor, under regulation 5 (4), the client the Trust, must fulfil the duties of the Lead Contractor in regulations 12 and 14.

The Principal Designer will manage the health and safety in the pre-construction phase of the project. This role extends to the construction phase through the Principal Designer's duties to liaise with the Principal Contractor and on-going design work. They must coordinate other designers and are responsible for overseeing health and safety during the project. The Principal Designer will also ensure that the health and safety file is prepared during the project and handed to the client at the end of the project.

The contractor (if there is only one) or Principal Contractor (if there is more than one) will be responsible for creating a Construction Phase Plan. A plan must be created for **any** construction work. The Principal Contractor will coordinate all contractors.

- The HSM will be informed of any proposals to engage a contractor;

- Contractors will be selected on the basis of competence and suitability to undertake the required work;
- The contractor must also provide evidence of their competence and suitability and the competence and suitability of any sub-contractors before the contract commences. Such evidence must include documentation confirming company accreditations, references and qualifications of key staff including appropriate health and safety qualifications;
- In addition contractors must provide evidence of financial stability and adequate insurance cover;
- The contractor (if there is only one) or Principal Contractor (if there is more than one) will be responsible for ensuring site safety standards are managed on site and the construction phase plan should describe how the contractor will fulfil their responsibilities.
- Contractors will be required to submit a copy of their Health and Safety Policy and risk assessments to the HSM (or the person undertaking the contract if so directed by the HSM) before the contract commences;
- All contractors/sub-contractors/designers etc. may need to be DBS checked in line with the government guidance and the Trust policy on safeguarding pupils for work being carried out while children are in the school;
- The credentials (described above) of contractors that are regularly used must be re-checked by the HSM before each engagement and annually if an engagement lasts longer than a year;
- The HSM will arrange for relevant risk assessments to be made on behalf of the Trust by appropriately trained assessors;
- If there is any likelihood of the presence of asbestos the HSM will ensure that expert opinion is sought and acted upon;
- Method statements and safe systems of work will also be required from the contractors for approval by the HSM in consultation with the Associate Headteacher; and
- A report on all the arrangements must be made to the Associate Headteacher before the contract commences.

Pre-Construction Information

Pre-construction information includes information that is already held by the Trust e.g. an existing Health and Safety file, an asbestos survey, structural drawings etc., or which is reasonable to obtain through sensible enquiry (regulation 21).

The Trust must provide this pre-construction information as soon as is practicable to each designer, including the Principal Designer and contractors, including the Principal Designer who is either bidding for the work or has been appointed. The Principal Designer once appointed will take on the responsibility for access to and acknowledgement of the pre-construction information.

Construction Phase Plan

Under *CDM 2015* requirements, a plan has to be created for **all** construction work. An application suitable for a smart phone/tablet '[CDM Wizard](#)' has been created by the CITB which can be used for smaller projects.

The client, the Trust, **will** ensure that a construction phase plan for the project is prepared before the construction phase begins.

For single contractor projects, the contractor must ensure the plan is prepared. For projects involving more than one contractor, this is the Principal Contractor's duty.

The Construction Phase Plan (depending on the project) should contain the following (this is not an exhaustive list):

- General project overview together with a scheduling programme;
- Contractors site rules – such as 'no swearing, no radios, no unsuitable clothing';
- List of responsibilities and the names of the duty holders;
- Emergency procedures and emergency contact details;
- A risk register;
- Risk assessments and method statements together with an explanation of how hazards will be identified and risks managed throughout the project. Additional policies/documents for certain high risk categories will need further detail e.g. asbestos, electrics, steam pipes, working at height, confined spaces, hot works, infection control;
- Details of how induction and tool box talks will be carried out together with the details of any further training needed or taken in the course of the project;
- Signing in/out procedures and how to manage visitors to the site;
- A plan of the site showing escape routes, first aid locations, waste disposal, site warning notices, fire muster points;
- Details of how deliveries will be made to site and how the separation of vehicles from people will take place;
- Details of how project meetings will be planned;
- Selection criteria for sub-contractors;
- The location of welfare facilities;
- Details of the supervision of all workers with specific details in relation to inexperienced or new workers or where workers will be operating alone or in small groups;
- How the potential for contact with asbestos will be managed;
- What the isolation arrangements are and how the potential accidental contact with services will be managed;
- How working at height will be managed;
- A demolition plan should be included (if relevant); and
- Information on how any potential conflict with neighbours, members of the public or other building users (staff and pupils) can be managed.

The Health and Safety File

A health and safety file will be kept for all projects that involve more than one contractor. The Trust will ensure that the Principal Designer prepares the health and safety file.

To ensure that an appropriate health and safety file is produced at the end of the project, the Trust must:

- Provide the Principal Designer with any existing file produced as part of an earlier project so the information it contains can be used to plan the preconstruction phase of the current project;
- Ensure the Principal Designer prepares a new file (or revises any existing one);

- Ensure the Principal Designer reviews and revises the file regularly and passes the completed file back at the end of the project;
- Ensure the file is handed to the Principal Contractor if the Principal Designer's appointment finishes before the end of the project;
- Ensure the file is kept available for anyone who needs it to comply with relevant legal requirements; and
- Pass the file to whoever takes over the building and takes on the client duties if the client decides to dispose of their interest in it.

the Trust will also have regard to Appendix 4 and 5 of the HSE's [*Managing Health and Safety in Construction: Construction \(Design and Management\) Regulations 2015: Guidance on Regulations \(L153\)*](#).

Notification

The Trust will comply with regulation 6 of *CDM 2015* which sets out the duty that a client has to notify the relevant enforcing authority of certain construction projects.

As the Client, the Trust will submit any notices required to the relevant authority as soon as is practicable before the construction phase begins. An up-to-date copy of the notice must be displayed in the construction site office, so that it is accessible to anyone working on the site.

All requirements of *CDM 2015* apply whether or not the project is notifiable.

Welfare Arrangements

Welfare facilities must be provided and meet the *CDM 2015* standards. The Trust will ensure that workers have access to hot and cold or warm running water for washing. Other facilities must include a place where the workers can eat, boil a kettle and rest in the warm. Further information can be found in Schedule 2 of the [*HSE Guidance*](#) (page 63) and in [*Provision of Welfare Facilities During Construction Work*](#).

Special Considerations for Working in a School Environment

- All visitors to the school (including contractors/operatives) during times when pupils are on site except for designated public events, must be accompanied unless their employer has carried out a DBS enhanced disclosure and barred list screening and provides the Commissioning Manager and Reception with an up-to date list of those of its staff who have been checked. These employers are called Assured Contractors. This is a requirement for all contractors who undertake a significant amount of regulated activity in school. A significant amount of regulated activity is defined as a) once a week or more often; b) 4 or more days in a 30 day period; or c) overnight in the same establishment.
- Contractor staff who are not escorted on school premises during times when pupils are on site, except for designated public events, must display approved ID and must sign in and sign out of the site. Standard school visitor badges, making clear whether the visitor is required to be escorted, are approved. IDs of Assured Contractor staff that show the person's name and the company they work for also approved.
- Assured Contractors can operate their own sign in and sign out log but must provide the Commissioning Manager and Reception with access to it. The Commissioning Manager is responsible for ensuring the Assured Contractor is carrying out the necessary checks and providing their employees with the necessary ID. Reception

staff are responsible for checking that these procedures are being observed when contractor staff enter the school.

- Contractor staff who regularly work on the site must be recorded on the Single Central Register.
- The contractor must liaise with the Commissioning Manager in advance of starting work regarding on-site parking, dates and timescales when work will be carried out, possible disruption to school activities and any other special arrangements to be agreed before work commences.
- Fire safety/evacuation arrangements for contractors must be communicated to contractor staff by the Commissioning Manager (For Assured Contractors) or Reception (for other contractors)
- The Associate Headteacher may require the contractor to stop work at any time or may bar an operative from the site.
- The contractor must report all accidents and near misses to the Facilities Manager.
- Contractors are responsible for providing their own First Aid facilities.
- Contractors must post notices informing staff, parents, pupils and the public about works being undertaken as an aid to their safety.
- Observe school policies banning certain activities on site:
 - Smoking/e-cigarettes
 - Consumption of alcohol without the Associate Headteacher's permission
 - The playing of radios/sound systems etc
 - Illegal substances being brought on to or consumed on school premises
 - Shouting, swearing, over-familiarity with pupils or staff.
 - Working alone or in isolation unless adequate safety arrangements are provided by the contractor and approved by the school
 - Anything else that the Headteacher considers may reflect negatively on the school.
- Contractors staff will be dressed appropriately for the work being undertaken including wearing/use of correct personal protective clothing/equipment at all times.
- The school will require there to be a physical and visual separation of the site from the school community as far as possible.
- Prior notice/agreement of the timing of work which may be particularly disruptive to the school such as noisy work.
- Maintenance of fire safety arrangements including fire evacuation routes at all times.
- Limit vehicle movements to certain times of day under the supervision of banksmen, by prior agreement with the school.

Responsibilities

The Health and Safety Manager (HSM) has the responsibility for:

- Checking the competence and suitability of the contractor, the Contractor and any sub-contractors including the Designer and other designers;
- Signing off the health and safety arrangements (including all risk assessments, construction phase plans and any hot working arrangements) as suitable and

satisfactory, following agreement by the Associate Headteacher (or Associate Headteacher's representative) before the work commences;

- Ensuring the Contractor is fully aware of the school's requirements and this policy by requiring contractors to sign a copy of it.
- Ensuring that the progress of the contract and its safety aspects are appropriately monitored and adhered to in relation to the construction phase plan;
- Liaising and reporting as required to the Associate Headteacher, the Local Governing Body and the appointed competent person (the Health and Safety Manager);
- Ensuring that the Trust's health and safety and security policies are maintained throughout the course of the contract, by means of at least one spot check of records, a site inspection and liaison over any external audit of H&S arrangements during the contract and that any necessary changes are reported to the Associate Headteacher;
- Ensuring that the Trust's policy for the safety and security of staff and students is maintained during the contract; and
- Signing off the completed contract at the end, following agreement by the Associate Headteacher (or Associate Headteacher's representative).

In addition to the expert advice that must be obtained, the HSM may obtain appropriate professional/expert advice if he/she deems it necessary. The HSM should enlist the help of the Trust health and safety competent person.

The Associate Headteacher (or representative) is responsible for:

- Agreeing the arrangements for the contract and the appointment of a competent and suitable contractor;
- Checking with the HSM the proper progress of the contract and suitability of the contractors;
- Ensuring that adequate arrangements are in place to secure the safety of the site;
- Agreeing to the signing off of the contract when completed; and
- Informing the Local Governing Body and Trust management of any irregularities or concerns.

The Local Governing Body is responsible for:

- Scrutinising the arrangements set out in the contracts and offering advice to the Associate Headteacher and HSM;
- Receiving and commenting on interim and final reports on the contracts; and
- Intervening and determining appropriate action if it considers that a contract or progress of a contract is unacceptable.

Agreement on behalf of _____ (the Contractor):

Signature: _____ Date: _____

Agreement on behalf of the School:

Signature: _____ Date: _____

Manual Handling

Associated Legislation

- *Health and Safety at Work etc. Act 1974;*
- *Management of Health and Safety At Work Regulations 1999;*
- *Manual Handling Operations Regulations 1992;*
- *Provision and Use of Work Equipment Regulations 1998;*
- *Lifting Operations and Lifting Equipment at Work Regulations 1998;* and
- *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013).*

Codes of Practice and Guidance

- [Manual Handling Assessment Charts \(MAC tool\)](#)
- [Manual Handling at Work: A Brief Guide](#)
- [Making the Best Use of Lifting and Handling Aids](#)

Introduction

The Trust requires a large percentage of staff to perform many different manual handling operations whilst undertaking their duties. The aim of this policy is to eliminate the need for employees to undertake any hazardous manual handling tasks, so far as is reasonably practicable, in accordance with current legislation and to promote best practice with regard to manual handling tasks.

Management Commitment/Worker Involvement

To ensure staff are actively involved in addressing significant musculoskeletal disorders (MSD) risks by the appointment of key personnel to:

- Assess risk;
- Avoid or control risk;
- Monitor progress in reducing or maintaining risk as low as is reasonably practicable; and
- Review and effect change where needed.

Instruction and Training

The Trust will ensure that:

- Key personnel have suitable competencies to undertake their appointed functions;
- All employees receive clear instructions and training appropriate to the degree of risk presented to them;
- Employees have raised awareness concerning MSD risk factors and early symptom reporting;
- Employees understand and follow safe systems for handling/use of lifting equipment; and
- All employees receive periodic refresher training.

Avoidance/Control

The Trust will ensure that:

- Engineering controls are used to reduce MSD risk wherever reasonably practicable;
- During the development and installation of engineering control, raised levels of training is given as a temporary control measure;
- Tasks are designed appropriately;

- The unit weight of loads required to be manually handled are kept as low as is reasonably practicable and repetitive activities are kept to a minimum;
- Appropriate work equipment mechanical aids/mechanisation is available and that they are used whenever appropriate;
- The layout of workplace environment is appropriate for the tasks being undertaken; and
- Individual capability is considered by both management and the person being allocated a manual handling task.

Managing Cases of MSD and Staying Active with Back Pain

The Trust will ensure that:

- Management adopts a holistic approach to managing back pain by encompassing workplace precautions, encouraging cases to stay active with back pain and by managing cases of MSD;
- Workers are actively involved in the management of any cases of MSDs;
- Cases know the importance of reporting symptoms early, obtaining correct diagnosis, receiving proper treatment and suitable rehabilitation;
- Managers know when they need to seek professional advice to manage individual cases; and
- The Trust has an effective and comprehensive Sickness Absence Policy.

Responsibilities

Associate Headteacher

The overall responsibility lies with the Associate Headteacher of the Trust by:

- Ensuring that the Manual Handling Policy is implemented; and
- Allocating resources to meet the needs identified.

School Business Managers

Will:

- Ensure that staff are aware of their responsibilities under this policy;
- Identify training needs for staff;
- Allow time for staff to attend training and to implement specific requirements of this policy;
- Ensure co-operation and consistency of approach;
- Ensure that risk assessments are reviewed on a regular basis, appropriate to the level of risk, when there has been a significant change or when a reported or suspected injury; and
- Monitor the implementation of this policy in areas under their control by reference to risk assessments completed and training targets achieved.

Employees

Employee general duties imposed by the *Health and Safety at Work etc. Act 1974* and the *Management of Health and Safety at Work Regulations 1999* are highlighted in the Trust's Health and Safety Policy. Specific duties and responsibilities under the *Manual Handling Regulations 1992* are detailed below:

- Not to undertake manual handling activity when a reasonably practicable alternative exists;
- Not to perform any manual handling technique that is recognised as 'unsafe';
- To inform managers about any physical condition suffered by them which may affect their ability to undertake handling activities;

- Check equipment before use: set aside, label and do not use equipment that is faulty;
- Report injuries, accidents, incidents and near misses involving handling activities and complete accident/incident report forms as necessary;
- Report any problems or concerns that they believe may be related to manual handling early, either directly to line management or through other appropriate channels;
- Follow safety procedures, safe systems of work and use clothing and equipment provided for the purposes of minimising the risks associated with handling activities;
- Seek advice from their line manager in any situation where they are unsure of the correct procedure to adopt;
- Failure to comply with these responsibilities may lead to disciplinary action being taken; and
- Mandatory induction training and updates form part of the staff's contractual duties and time will be allowed to undertake this training. Any employee failing to attend the training at the necessary intervals will be in breach of their contract of employment. Consequently, in the event of an accident to themselves or other staff, contractors, visitors or members of the public they could be considered to have acted irresponsibly.

Facilities Management

- So far as is reasonably practicable, maintains machinery to ensure that all equipment (in accordance with regulation 5 of the *Provision and Use of Work Equipment Regulations 1998 (PUWER 1998)* is maintained in an efficient state, in efficient working order and in good repair;
- Ensure that lifting equipment is thoroughly examined at least every six months by a competent person approved by the Trust's insurers;
- Notify departmental managers of the results of statutory inspections carried out on specific equipment, i.e. hoists and slings; and
- Maintain an inventory of all mechanical manual handling equipment on site.

Elimination of Hazardous Manual Handling Activities

The Trust will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity and the provision of automated or mechanical aids such as trolleys.

Assessment of Risk

Competent persons at the Trust will carry out an assessment of the risks of manual handling activities. Identified risks will be reduced to the lowest level reasonably practicable.

Where it is not reasonably practicable to avoid significant manual handling tasks, steps should be taken to redesign the workplace, change, automate or mechanise the work process. When this is not practical and the risk of injury remains from a manual handling operation, a specific handling assessment should be undertaken.

The meaning of 'so far as reasonably practicable' is defined as follows:

Balancing the degree of risk against the time, trouble, cost and physical difficulty of the measures needed to avoid or reduce it. The greater the risk, the more likely that it is reasonable to go to substantial expense, trouble and intervention to reduce it. However, if the risk is small, it would not be considered reasonable to go to great expense. Ultimately, the judgement is an objective one based on the health and safety risks and not the size, or financial position of the employer.

Workplace risk assessments must be undertaken and significant hazards including manual handling both of loads and people identified, they will not be specific to an individual but will detail hazards to staff in a general format.

Risk assessments are a traceable record that detail the control measures that need to be implemented, both as a reference for the benefit of the persons who may be at risk and for the Health and Safety Executive who may ask to see them at any time, not necessarily after an accident.

Manual handling risk assessments must be kept for a minimum period of six years after expiry or conclusion of the task.

Staff Involvement

The Trust believes effective staff involvement and consultation on health and safety has a positive impact on both individual staff and the school as a whole. There is a growing body of evidence to support this view which shows that staff involvement helps to reduce workplace injuries and ill health, sickness absence, and can increase productivity and reduce staff turnover. The Trust is to actively promote the benefits of staff consultation and involvement in improving manual handling operations.

Matters on which staff will be consulted on include:

- Any measure at the workplace which may substantially affect how manual handling operations are undertaken. For example, changes in procedures, equipment or ways of working;
- The employer's arrangements for getting competent people to help him or her comply with safe manual handling methods and use of equipment for moving loads;
- The information employers must give to employees about manual handling hazards, risks factors, control and preventative measures, particularly the findings from any manual handling risk assessment conducted by the school;
- The planning and organising of manual handling training; and
- The effect introducing new technology may have on manual handling operations.

Monitoring Health and Safety Performance

It is necessary to ensure that arrangements are continually addressing the health and safety needs of the Trust, therefore Senior Management must provide a monitoring system that addresses the work undertaken in their areas of operation.

Active Monitoring Arrangements

Regular review of risk assessments and safe systems of work should be undertaken. Workplace inspections should be a frequent part of a monitoring system and be recorded, it is suggested that inspections are held at least six monthly and more often, dependent on the risk involved. Regular dialogue between safety representatives, employees and management should take place so issues can be resolved before they escalate to a serious nature.

Periodic comparison of incident and absence statistics, results of employee leaver interviews, occupational health records and compensation claims documentation are useful in identifying the level of risk to employees. Monitoring trends over a period of time also provides an indication of how well the school is controlling risk.

The Trust as a matter of best practice require risk assessments to be reviewed as a minimum on an annual basis. Assessments should also be reviewed when there is a significant change in the matter to which it relates or if circumstances or conditions change, e.g.:

- The activity or process has been altered;
- The working environment is different to the original assessment;
- The numbers or abilities of personnel changes (temp workers etc.); and
- The nature of the load(s) to be handled changes.

Reassessment may also be required where accident/absence statistics show that the original control measures were not sufficiently effective. This may also be indicated by 'near miss' incidents.

Reactive Monitoring Arrangements

Investigation of incidents is of great importance in determining whether control measures are adequate to prevent further or similar injury, therefore employees will be encouraged to report all incidents whether they result in injury or not (near miss). Musculoskeletal disorders are often a result of poor manual handling practice.

Changes to health and safety legislation may also require review with resulting change to operational policy and procedures. The results of compensation claims may also indicate a need for review of arrangements in place.

Training

Legal and professional requirements for training

- The *Health and Safety at Work etc. Act 1974*, Part 1, Section 2(2)c requires employers to provide information, instruction, training and supervision;
- The *Management of Health and Safety at Work Regulations 1999* (Regulation 13(2) and (3)) requires employers to provide health and safety training: on recruitment, when risks change, to be repeated periodically as appropriate, to take place during working hours; and
- The *Manual Handling Operations Regulations 1992* (Regulation 4 (1)(b) (i), (ii), (iii), Regulation 5) do not specify training but this is implicit in some of its requirements. Employees should be given information on:
 - Task, load, environment and individual capability;
 - Recognition of risk;
 - Safe working systems; and
 - Use of equipment.

Training: Planning and Recording

- There will be a training needs analysis to identify what is required. This may be informed by a health and safety audit process;
- This policy and associated procedures are in place to promote best practice;
- There will be management commitment and support for the manual handling policy and training strategy;
- The programme will start with management and will include staff at all levels;
- Training will be specific to group needs, and be job specific according to level required;
- Length of training will be sufficient to encourage and develop a change in knowledge, attitude and skills. Demonstrations alone are not sufficient. Staff will have sufficient time to practice and develop practical skills under close supervision;
- Feedback will be provided to management on attendance and ability of delegates to participate and any ongoing training needs;
- A strategy for recall and update training, on at least an annual basis, will be in place; and
- Full records of all training must be kept, including:
 - Printed names/signatures of trainer/trainee;
 - Participants job title/place of work;
 - Participants date of birth;
 - Date/place of training;
 - Duration of session;
 - Content;
 - Handouts;

- Full/partial participation;
- Refusal/inability to attend; and
- Equipment/aids used.

Standard Elements of the Training Programme

- Spinal mechanics and function, the importance of back care and posture, risk factors for back pain;
- Current relevant legislation and professional guidelines where relevant; and
- Assessment of risks addressing:
 - Tasks (including unexpected);
 - The limits of individuals capability (their own and that of others);
 - Loads;
 - Environment and the importance of good housekeeping;
 - This policy;
 - The importance of ergonomic approach and the principles of normal human movement; and
 - Safe management of loads, use of equipment, and problem solving.

Menopause at Work Policy

Purpose

This policy outlines the Trust's approach to providing staff with the right support to better manage menopausal symptoms at work and is also intended to promote understanding and enable staff to openly talk about the menopause without embarrassment.

This policy does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect.

Introduction

The menopause is a natural stage of life experienced by all women, and can also affect transmen, transwomen, non-binary and intersex individuals. However, despite the high proportion of the workforce affected, it remains a stigma or a taboo subject in many workplaces.

Nearly 3 out of 4 women experiencing menopausal symptoms are in work, and previous studies have shown that most individuals are unwilling to discuss menopause-related health problems with their line manager and ask for the support or adjustments that they may need.

The menopausal transition need not be an awkward topic and it should not be regarded solely as a female issue. The Trust aims to create an inclusive working environment where employees feel confident to discuss the symptoms they are experiencing, how it may be affecting their personal and work life, and discuss any practical adjustments that they may benefit from.

Whilst not every woman suffers with their symptoms, supporting those who do may help improve their experience at work and also benefit the Trust.

What is Menopause?

The menopause is defined as the biological stage in a woman's life when she stops menstruating and reaches the end of her natural reproductive life.

The menopause is a natural part of ageing that usually occurs between 45 and 55 years of age, as a woman's oestrogen levels decline. In the UK, the average age for a woman to reach the menopause is 51, but around 1 in 100 women experience the menopause before 40 years of age, this is known as premature menopause.

Before and after a woman's body experiences the menopause, she may experience Perimenopause and Postmenopause, these are defined as:

- Perimenopause refers to the time leading up to the menopause, during which a woman's body makes the natural transition into menopause, marking the end of her reproductive years.
- Postmenopause refers to the years after the menopause, during which, menopausal symptoms, such as hot flushes, can ease in many women. However, as a result of lower levels of oestrogen, postmenopausal women are at an increased risk for several health conditions, such as osteoporosis and heart disease.

Symptoms of the Menopause

Women can experience a wide range of physical and psychological symptoms associated with the menopause transition; it is important to note that these symptoms can fluctuate and can be felt to varying degrees. Not every woman will notice every symptom, or even need help or support whereas others may experience symptoms which can be quite severe

and have a significant impact on a woman's everyday activities. Common symptoms include, but are not limited to:

- Hot flushes
- Difficulty sleeping and night sweats
- Feeling tired and lacking energy
- Psychological issues such as increased feelings of stress and anxiety and/or depression, panic attacks, etc.
- Mood swings
- Problems with memory and poor concentration
- Headaches including migraines
- Recurrent urinary tract infections (UTIs)
- Palpitations
- Muscle and joint stiffness, aches and pains.

Menopausal symptoms often last for several years after a woman's last period, although some women experience them for much longer.

The 'Male Menopause'

When men reach their late 40s to early 50s, some may develop certain physical and psychological symptoms that can cause a significant impact on a man's everyday activities.

The term, 'Male Menopause' (often used in the media) suggests that these associated symptoms are the result of a sudden drop in testosterone in middle age, similar to what occurs in the female menopause. However, this is not true.

Although testosterone levels do decline as men age, this is a steady decline from around the age of 30 to 40, at around a deterioration of less than 2% a year; this decline in itself is unlikely to cause any problems. A testosterone deficiency that develops later in life, also known as late-onset hypogonadism (where the testes produce few or no hormones), can sometimes be responsible for the associated symptoms, but in many cases the symptoms are not related to hormones.

A "midlife crisis" can be responsible for these symptoms, possibly linked to lifestyle factors or psychological issues such as stress, anxiety or depression.

Men are equally encouraged to raise any concerns they have with their line manager or HR and discuss ways in which the Academy can support you which may include a referral to Occupational Health.

Symptoms of the 'Male Menopause'

Men can experience a wide range of physical and psychological symptoms associated with the 'male menopause' transition; it is important to note that these symptoms can fluctuate and can be felt to varying degrees. Common symptoms experienced by men around the stated age include, but are not limited to:

- Mood swings and irritability
- Psychological issues such as anxiety and/or depression, panic attacks, etc.
- Loss of muscle mass and reduced ability to exercise
- A general lack of enthusiasm or energy
- Difficulty sleeping at night or increased tiredness
- Poor concentration and short-term memory
- Lowered self-esteem

Scope and Purpose of this Policy

Experiencing any of the symptoms associated with the menopause can pose a challenge for women within the workplace. They can influence the way an employee handles their responsibilities and relationships at work; for example, she may find certain responsibilities more stressful than before, her concentration may lapse from time to time and she may require more support than previously needed. In addition, she can feel physically unwell and require more time off work.

The Trust is committed to providing the appropriate support to employees going through the menopause and will aim to make reasonable adjustments, on a confidential basis, where possible. This includes:

- Recognising the potential for the menopause to severely impact the working lives of some employees through symptoms such as increased levels of anxiety and chronic physical discomfort;
- Promoting a culture of open communication, participation and encouragement, allowing employees to engage in discussions about the menopause;
- Educating and informing members of the Senior Leadership Team, Line Managers, members of the Governing Body and Academy Business Managers, regarding the potential symptoms of the menopause, and how they can support affected staff at work;
- Ensuring staff suffering with menopausal symptoms feel confident to engage in discussions surrounding this and to ask for support and any reasonable adjustments that will help them to enable them to continue to be successful within their roles;
- Considering requests for flexible working where reasonably practicable, in accordance with the Flexible Working Policy;
- Providing appropriate support and services, such as counselling and occupational health referrals, for staff affected by or absent by reason of the menopause;
- Ensuring risk assessments include or specifically address menopausal symptoms where appropriate; and
- Maintaining an appraisal process to ensure the suitability of workloads, supported by a capability procedure.

Staff are encouraged to talk to their line manager if they are suffering from menopausal symptoms. However, if they do not feel comfortable talking to their line manager, then they should raise their concerns with the HR Department.

The Senior Leadership Team will have responsibility for informing all staff of this policy and their role in its implementation.

Absence due to Menopausal Symptoms

If a member of staff is absent due to the menopausal symptoms they are experiencing, they are required to report their absence in accordance with the Trust's Sickness Absence Policy and subject to the procedures detailed in that document. Staff absent due to menopausal symptoms will receive the same treatment as those absent for better known and recognised reasons.

Confidentiality

Details of a member of staff's menopausal symptoms are sensitive personal information and, like other health-related information, may only be shared with the consent of the individual

concerned in accordance with the requirements of the Trust's Data Protection and Confidentiality Policy.

Observing high standards of confidentiality will help create a culture of trust which will enable staff to talk openly to their manager about their menopausal symptoms.

A breach of confidentiality may give rise to disciplinary action in accordance with the Trust's Disciplinary Procedure.

Monitoring and Review

The Trust will monitor and regularly review the development of good practice, the recognition of the symptoms related to the menopause, awareness of and the effectiveness of this policy to ensure it is achieving its stated objectives.

Minibuses and Transport

Aims

- To set out the various responsibilities for the management of the Trust mini buses;
- To explain the policy for purchasing and managing the school transport;
- To confirm who is allowed to drive school transport; and
- To set out the policy on use of private transport for school activities.

Responsibilities

Governing Body

The Governing Body is responsible for:

- Making and reviewing the policy;
- Sanctioning the purchase of mini buses;
- Approving a maintenance garage; and
- Receiving reports from the Director of Finance & Operations on the working of the policy.

The Director of Finance & Operations

The Director of Finance & Operations is responsible for:

- Appointing a school Transport Manager (TM) (the Facilities Manager)
- Ensuring that the TM is appropriately trained and/or experienced;
- Ensuring that the Trust's Mini Bus and Use of Private Transport Policy is known by:
 - Local Governors;
 - Staff;
 - Précis for Parents; and
 - Précis for Students.
- Ensuring that the policy is implemented;
- Agreeing with the TM appropriate management and booking systems;
- Receiving reports from the TM on the progress of the policies and arrangements;
- Formally agreeing which employees are allowed to drive school transport; and
- Reporting any incidents to the TM (Facilities Manager).

Transport Manager (TM) (Facilities Manager)

The Transport Manager (TM) is responsible for:

- Drafting appropriate policies and procedures as required by the Director of Finance & Operations;
- Setting up and maintaining appropriate vehicle management and booking systems including:
 - The checking of drivers' licences.
 - Licensing categories can be checked via the government website: [Vehicles You Can Drive](#);
 - Maintenance of vehicle logs;
 - Liaising with persons booking the transport;
 - Ensuring that the relevant journey report forms are completed and kept; and

- Keeping vehicle keys secure and operating a system for issuing keys to authorised drivers.
- Ensuring that the safety inspection, servicing and maintenance schedules are completed satisfactorily as per the manufacturer's guidance and legal requirements and on time;
- Ensuring that vehicle licences, tax and insurance are in place at the right time;
- Ensuring that all drivers hold appropriate and 'clean' driving licences for the type of vehicle they will be driving, and that all drivers have held a full driving licence for at least three years;
- Maintaining a list of authorised drivers;
- Individuals' driving licenses and penalty points can be checked on the [DVLA website](#);
- Ensuring that all drivers are appropriately trained to drive the specific school vehicles and know the school policy on:
 - Pre-use checks;
 - Vehicle and driver logs;
 - Load carrying for the particular vehicle; and
 - Driving limits.
- Oversight of the Trust's policy on driving personal transport on school business.

School Drivers

All drivers of school transport must be competent and qualified to do so and be approved under the school's arrangements.

All school minibus drivers **must** have completed the MiDAS training course i.e.:

- MiDAS or Accessible MiDAS qualified to drive a minibus;
- Have a valid driving licence; and
- In the case of school employees, hold at least an 'authorisation to drive' certificate.

All school drivers will be under the line management of the TM whilst driving the vehicle, and must abide by the policies and rules laid down by the school.

School drivers are responsible for:

- Following the Trust's policies and systems;
- Liaising with the person who has booked the vehicle and the TM as appropriate;
- Maintaining the vehicle and driver log (and tachograph if fitted) as required;
- Making the required pre-use checks and initialling the checklist;
- Ensuring that the loading capacity and passenger numbers are not exceeded;
- Knowing and following the policy on driving times and limits;
- Ensuring that all passengers know the safety requirements (e.g. seat belts) and required behaviour en-route;
- Ensuring that the passenger list and contact details are left with the responsible person in the school;
- Ensuring that the responsible person in the school knows the destination and, if possible, the route and the timings; and
- Ensuring that the person booking the vehicle signs the journey report form at the end of the journey.

Persons Booking the Vehicle

Persons booking the vehicle are responsible for:

- Following the Trust's policy and procedures;
- Liaising as appropriate with the TM and driver;
- Ensuring that the driver knows and implements the policy;
- Making a journey report on the school form at the end of the journey; and
- Reporting any incidents or any other useful information to the TM.

Permits

The Trust will follow government guidance ([Driving school minibuses advice: schools and local authorities](#)) concerning whether a permit is required to allow employees with a car driving licence to drive a minibus. If required, permits will always be correct for the purpose of use and valid at all times.

Purchasing School Vehicles

All purchases of school vehicles will be through a contract negotiated by the Trust.

Servicing, Maintenance and Safety Inspections

All school vehicles must be serviced and maintained strictly according to the manufacturer's service and maintenance schedule.

Additionally, the Trust will ensure that regular formal safety inspections are carried out with a maximum interval between inspections of 10 weeks. For vehicles that are 12 years or older, this will be every six weeks. These safety checks are similar to MOT checks and must be carried out by an approved external contractor in accordance with DVSA guidance.

Safety inspections, servicing and maintenance must be carried out by garages approved by the Trust.

The Transport Manager will keep an up-to-date maintenance log.

Pre-use checks must be made by the driver before each journey under arrangements made by the Transport Manager. The attached Minibus Driver Log and Checklist forms are kept in the vehicle and must be completed and signed prior to each use. If faults or exceptions are found which might affect safety then the vehicle must not be used until the faults have been remedied.

The completed checklists will be scrutinised at least once weekly by the Transport Manager.

All school drivers must be aware that the driver is responsible in law for ensuring that the vehicle is roadworthy before starting the journey.

Weekly checks will be carried out by the Transport Manager, or an approved external contractor. These are designed to allow a repeat of a pre-journey check to make a judgement as to whether or not pre-journey checks are being carried out correctly. This will look at the same aspects as a pre-journey check but in more detail, as well checking specialist equipment, such as if first aid kits are fully stocked and if any fire extinguishers are in date and undamaged.

Who May Drive School Vehicles

All drivers of school vehicles must be the Trust employees (or others approved by the school), and:

- Have held a full driving licence for three years or more;

- Hold a clean driving licence appropriate for the type of vehicle they are driving (three penalty points may be accepted by authority of the Associate Headteacher);
- Have satisfied the TM that he/she is competent on the school's own vehicle; and
- Have satisfied the TM that he/she has full knowledge of the Trust's policies and procedures for vehicle management, booking and driving.

A volunteer driving with a Section 19 Permit in the UK does not have to comply with any regulations on driving hours. An employee driving with a Section 19 Permit in the UK must comply with UK Domestic Regulations, unless they drive for less than four hours a day in any week, in which case they are exempt from any GB domestic rules for that week. Other exemptions may apply and can be checked on the [DVSA website](#).

Fitness to Drive and Drivers' Hours

Driving is defined as *"being at the controls of a vehicle for the purposes of controlling its movement, whether it is moving or stationary with the engine running, even for a short period of time"*.

GB domestic rules:

- In any working day, the maximum amount of driving is 10 hours;
- After 5.5 hours of driving a break of at least 30 minutes must be taken, during which the driver is able to obtain rest and refreshment;
- Alternatively, within any period of 8.5 hours in the working day, total breaks amounting to at least 45 minutes must be taken so that the driver does not drive for more than 7 hours and 45 minutes. The driver must in addition have a break of at least 30 minutes to obtain rest or refreshment at the end of this period, unless it is the end of the working day; and
- Further information on drivers' hours can be found on the government website: [Drivers' Hours](#).

Anyone driving outside the UK, or in the UK under a PSV Operator's Licence (i.e. without a Section 19 Permit), must comply with EU/AETR (European Agreement Concerning the Work of Crews of Vehicles Engaged in International Road Transport) regulations on driving hours and tachographs.

No driver of a school vehicle must drink alcohol while driving or in charge of a vehicle or who is over the permitted alcohol limit prior to driving. Drivers must assess themselves as physically and mentally fit to drive, taking into account the greater strains of driving such a vehicle compared to a personal car with which they are more familiar.

For longer journeys (e.g. where the vehicle is used on field visits or visits abroad), the TM will ensure that the driver(s) know the current regulations.

The Associate Headteacher in liaison with the TM will determine whether a particular journey requires two drivers.

Vehicle and driver logs must be up-to-date and will be checked by the TM who has the authority to stop a driver from driving for any reason until the Associate Headteacher has made a decision on his/her fitness to continue driving.

Private Cars

The Trust accepts that there may be times when it is necessary for staff to use their own cars on school business and for students to travel in staff/parent/other student vehicles, and possibly for some senior students to drive their own vehicles on their own or carrying other students.

On each of these occasions the Associate Headteacher or his/her nominee must give his/her personal approval for the arrangement, having satisfied him/herself that the vehicle is properly taxed, and is comprehensively insured for carrying passengers on school business, and that the driver holds an appropriate, full and clean driving licence. The Trust acknowledges that even with adequate insurance, staff cannot be compelled to transport students in their own vehicles.

For information on child car seats, please click on the following link, see [RoSPA: Child Car Seats](#). Additionally, [RoSPA: Carrying Other People's Children](#) provides advice about child car seats and seat belts for anyone who transports other people's children in a car, taxi, coach or bus.

The Associate Headteacher or his/her nominee must ensure that:

- The owner of the car has given consent to it being used for the purpose and with the named driver;
- The car is taxed and insured appropriately; and
- The parents/carers of any passengers know the details of the arrangement and have given consent to the student being a passenger in the vehicle (except in an emergency when the Associate Headteacher or his/her nominee may give his/her permission).

Volunteers Using their Own Vehicles

Group leaders who want to use volunteers to help transport group members must make sure that:

- They are aware of their legal responsibility for the safety of the persons in their vehicle;
- Hold the appropriate licence;
- Are DBS checked; and
- Conform with any school requirements.

Staff and volunteers should not be left in sole charge of children or vulnerable adults, and the group leader should arrange a central dropping off point for all group members rather than individual home drops.

The Transport Manager will be responsible for the Trust's policy and its implementation.

Equal Opportunities

The Trust will have regard to the need to ensure reasonable access to school curriculum and facilities for students and employees with disabilities.

The Trust will take account of other needs of disabled passengers (e.g. vision and hearing impaired and other physically impaired passengers).

Reasonable adjustments will be made by authority of the Associate Headteacher to ensure that disabled passengers are able, as far as is reasonably practicable, to have the benefits of using the transport provided.

Mini Bus Driver Log and Checklist

The below must be filled out before each journey. Any fails must be reported before the vehicle is driven.

Vehicle Reg:

Driver/Journey						
Date						
Sign/Initial						
Date of last Midas training						
Start Time						
End Time						
Start Mileage						
End Mileage						
Start - End Fuel Levels						
Details of journey and passengers						
Vehicle Check						
Body Work - Check for Damage						
Windows Clean and Undamage						
Wiper Blades in good order						
Tyres In good order						
Doors open and Close correctly						
Mirror clean and correctly adjusted						
Seats all in good condition						
Seatbelts all operational						
Emergency Hammer in Position						
First Aid Kit and Fire Extinguisher						
HiViz vest in position						
Handbrake Secure						
Lights All working						
Horn Working						
Dashboard controls all working						
Charged Phone & Emergency Numbers						

Noise Policy

General

The Trust has a legal duty under the *Control of Noise at Work Regulations 2005* to monitor noise levels and to keep noise within the legal limits.

The Trust will from time to time assess noise levels under arrangements made by the HSM.

The first aim will be to reduce noise at source.

The Trust will also ensure that ear protection is freely available where required.

The Trust's policy is that new tools and equipment purchased and used by staff must have noise reduction features built into the design.

Noise Levels

As a general rule noise will be considered as needing further assessment at the Trust if:

- Staff have to raise their voices to carry out a normal conversation when about two metres apart for at least part of the day;
- Staff use noisy powered tools or machinery for more than half an hour each day; and
- Staff are exposed to high levels of noise for a significant part of their working day.

Control of Noise

Where noise is perceived to be a risk to staff in the Trust, the HSM (or nominated responsible person) will:

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

Some staff will be given particular consideration when making a noise risk assessment, for example people with a pre-existing hearing condition, those with a family history of deafness (if known), pregnant women, children and young people.

Responsibilities

Associate Headteacher

The Associate Headteacher has overall responsibility for ensuring that the policy is implemented effectively.

Health and Safety Manager (HSM)

The HSM is responsible for:

- Implementing the policy and advising the Associate Headteacher on any local amendments and procedures;
- Informing staff of the relevant regulations and school procedures;
- In consultation with the relevant area/team/responsible person, deciding whether a noise assessment is required and whether a competent contractor is required to undertake the assessment or whether a first line in-house assessment is sufficient;
- Ensuring that where the noise is above the accepted level, measures are taken to reduce the level;

- Establishing as accurately as possible noise levels around the Trust and the length of exposure;
- Assessing any risks arising from:
 - Design and Technology equipment;
 - Grounds maintenance equipment;
 - Staff working with reprographic and printing equipment;
 - Kitchen equipment;
 - Use of music and other electronic equipment; and
 - Any other identified sources of noise.
- Making arrangements for the control of the risks identified;
- Training heads of department and other relevant staff to recognise and deal with unacceptable levels of noise;
- Recording on the health and safety system all actions taken and will note future actions; and
- Reporting to the Associate Headteacher (as required) on actions taken.

Further Guidance

Additionally, the Health and Safety Executive (HSE) has published guidance: [Noise at Work: A Brief Guide to Controlling the Risks](#). In the guidance, the HSE advises employers that they have a problem if noise at work is intrusive, such as a busy street or crowded restaurant, for most of the working day and employees have to raise their voice to have a normal conversation.

Guidance on the regulations can be found in the HSE's [Controlling Noise at Work: The Control of Noise at Work Regulations 2005](#).

Out of Hours Alarm Response

The response to fire alarm activations while the building is open is described in the Critical Incident Plan.

Out of hours activations of the intruder alarm or the fire alarm are responded to in one of the following ways:

- At sites where it is possible for a key holding service to be contracted at a reasonable cost to provide an out of hours response then this is the preferred option. The key holder service is provided with alarm codes and other instructions to enable them to carry out an initial assessment of the response required and take appropriate follow-up action. That action might include calling emergency services or the designated site staff who have more experience of the buildings and are available to be called out in an emergency.
- At sites where a key holder service is not available at a reasonable cost or the locking and alarm systems are too complex to entrust to a contractor, designated site staff may be required to provide the first response.
- In both cases it is important that the requirements of the Lone Working Policy are complied with to ensure the safety of staff that are called out to attend the site.

PE Policy

Introduction

The Trust recognises that Physical Education (PE) helps to develop our pupils both physically, intellectually and socially.

The Trust will promote an active lifestyle through lifestyle awareness, healthy eating and participation in regular exercise and recognise the following key skills:

- Social Skills;
- Cognitive Skills;
- Physical Skills; and
- Knowledge of Health and Fitness.

Aims

The Governing Body and the staff at the Trust are committed to promoting the importance of living a healthy and active life.

The Trust aims to:

- Promote physical activity and physical development;
- Challenge each child to reach their full potential;
- Encourage a desire for a lifelong participation in sport;
- Develop social interaction and a positive attitude to compete and value teamwork;
- Develop pupils' qualities in confidence, leadership and self-discipline;
- Enable children to recognise and support those children who are less able and promote tolerance and empathy;
- Provide equal opportunities for all children and to provide a PE programme for children with special needs; and
- Educate pupils about risk management and their responsibility in this, in order for them to participate independently in physical activity later in life.

Regular interaction with the Head of PE is paramount to fulfil the aims and objectives of the Trust.

Subject Objectives

The Trust will fulfil the provision of a broad, balanced and relevant curriculum for Physical Education through:

- Creating an environment that is safe for the activity;
- Adequately supervising activities;
- Using regular and approved practice;
- Taking students through progressive stages of learning and challenge;
- Building a system of advice and the practice of warning;
- Using equipment for the purpose it was intended for;
- Providing basic care in the event of an accident;
- Using forethought and sound preparation; and
- Involving students in the process of risk management.

The Head of PE will co-ordinate the teaching programme with a flexible scheme of work throughout the Trust and will interact with other Department Heads to ensure that links with different subjects, e.g. PHSE/Science/ICT/DT/Maths, are utilised fully.

The Trust recognise and promote the objectives in:

- [National Curriculum in England: Physical Education Programmes of Study;](#)
- [National Curriculum in England: Physical Education Programmes of Study: Key Stages 1 and 2;](#) and
- [National Curriculum in England: Physical Education Programmes of Study: Key Stages 3 and 4.](#)

Gifted and Talented

The Trust is committed to providing the best learning opportunities for all its pupils. We will identify and provide ongoing support to those pupils who are 'Gifted and Talented' in Physical Education by:

- Encouraging them to work to their full potential; and
- Working with the pupil to recognise the benefits and challenges of being a 'gifted and talented' performer.

Safety

The Trust will ensure:

- That first aid provision is available and all accidents logged;
- Any broken or damaged equipment is removed and reported to the Facilities Manager and Associate Headteacher;
- All children will be supervised at all times including when changing; and
- That all children are trained and aware of the safe practices required when participating in PE and/or involved in extra-curricular activities.

Children will be taught:

- To recognise hazards and risks and take necessary steps to avoid them;
- To ensure the safety of themselves and others at all times;
- To dress appropriately and have regard to the rules regarding dress code and jewellery etc.; and
- No PE equipment is to be used or moved without the teacher's consent.

Risk Management

At the Trust, risk management is taken seriously, including in Physical Education.

Risk assessments will be made to cover the following areas:

(Please note this list is not exhaustive)

- Use of equipment/apparatus and the storage and handling of the same;
- Pupils leaving the school site for any activity;
- Teaching pupils to understand the need for safe practice;
- The development of the uniform rules; and
- Differentiation of tasks to accommodate disability, medical conditions or any special educational needs.

Risk assessments will be in line with the Trust's Risk Assessment and Risk Management Policy. Risk assessments will be adjusted immediately where necessary, such as after any accidents

or incidents where flaws have been identified. On top of more formal written risk assessments, staff are expected to constantly be assessing risks during Physical Education.

Supervision

Pupils partaking in Physical Education at the Trust will be supervised at all times. Supervision ratios will be determined by sensible risk assessment which will take into account the specific activity, the environment, the number of pupils, their age, ability and any special educational needs and disabilities. Account will also be taken of whether staff are specialist teachers or non-specialist cover teachers. Staff preferences concerning covering PE lessons are taken into account in deciding cover arrangements.

Accidents and Incidents

All accidents or near misses during Physical Education will be recorded and investigated in line with the Trust's Policy for Accident/Incident Investigation and Reporting. Accidents and dangerous occurrences that are reportable to the HSE under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013* will be reported within the stated timeframes and through the procedures stated within the aforementioned policy.

First Aid

Any first aid administered following an accident during Physical Education will be in line with the Trust's First Aid Policy.

Training

All staff teaching and supervising Physical Education will have the necessary up to date qualifications and training to do so. Any additional training that is identified as necessary will be provided to staff.

Some sports and activities associated with Physical Education require very specific training and qualifications, such as swimming, archery and weightlifting. The Trust will always ensure only staff with the relevant qualifications will teach and supervise sports such as these.

Equipment Management

All Physical Education equipment at the Trust is in a safe condition and is regularly inspected and maintained based on any relevant legislation and manufacturer instructions. Any equipment found to be defective must be reported to the Head of Department and immediately be put out of use, with signs clearly stating this.

Equipment will always be stored in a safe manner to allow safe access for staff and students. Staff will be appropriately trained in to how to set up and put away equipment. Should pupil involvement be required in moving, adjusting or storing equipment, staff will always clearly instruct pupils on how to do this and will supervise this process.

Staff will be appropriately trained in how to use equipment correctly for its purpose and will teach pupils how to do so before allowing them to use it.

Facility Management

Staff at the Trust will be aware of specific safety measures and restrictions when using Physical Education facilities, such as requirements for visual checks before using the facilities and procedures for fire safety and emergency evacuation.

Student Management

The Trust are aware of the excitement that Physical Education can create amongst pupils and the associated risks and behavioural issues that may accompany this. Adequate supervision goes a long way towards this. Pupils will be made aware that strict instructions during Physical Education are in place to ensure their safety and enjoyment of the activity. Pupils are always expected to follow instructions in Physical Education and failure to do so may lead to disciplinary action under the Trust's Behaviour Policy. This also applies to incidents of violent play during a sport. Staff will always be strict in the application of a sport's rules in order to ensure pupil safety.

PE Kit

Pupils at the Trust must have the appropriate PE kit with them on days where they have Physical Education planned. The kit must be in line with the Trust's guidelines, which are stated below. The Trust will always be sensitive towards religious clothing and how this may impact on a pupil's PE kit. Pupils may be expected to wear spare PE kit, such as that in lost property, should they fail to turn up with their own.

Pupils must not wear certain jewellery, body piercings or accessories that will cause harm to themselves or others during Physical Education, depending on the particular sport (and whether it is a contact sport, for example). Staff at the Trust will ask pupils to remove certain jewellery, body piercings or accessories before a Physical Education activity. Refusal to do so may lead to disciplinary action in line with the Trust's Behaviour Policy.

Ill and Injured Pupils

Pupils attending school but unable to take part in a PE lesson due to illness or injury are required to change into their PE kit and sit and watch the class from the side lines. They must not put themselves at risk of an adverse health reaction or further injury by taking part in the lesson.

Physical Education Off-site

Any Physical Education off-site will be in line with the Trust's Learning Outside the Classroom Policy and Mini Bus and Use of Private Transport Policy. Risk assessments will be conducted that cover all areas of going off-site, such as transport, supervision, first aid provision and emergency evacuation.

The Trust cannot make a compulsory charge for Physical Education provided during school hours, or outside school hours if it is part of the curriculum. Additionally, the Trust cannot charge for transport during school hours. However, the Trust has the right to, and therefore may, ask for voluntary contributions from parents/guardians. Parents will never be pressurized into paying. See the Trust's Charging and Remissions Policy for further details.

Swimming

There are no swimming pools in Trust schools. The member of staff leading the offsite activity involving swimming is responsible for ensuring the Health & Safety arrangements at the offsite venue are appropriate and are implemented.

Weather

The Trust realise that Physical Education can be significantly impacted by the weather. Staff will use their judgement to avoid placing pupils in danger because of the weather and are aware that plans may need to change at the last minute. An example would be rearranging netball to be played indoors instead of on an icy court. Alternative activities will always be arranged in these scenarios as far as is reasonably practicable.

Safeguarding

All adults whether staff, volunteers or peripatetic staff will hold the required DBS checks. This check will be carried out regardless of whether this is a one-off occasion or for longer term. See the Trust's Safeguarding Policy for further details.

Extra-curricular Activities

The Trust will have regard to the Safeguarding Policy and Lone Working Policy in determining the extra-curricular activities offered by the Trust.

The extra-curricular activities will complement the range of activities that are covered during the curriculum.

At the beginning of each term, the Head of Department will publish a timetable of clubs and matches. The extra-curricular activities will include competitive and non-competitive clubs and will include both individual and team based activities.

Responsibilities

Trust Directors

The Trust Directors, in consultation with Local Governing Bodies will draw up and agree the policy and procedures and will monitor the effectiveness of the measures introduced and any changes made. The Local Governing Body will review progress annually.

Trust Directors will provide adequate resources to enable the Head of Department and other staff to implement the policy and agreed objectives/strategies.

Associate Headteachers

The Associate Headteacher at each school will implement the policy and will be responsible for:

- Ensuring that risk assessments are carried out meaningfully by senior staff and are regularly reviewed;
- Holding regular meetings with staff representatives over health and safety issues;
- Will liaise with the Head of Department and the Site Manager regarding the provision of equipment;
- Reporting regularly on progress to the Local Governing Body (or will nominate a senior member of the leadership team to do this on his/her behalf); and
- Ensuring that any training needed by responsible staff is provided.

Head of Department

- Will inform the Associate Headteacher of any concerns that cannot be dealt with at his/her level;
- Produce a flexible scheme of work and have regard to other areas of the curriculum and liaise with other Heads of Department;

- Will inform the Associate Headteacher and Site Manager of any broken equipment and will ensure that all equipment is maintained and replaced if necessary;
- Ensure school participation in sporting events and forge links with the wider community;
- Promote the equal opportunities ethos of the Trust;
- Will ensure that they are aware of the medical conditions of individual children and will aim to include participation by these children as fully as possible;
- Will ensure that all children are aware of the risks to their and their peers safety and how to avoid them; and
- Will ensure that all staff training and qualifications are kept up to date and will discuss any training/qualification requirements with the Associate Headteacher.

All Staff

All staff are expected to:

- Promote and support the aims of this policy;
- Have care for their own health and safety and other staff and pupils;
- Ensure that they are aware of the medical conditions of individual children and will aim to include participation by these children as fully as possible;
- Recognise the part that each member of staff can play in achieving a healthy lifestyle ethos;
- Help the senior staff (e.g. the Head of Department, or teacher with an area of responsibility) to put effective plans into place; and
- Attend any training that might be relevant.

Complaints

All parental complaints regarding Physical Education will be handled in line with the Trust's Complaints Policy.

Equal Opportunities

Learning objectives will be set in line with the Trust's Special Educational Needs, Disability and Equality Policies. Physical Education will be taught in such a way as to include all children regardless of their gender, background, religion, culture or physical ability.

The Trust will always be sensitive towards religious beliefs and how these can impact areas of Physical Education.

Reasonable adjustments to the curriculum, facilities and equipment will be made for pupils and staff with disabilities.

Permit to Work Policy

Aims

This policy provides guidance on the use of Permits to Work (PTW) to manage the risks arising from hazardous activities undertaken at the Trust. A template form is attached.

The Trust has a statutory duty to provide and maintain systems of work that are, so far as is reasonably practicable, safe and without risk to health. For high-risk activities this may involve setting up a PTW system.

A PTW is an effective means of controlling hazardous work activities. It is a formal written authority to a named competent person to closely control an activity or process which, following a risk assessment and the formulation of a safe system of work or a method statement, a high level of risk still exists. A PTW is the formalisation of a safe system of work but is not a guarantee of absolute safety.

When Should a Permit to Work Be Used?

A PTW shall be used whenever it is intended to carry out any work which may adversely affect the safety of staff, visitors or contractors.

Particular examples might be:

- Working at height;
- Electrical work;
- Work in confined spaces;
- Work that might disturb asbestos containing materials (ACMs); or
- Hot works.

It is also advisable to use PTWs when two or more individuals or groups of people, perhaps from different trades or different contractors, need to co-ordinate their activities to ensure that they do not compromise the safety of each other; each will be issued with a permit. This will apply equally when there is a transfer of work and responsibilities from one group to another.

Responsibilities

Governing Body

The governors (through divested channels) are responsible for the appointment of the Permit Issuer (PI) and must satisfy itself that the PI is competent and has sufficient knowledge and experience of the task, hazards and potential risks involved with the activities to evaluate and sanction PTWs on their behalf. The PI shall be issued with a letter of authority or defining the types of PTW that they are authorised to issue.

Permit Issuer (PI)

The PI shall have suitable knowledge, experience and the authority to take action (e.g. refuse to issue, withdraw, or close a PTW) as necessary. Before issuing the permit, the PI is to be satisfied that suitable risk assessments and safe systems of work etc. have been developed and all necessary precautions have been taken and that any work activities that may interact are identified and de-conflicted. The PTW shall only be valid when signed by the PI giving their authority to proceed and must be signed off by the PI when the activity has been completed or work ceased.

The PI shall periodically monitor PTW tasks to ensure that the conditions of PTWs are complied with.

Performing Authority (PA)

The PTW will be issued to the Performing Authority (PA), who must be competent, understand and agree to the conditions of the permit. Such persons could be employees and or contractors; the same standards of competency and understanding will apply. The PA will be the person who physically supervises the task/activity and shall accept the responsibility for ensuring compliance with the requirements of the PTW by signing a declaration. They are responsible for directly controlling the task as detailed on the PTW and must always be present at the location where the activity is being carried out and able to provide close supervision for the duration of that activity.

The PA must ensure that they are fully conversant with, and able to ensure compliance with the conditions set out in the PTW and all documentation associated with the task, that the PTW is displayed at the point of work, and that all members of the team are fully briefed, competent and adequately trained to carry out the task.

The PA shall ensure that any additional actions required by the PTW are in place including additional emergency arrangements and that all necessary safety and emergency equipment is available, suitable and safe for use before commencing the task and that only the task detailed on the PTW is carried out. If the conditions of the PTW cannot be met, work must stop immediately and all personnel withdrawn, and when safe to do so, all tools, plant and equipment and the area made safe.

If the PA leaves the point of work, the task must be stopped and the area made safe until they return.

The PA will ensure that “others” directly affected by the activities of the PTW have been briefed to ensure they are aware of the hazards and control measures and are subsequently kept informed of any changes of the task.

If the task is not completed within the specified working time, the task must be stopped, the area made safe and the permit closed. A new permit shall be raised and issued to the next PA taking over the responsibility for the task when work is to resume as the permit is issued to the individual PA not the task.

Note: Under no circumstances can the same person carry out the duties of the permit issuer and be the performing authority of the task/activity.

Employees

If you are carrying out work subject to a permit-to-work system, you must take the following into consideration:

- Do not take part in any work that requires a permit to work unless you are trained to do so or are under direct supervision.
- Take personal responsibility to carry out your own duties as directed by your supervisor or as required by the permit to work.
- Ensure your activities do not harm yourself or others.
- Do not proceed with the work until you have been told that the permit to work is in force and have been told of all of the necessary safety precautions.
- If you are not happy with the safety arrangements, do not start work (or if work has already commenced stop work immediately) and report the circumstances to your supervisor.
- In the event of an emergency, follow the emergency procedure and follow the instructions of your supervisor.

- Under no circumstances should you attempt a rescue of any person which will put you in danger. If you have any role in emergencies, you will be trained and authorised to carry out the appropriate action.
- On completion of the work, or suspension of the work, ensure the work location/plant/equipment is in a safe condition. If it cannot be made safe, withdraw it from service and report it to your supervisor.

Records

The Trust shall maintain a register of PTWs. Completed PTWs and registers are to be retained as follows:

- The register of PTWs is to be retained for a minimum of three years following the last entry;
- The original signed copy (working copy) of the PTW is to be issued to the PA and a copy retained by the PI for the duration of the task. Upon completion of the task the original (working copy) will be returned to the PI who will complete and sign off the PTW; and

The original (working copy) will be filed together with any associated unique supporting documentation and retained for a minimum of three years.

Permit to Work Form

One line summary of the work to be carried out:

Location of the job including plant ID:

Dates covered by this permit:

Contractor, names of operatives and relevant training/qualifications and insurance certificate (please attach):

Details of vehicles on site/parking requirements, including vehicle reg. numbers:

Full description and scope of the work to be carried out:

Hazards identified: Include details of working at height, electrical work, work in confined spaces, work that might disturb asbestos containing materials (ACMs) and/or hot works.

Who could be affected?

Precautions required: Include PPE to be used, isolation of supply etc.

Methods of work to be employed:

Requirements to be observed by all contractors working at the school:

- All visitors to the school (including contractors/operatives) during times when pupils are on site must be accompanied unless evidence of appropriate criminal records checks has been provided. The main contractor must provide copies of enhanced DBS checks (including barred list information) for all contractors who undertake regulated activity in school. Regulated activity is defined as a) once a week or more often; b) 4 or more days in a 30 day period; or c) overnight in the same establishment.
- Contractors and contractor staff will display approved ID at all times when on school premises and will sign and sign out of the site.
- The contractor must liaise with the Facilities Manager in advance of starting work regarding on-site parking, dates and timescales when work will be carried out, possible disruption to school activities and any other special arrangements to be agreed before work commences.
- Fire safety/evacuation arrangements for contractors must be agreed.
- The Associate Headteacher may require the contractor to stop work at any time or may bar an operative from the site.
- The contractor must report all accidents and near misses to the Facilities Manager.
- Contractors are responsible for providing their own First Aid facilities.
- Contractors must post notices informing staff, parents, pupils and the public about works being undertaken as an aid to their safety.
- Observe school policies banning certain activities on site:
 - Smoking/e-cigarettes
 - Consumption of alcohol without the Associate Headteacher's permission
 - The playing of radios/sound systems etc.
 - Illegal substances being brought on to or consumed on school premises
 - Shouting, swearing, over-familiarity with pupils or staff.
 - Working alone or in isolation unless adequate safety arrangements are provided by the contractor and approved by the school
 - Anything else that the Headteacher considers may reflect negatively on the school.

- Contractors staff will be dressed appropriately for the work being undertaken including wearing/use of correct personal protective clothing/equipment at all times.
- The school will require there to be a physical and visual separation of the site from the school community as far as possible.
- Prior notice/agreement of the timing of work which may be particularly disruptive to the school such as noisy work.
- Maintenance of fire safety arrangements including fire evacuation routes at all times.
- Limit vehicle movements to certain times of day under the supervision of banksmen, by prior agreement with the school.

Accepted by the Performing Authority:

Signed: Date

Authorised by the Permit Issuer:

Signed: Date

Personal Emergency Evacuation Plans

Aims

Under fire safety legislation all buildings within the Trust have been risk assessed. Contained within the risk assessment (RA) is the requirement to make provision for evacuation of all staff, students and visitors. This is to include less able bodied and those requiring assisted evacuation during an emergency evacuation.

This policy should be part of the overall disability accessibility planning and form part of the fire safety and emergency evacuation policies.

The aim of a personal emergency evacuation plan (PEEP) is to plan a level of safety for disabled persons during **any emergency** that is similar to the level provided for other persons on the site.

The PEEP should cover all students, staff, contractors and visitors of the Trust.

Disabilities

Disability can take many forms. The following are the most usual:

- Physical, but not a wheelchair user;
- Wheelchair user;
- Asthma and other breathing/health issues;
- Visually impaired person;
- Hearing impaired person;
- Dyslexic/orientation disorders;
- Learning difficulty/autism;
- Mental health problems; and
- Dexterity problems.

All of these need to be taken into account when considering evacuation of a disabled person.

Responsibilities

Disabled Person

The disabled person must ensure that the school is aware of their particular disability and what might be required to enable them to evacuate buildings independently as far as possible.

The Associate Headteacher

The Associate Headteacher must:

- Ensure that there is a system for identifying persons who may need additional help in evacuating from the school in the event of an emergency;
- Appoint a **Responsible Person** for PEEP - the Facilities Manager.
- Ensure that the Responsible Person is appropriately trained and uses appropriate levels of sensitivity and discernment; and
- Ensure that the school is able to offer suitable assistance.

Responsible Person

The Responsible Person must:

- Ensure that the school's PEEP is known and implemented; by the student/staff member identified and by all staff regularly involved with the student or staff member are aware of the evacuation plans and adjustments;
- Make appropriate risk assessments based on the information in the PEEP questionnaires; and
- Ensure that there is a simple strategy for providing appropriate help to a disabled person in an emergency.

Governing Body

The Governing Body must ensure that the school has appropriate systems in place.

The PEEP Information Form

When the Trust has identified that a person would require assistance in the event of a fire (or other emergency), the personal emergency evacuation plan (PEEP) information form contained in Appendix 1 should be completed by the Associate Headteacher and Responsible Person from and the individual concerned. If the individual concerned is a student, their parents/carers should also be involved and any additional information and guidance from external experts should be sought if required.

The form should identify what assistance might be required taking account of various scenarios and whether any assistants will be needed. These assistants may require specialist training.

The plan should also take into account the possibility of lone working for a disabled person.

The PEEP Action Plan

The Responsible Person will devise a simple strategy for providing appropriate assistance, which will be recorded on the personal emergency evacuation plan contained in Appendix 2.

The Responsible Person in preparing the plan should be aware that disabled persons are likely to know what they can achieve and recognise that in an emergency situation may be willing and able to undertake more than they normally would. Their views **must be** taken into account and that of their parent/carer. However the Responsible Person will know the layout of the premises and the evacuation requirements and must make these clear to the disabled person.

The Responsible Person should also have a number of PEEPs available for use with casual visitors and for occasions such as open evenings and theatrical performances.

The Responsible Person needs to bear in mind that emergency evacuation by its nature requires a pragmatic approach as well as the prior planning.

The Trust can call on the assistance of physically fit, trained and capable staff which means that it is unlikely that any special measures will be needed to assist with any person's evacuation, other than the provision available from those staff. Where any specialist skill is likely to be required this should be clearly indicated in the plan.

Staff may be asked to assist with evacuating disabled students and/or adults but this should be entirely voluntary and only after appropriate training has been received. Volunteers offering assistance should not be put at risk of injury to themselves.

The PEEP must be tailored to the individual needs of the person concerned.

Students

When a student is enrolled in the Trust, their escape plan should be developed as part of the admission process. Care should be taken that all disabled students are provided with a plan if they need one, whether they have been provided with a statement of special educational needs or not.

The Responsible Person will arrange for students who are disabled or who have learning difficulties to practice their routes for escape **at least termly**. Some might need more regular practice.

Staff

Staff with a disability will need to have a PEEP as soon as possible. The Responsible Person will need to discuss with them how far they wish to effect their own evacuation and what assistance from the school might be needed.

Occasional Visitors/Contractors

The government guidance [Means of Escape for Disabled People](#) details escape measures for ten disability groupings:

- Electric wheelchair user;
- Wheelchair user;
- Mobility impaired person;
- Asthma and other breathing/health issues;
- Visually impaired person;
- Hearing impaired person;
- Dyslexic/orientation disorders;
- Learning difficulty/autism;
- Mental health problems; and
- Dexterity problems.

The school uses a standard form for visitors and contractors, which visitors and contractors with a disability may be asked to complete (see appendix).

Recommended Notice for Reception Areas

The Trust recommends that a suitable notice should be placed prominently in Reception areas and other areas identified by the Responsible Person e.g. staff rooms and community areas.

“We operate a system of assisted evacuation for disabled persons and others who may need help in an emergency. Please speak to our Reception staff and we will provide you with a suitable strategy. You must follow instructions given by staff for your own safe evacuation. The name of the person responsible for your safety is [The Facilities Manager]”

Training

The Responsible Person must be appropriately trained in what the Trust requires and must in turn train any staff involved in the escape plans so that they feel confident in their skills and so that disabled person should feel confident in their ability to take proper care.

At times it may be necessary to discuss the issue with all staff so that they understand what part they might play and to be reassured that their own safety is not being compromised.

Safe Routes

A PEEP should contain details of the escape route(s) the disabled person will be expected to use. Clear unobstructed gangways and floor layouts should be considered at the planning stage taking account of a range of possible emergencies.

Temporary Refuges

A refuge is a designated temporary safe space where people can wait for assistance. It should be sufficiently protected (or remote) from any fire (or other threat) and have its own means of escape. Disabled persons should not be left alone in the refuge.

The government guidance states that *“People should never be left in a refuge point to wait for the fire and rescue service. The refuge can be used as a safe resting place as well as a place to wait in a phased evacuation while the go-ahead for a full escape is established”*.

A refuge area must be clearly signed and should be of sufficient size to accommodate a wheelchair for both people using it as a refuge and also any people passing through on their way out of the building. It must also be able to accommodate the person accompanying the disabled person(s). A refuge may be equipped with a suitable means of communication.

Most refuges will only accommodate one wheelchair, but in the event that there is more than one wheelchair user, provided there is a suitable evacuation strategy in place this should not be a problem, as one person progresses on their journey, the next person will take their place in the refuge.

Some schools will have built in refuge areas. In others the Responsible Person should identify whether it is practicable to provide one or more on or near an escape route.

Refuges should only be defined after the Responsible Person has carried out an assessment of the risks and is satisfied that suitable safety measures can be put in place.

Equipment

The Associate Headteacher of the Trust in liaison with the Responsible Person should consider whether equipment such as Evac Chairs and stair climbing devices, should be in place and used to assist disabled people to use stairways. These devices provide an alternative to carrying a mobility impaired person to a place of safety. However, it is essential that operators and users are trained in their use.

Stair lifts should not be used for emergency evacuation. Where installed in a stairway used for emergency evacuation, no parts of the lift, such as its carriage rail, should be allowed to reduce the effective width of the stairway or any other part of an emergency evacuation route

Lifts

Most lifts **cannot** be used in an emergency. Any lift used for the evacuation of disabled people has to be either a “fire-fighting lift” or an “evacuation lift” and is specially designed for use during a fire. If a suitable lift is in place it must be adequately signed.

If in doubt the Responsible Person should seek advice from the local fire service.

Methods of Carrying Disabled Persons Down Steps

The normally accepted methods are:

- Using an Evac Chair or similar (see earlier);
- Carrying down in the person’s own wheelchair (by 2-4 people holding the wheelchair at one of the fixed points situated in each corner of the wheelchair);
- Carrying down using an office chair (a stable chair, preferably one with armrests carried in the same way as a wheelchair);
- Carrying down using wheelies (tilting the wheelchair on its axis so that it is virtually weightless; some wheelchair users are able to do this unaided). This method is only practical on a short flight of stairs.

Training will be required in the use of these techniques.

The government guidance *Means of Escape for Disabled People* points out that:

- In some instances, a person who frequently uses a wheelchair may be able to walk slightly and therefore be able to assist with their own escape or even facilitate independent escape;
- The preferred method of escape by most wheelchair users is horizontally to another fire compartment (in large buildings with such fire protection), or to outside the building, or vertically by the use of an evacuation or fire-fighting lift; and
- If these options are not available, or not in operation, it may be necessary to carry a person.

The guidance also recognises that wheelchairs users may be able, and prefer, to evacuate down the stairs by sitting on their bottom.

The government guidance *Means of Escape for Disabled People* and health and safety manual handling procedures must be taken into account in addition to the dignity and confidence of the disabled person

All types of carry down escape techniques require a risk assessment.

Deaf and Hearing Impaired Persons

Persons with hearing impairment are usually able to evacuate a building without extra assistance. Their main problem is hearing the alarm in the first place. It is usual for those working with persons with impaired hearing to warn them.

Alternatively, if the school does not possess sophisticated warning systems for the disabled the Responsible Person should consider setting up a 'buddy' system to aid students, staff and occasional visitors. Where there are persons with impaired hearing working alone (e.g. cleaners in toilets) the person in charge of them should know where they are and be trained to give warnings to them.

Blind and Visually Impaired Persons

For visually impaired staff, students and visitors the Responsible Person should again consider a 'buddy' system that enables assistance to be given speedily.

Persons who are visually impaired will also be helped to escape by the provision of good signage.

People with Cognitive Disabilities

People with cognitive disabilities, including dyslexia, dyspraxia and autism often have problems comprehending what is happening in escape conditions, or may not have the same perceptions of risk as non-disabled people. They will be helped by good signage and other orientation measures.

Students with cognitive disabilities should be taken through the PEEP and enabled to understand what they have to do. This should be repeated at suitable intervals.

The Responsible Person should also consider what the staff in charge of these students could be asked to do to assist in the evacuation.

Communication

As soon as possible the Responsible Person should get a message to the fire marshal that a disabled person is evacuating. This information can then be passed on to the fire and rescue service on their arrival, if necessary.

Language Difficulties

The Associate Headteacher must consider language difficulties and determine what signs, translated material etc. can be used to assist.

Use of the School Out of Hours

The Associate Headteacher must ensure that procedures are in place for the safe evacuation of persons outside normal school hours.

Where the Trust premises are used by hirers the Associate Headteacher should ensure that the hirer is made aware of their responsibility for safe evacuation and made aware of what facilities the school provides.

APPENDIX A: PERSONAL EMERGENCY EVACUATION PLAN (PEEP) QUESTIONNAIRE

Name of Individual: Date:	
<u>MOBILITY IMPAIRMENT</u>	
Can you leave the building unassisted?	Yes/No
Can you move quickly in the event of an emergency?	Yes/No
How far can you walk unaided? (Insert distance in metres)	<div style="border-bottom: 1px solid black; width: 100px; margin: 0 auto;"></div> metres
Do you find stairs difficult to use?	Yes/No
Are you a wheelchair user?	Yes/No
Is the wheelchair required for all circumstances?	Yes/No
Can your wheelchair be dispensed with for short periods?	Yes/No
Is the wheelchair a standard size or an electrically powered type with wider dimensions?	Yes/No
If yes to any of the above, we have a high ratio of staff that are physically fit, suitably trained, and strong enough to carry all but the heaviest people with ease. These staff will be constantly aware of your location in the premises, as they are with other persons. In the event of an emergency, we want to ensure that we provide you with assistance in the most appropriate way for you.	
What kind of assistance do you require? ‘Wheelie’ down the stairs with the wheelchair tilted onto its rear wheels? Carried down the stairs in your wheelchair? Assisted from your wheelchair and a suitable number of helpers carry you down the stairs? Assisted to walk down the stairs with one assistant holding each arm? Assisted to walk down the stairs with one assistant and the use of the handrail? Provided with supervision as you move down stairs on your bottom, unaided? Self-transfer to an evacuation chair/stair climber? Could the medical nature of your condition be aggravated by the use of such a device? Has a member of staff and a deputy be assigned to assist you in an emergency? How might your mobility be worsened e.g. by smoke etc.?	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No

<p>Is there any other disability that may prevent you from evacuating without assistance? Please detail.....</p>	Yes/No
<p>Any other problems/observations/or solutions?</p>	Yes/No
<u>HEARING IMPAIRMENT</u>	
<p>Would you hear the fire alarm/an announcement informing you that there was an emergency?</p>	Yes/No
<p>Would a visual indicator assist?</p>	Yes/No
<p>Is there to your knowledge any special or purposely designed hearing system or device available which might assist you in hearing the fire alarm more clearly?</p>	Yes/No
<p>Would your response to a fire alarm being activated be helped by an assistant(s) who could provide support in the fire evacuation procedure?</p>	Yes/No
<p>Would a vibrating pager unit that operated when the fire alarm was actuated be of assistance?</p>	Yes/No
<p>Is there any other disability that may prevent you from evacuating without assistance? Please detail.....</p>	Yes/No
<p>Any other problems/observations/or solutions?</p>	Yes/No
<u>VISUAL IMPAIRMENT</u>	
<p>Do you have strong enough eyesight to see your way out of the premises unaided?</p>	Yes/No
<p>Can you read the escape instructions?</p>	Yes/No
<p>If not, what format do you need them in? Please detail.....</p>	Yes/No
<p>Do you require aid to help you move around the building for example: a cane, guide dog or other equipment? Please detail.....</p>	Yes/No
<p>How long does it take you to leave the building in normal circumstances?</p>	<p>_____</p> <p>minutes</p>
<p>Could you find your way out of the building by an alternative route should your normal route be unavailable?</p>	Yes/No
<p>Do you think the speed at which you leave the building may have the potential to hold up other people leaving the building in corridors and stairways, or that they may cause you injury as they pass you more quickly?</p>	Yes/No

<p>Would tactile signage or floor surface information be of assistance to you?</p> <p>Is there any other disability that may prevent you from evacuating without assistance? Please detail.....</p> <p>Any other problems/observations/or solutions?</p>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>
<u>COGNITIVE IMPAIRMENT</u>	
<p>Are you able to understand what is happening in an emergency?</p> <p>Do you understand the risks?</p> <p>Do you understand the possible need for choice and change of direction during escape?</p> <p>How long does it take you to leave the building in normal circumstances?</p> <p>Is there any other disability that may prevent you from evacuating without assistance? Please detail.....</p> <p>Any other problems/observations/or solutions?</p>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>_____</p> <p>minutes</p> <p>Yes/No</p> <p>Yes/No</p>
<u>GENERAL INFORMATION</u>	
<p>Do you understand the concept of a fire refuge area?</p> <p>Might the measures needed for you to escape from the building in an emergency adversely affect the safe escape of other occupants?</p> <p>Do you think any special staff training is required to give you the assistance that you would need in an emergency?</p> <p>Are you aware of the emergency evacuation plan which operates in the school?</p> <p>Do you understand the escape instructions?</p> <p>Are the signs which mark the emergency exits and the routes to the exits clear enough?</p> <p>Could you raise the alarm if you discovered a fire?</p> <p>Are you likely to move around the building?</p> <p>Do you work out of hours?</p> <p>Do you work alone?</p> <p>Has a separate piece of paper been used?</p>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>
Has the form been signed off by the people below?	

(a) The individual the plan is prepared for?	Yes/No
(b) If the individual is a student, the parents/carers?	Yes/No
(c) The Responsible Person?	Yes/No
(d) The Associate Headteacher?	Yes/No

Data Protection Notice

Personal information collected for the PEEP process is held by Twyford C of E Academies Trust (the 'data controller') in order to discharge its responsibilities under equalities and health and safety legislation. It will be retained after completion until the identified individual leaves the school. It may be shared with other organisations, including our agents and contractors, with whom the risk or the control of risk is shared. Under data protection legislation, individuals have the right to request access to information about them that we hold. To make a request for your personal information contact the Director of Finance & Operations (rlane@twyfordacademies.org.uk).

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact, Richard Lane (rlane@twyfordacademies.org.uk 020 8752 0141) or the Trust's Data Protection Officer, Claire Mehegan at the London Diocesan Board for Schools (claire.mehegan@london.anglican.org). For full details of the Trust's Data Protection and Confidentiality Policy and the full privacy notice please refer to <https://twyfordacademies.org.uk/about-us/policies>.

Signed: _____

Date: _____

Print: _____

Identified Person

Signed: _____

Date: _____

Printed: _____

Parent/Carer if applicable

Signed: _____

Date: _____

Printed: _____

Responsible Person

Signed: _____

Date: _____

Printed: _____

Associate Headteacher

APPENDIX B: PERSONAL EMERGENCY EVACUATION PLAN (PEEP) CHECKLIST

The information on this PEEP will be used to plan the safe evacuation of the named individual in case of emergency. The information will also be used for monitoring purposes to ensure that the Trust has adequate emergency plans.

The Associate Headteacher working with the Responsible Person will be required to:

- Decide if one of your staff or a student may require help getting out of their building in case of emergency;
- **Complete Appendix A: Personal Emergency Evacuation Plan (PEEP) Questionnaire;**
- Use this checklist to decide if you've included everything;
- Sign off the form to confirm you have assessed the needs of the disabled person;
- Send the form to the Responsible Person by email for recording and implementation;
- Send Appendix A, B & C to the identified individual and/or their parents/carers;
- Ensure that all parties involved understand what they need to do; and
- Review the policy and the appendices if anything changes.

Checklist for the Responsible Person	
Has the individual who this plan refers to been properly identified including contact details and position held if a member of staff?	Yes/No
Does the plan identify where the person works including building, floor level and room number?	Yes/No
Have you identified the reason why the person may not be able to make their own escape without assistance and what assistance is needed? You will also need to list who will give that assistance and any equipment necessary?	Yes/No
In describing how the plan will allow the person to reach a place of safety, have you described in detail how the assistance will be given from each part of the route to the assembly point outside of the building?	Yes/No
Have you liaised with the people below? (a) The individual concerned? (b) If the individual is a student, the parents/carers? (c) The Facilities Manager? (d) Staff or other persons nominated to assist, including buddies? (e) The Trust external experts (if necessary)?	Yes/No Yes/No Yes/No Yes/No Yes/No
Regarding those persons nominated to assist, do they know what to do and is training being provided in the use of any equipment identified in the plan?	Yes/No
Have you identified any other issues that may need to be resolved to make the plan work? If yes, please detail them here on or on a separate piece of paper.	Yes/No

Has a separate piece of paper been used?	Yes/No
Has the form been signed off by the people below?	
(e) The individual the plan is prepared for?	Yes/No
(f) If the individual is a student, the parents/carers?	Yes/No
(g) The Responsible Person?	Yes/No
(h) The Associate Headteacher?	Yes/No

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Signed: _____

Date: _____

Print: _____

Identified Person

Signed: _____

Date: _____

Printed: _____

Parent/Carer if applicable

Signed: _____

Date: _____

Printed: _____

The Responsible Person

Signed: _____

Date: _____

Printed: _____

Associate Headteacher

APPENDIX C: PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

ACTION PLAN

Staff will ensure that the location of the following person is always known	
First Name:	
Surname:	
Job Title:	
Phone Number:	
Email:	
Department:	
Staff or Student:	
This plan relates to the following location:	Building: Floor: Room:
<p>In the event of a fire or other emergency requiring evacuation of the premises, the identified person will be assisted to escape by the following means:</p> <p>AWARENESS OF THE PROCEDURE</p> <p>The individual will be alerted to the need to evacuate the school by:</p> <p>Existing Alarm System</p> <p>Pager Device</p> <p>Visual Alarm System</p> <p>Other.....</p> <p>Please specify.</p>	
<p>DESIGNATED ASSISTANCE</p> <p>Please describe how the person will get from where they are working to the assembly point outside the building. You will want to describe the role of anyone who might need to help them. Will they need to use any special equipment Evac Chair, stair walker etc? (Indicate the location of the assembly area if different from the assembly area for able persons).</p> <p>Location of Assembly Area: _____</p>	

The following people have been designated to give assistance to enable the individual to vacate the premises in an emergency.

(Please list them below and make a note of how they will do this. Such as using an evacuation chair or walking with assistance).

Designated Assistants:

Name	Contact Details	What will they do?

MEANS OF EVACUATION

Refuges

The nearest designated assistant will provide immediate assistance to ensure that the individual reaches the nearest available refuge area, where provided.

Location of Refuges:

Safe Route(s):

(Attach a plan if appropriate to include refuges, safe routes and alternative routes).

Method of Assistance Required:

(Include transfer procedures, methods of guidance etc).

Equipment Provided:

(List Evac chairs, stair lift devices, hand held portable radios, visual indicators, pager systems, tactile signs, handrails etc.).

Training Provided:

(Include orientation training where appropriate).

Are there any problems you need to resolve to make the plan fully workable? Continue on a separate sheet if necessary.

SIGN OFF: The Responsible Person must sign the form below and send to the Associate Headteacher by email, if;

- You have identified the disabled person needs assistance to escape in an emergency we will review and authorise the plan. We will also contact you in a year to confirm the plan is up to date.
- You've said that the disabled person doesn't need assistance, we will retain the form to provide confirmation that you've assessed their needs.

A separate plan is needed for each building and floor the person works in. When this form is approved it will be returned to the Responsible Person who should retain it for it to be included alongside the building fire manual.

It is the responsibility of the Responsible Person to ensure that all parties are sent this plan and all parties are asked for their input when any revisions are needed.

If the identified individual leaves the Trust this fact must be communicated to ALL those named in the PEEP by email.

Signed:

(The Responsible Person)

Date plan prepared:

Date sent to Associate Headteacher for sign off:

APPROVED PEEP

Signed: Associate Headteacher

Date APPROVED:

Please add details of annual or circumstantial reviews undertaken below. Then send a copy to the Responsible Person	
Review/ Comments:	Date:

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Confidentiality Policy and the full privacy notice please refer to
<https://twyfordacademies.org.uk/about-us/policies>.

Signed: _____

Date: _____

Print: _____

Identified Person

Signed: _____

Date: _____

Printed: _____

Parent/Carer if applicable

Signed: _____

Date: _____

Printed: _____

The Responsible Person

Signed: _____

Date: _____

Printed: _____

Associate Headteacher

Pregnant Staff, Pupils and New Mothers

Definition

The phrase 'new or expectant mother' means an employee/pupil who is pregnant, who has given birth within the previous six months, or who is breastfeeding.

Aims

Under the *Management of Health and Safety at Work Regulations 1999*, the Trust will ensure that risk assessments are carried out and suitable controls are put in place.

Risk assessments will identify any hazards being detrimental to new or expectant mothers. The Trust will ensure that the risk assessments are undertaken by our health and safety competent person, the Health & Safety Manager. See Appendix A: Risk Assessment Template for Pregnant Staff and Pupils.

As soon as a pregnant or a new or nursing mother notifies the Associate Headteacher, all activities being undertaken will be reassessed on a regular basis throughout the condition. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their child(ren). Therefore, working conditions normally considered acceptable may no longer be so during pregnancy and while breastfeeding.

The Trust recognise that most cases of pregnancy go undetected for the first four to six weeks. It is our duty to identify hazards and risks for all females of childbearing age and take into account that some hazards can present more of a risk at different stages of pregnancy.

Hazards identified will be controlled or exposure reduced to a level no higher than the level of risk to be expected outside the workplace. The expectant mother must consult with her own doctor, and let the Associate Headteacher know what the medical opinion suggests.

The Trust understands that under the *General Data Protection Regulation*, data relating to an individual's health is sensitive personal data. Data relating to pregnant staff, pupils and new mothers will be managed with a constant awareness of data protection in a confidential and secure manner. Concerns regarding how data is managed on this topic should be reported to the Director of Finance & Operations or the Data Protection Officer.

The Dangers

- Working with hazardous substances;
- Stressful environments;
- Movement around the site;
- Inherent risks in certain departments e.g. PE and Science;
- Manual handling;
- Confined working space;
- Infectious diseases; and
- Using an unsuitable workstation.

Breastfeeding and Rest

The Trust will do all that is reasonably practicable to support breastfeeding mothers and will take note of the advice in the ACAS booklet [Accommodating Breastfeeding Employees in the Workplace](#) and [advice from the HSE](#).

Employers have certain legal obligations to breastfeeding mothers. Having decided to return to work and prior to starting, the new mother should give her employer written notification that she's breastfeeding/expressing. Her employer must then conduct a specific risk assessment. This should identify any hazards to a new mother. Any such hazards must be removed prior to the employee's return. The same principles apply to a pupil.

The *Management of Health and Safety at Work Regulations 1999* and *Approved Code of Practice* require employers to provide suitable facilities where pregnant and breastfeeding mothers can rest. The Health and Safety Executive (HSE) recommends that it's good practice for employers to provide a private, healthy and safe environment for breastfeeding mothers to express and store milk that includes being able to lie down. The Trust will therefore allow flexible working hours for breastfeeding mothers and will provide a clean, warm and private room and a secure and clean fridge. It is not suitable to use toilets for this purpose.

The school will inform new mothers of the arranged suitable area to breastfeed using the letter in Appendix B.

Responsibilities

The Associate Headteacher

The Associate Headteacher is responsible for:

- Interviewing the member of staff or pupil;
- Ensuring that appropriate risk assessments are carried out and controls are in place; and
- Ensuring that the correct entitlements are determined.

The Health and Safety Manager (HSM)

The HSM is responsible to the Associate Headteacher for:

- Assessing the risks in co-operation with the employee/pupil;
- Agreeing an appropriate risk management programme; and
- Arranging for appropriate monitoring and review of the programme.

Pregnant Staff or New Mother

The member of staff or pupil is responsible for:

- Obtaining relevant medical advice;
- Agreeing an appropriate system of risk control with the HSM; and
- Informing the HSM of any problems as soon as possible.

Protective Equipment

General

the Trust recognises that the *Personal Protective Equipment at Work Regulations 1992* clearly state that personal protective equipment should only be used when risks cannot be avoided or sufficiently reduced by other preventive measures or through work re-organisation.

All PPE issued must be stored as per the manufacturer's specification.

Responsibilities

Health and Safety Manager (HSM)

The HSM will ensure that:

- Relevant heads of department have appropriate systems for determining the requirement for PPE via the risk assessment process;
- Provide a sufficient supply of PPE where required;
- All staff are suitably trained in the correct use and maintenance of their PPE;
- Suitable records are kept (e.g. on the health and safety management system) as to what types of PPE have been issued, when and to whom; and
- A documented, periodic inspection (at least monthly) is carried out of all PPE.

Heads of Department

Heads of Department will ensure that all staff in their charge comply with the policy and directions.

Staff

It is the legal duty of employees and subcontractors:

- To wear PPE when they have been directed to and/or it has been identified as being required as part of a risk assessment. Failure to comply will be considered to be a breach of contract;
- To keep PPE in good condition and to make the school aware as soon as it needs to be replaced;
- To comply with the policy and directions; and
- Not to alter or misuse any health and safety equipment, including PPE supplied for their safety.

Science

Definition

The Governing Body of the Trust will implement and promote this departmental Science Policy.

This policy should be read in conjunction with the Trust main Health and Safety policy.

The Trust will adopt the CLEAPSS G223 [Model Health and Safety Policy for Science Departments](#) and will ensure that the CLEAPSS policy will be amended, maintained and implemented in each school by the Head of Science, the Associate Headteacher, Science Department staff and all other staff.

Aims

The Governing Body and the staff at the Trust are committed to providing a safe system of work for all pupils and staff within the Science department. In order to do this, the Trust will maintain a membership of CLEAPSS (via the local authority) to allow its staff to utilize the resources on offer – which include a Radiation Policy, a Laboratory Handbook, recipe sheets, safety sheets, videos etc.) and to receive regular updates on Science, curriculum, scientific discovery, practicals, safety, innovation and teaching practice.

Equality

Learning objectives will be set in line with the Trust Special Educational Needs, Disability and Equality Policies. Science will be taught in such a way as to include all children regardless of their gender, background, culture or physical ability.

Subject Objectives

The Trust will follow a broad and balanced Science curriculum.

The Head of Science in each school will co-ordinate the teaching programme with a flexible scheme of work and will interact with the Heads of Science in other Trust schools and other Department Heads to ensure that links with different subjects, e.g. PHSE/ICT/DT/Maths/PE, are utilised fully.

Gifted and Talented

The Trust is committed to providing the best learning opportunities for all its pupils. We will identify and provide ongoing support to those pupils who are 'Gifted and Talented' in Science by:

- Encouraging them to work to their full potential; and
- Provide extension work when appropriate to stretch and encourage the pupil.

Safety

The Trust will ensure:

- That first aid provision is available and all accidents and near misses are logged;
- Any broken or damaged equipment is removed and if serious reported to the Science Technician or Facilities Manager and the Associate Headteacher as appropriate;
- All children will be supervised at all times; and
- That all children are trained and aware of the safe practices required when participating in science based lessons whether theory or practical based; and
- To be aware of the equipment and surroundings that the pupils are in.

Children will be taught:

- To recognise hazards and risks and take necessary steps to avoid them;
- To ensure the safety of themselves and others at all times;
- To dress appropriately and have regard to the rules regarding dress code and jewellery etc.; and
- No equipment is to be used or moved without the teacher's consent.

Risk Assessments

All lesson planning will take into consideration risk assessments that have been or may need to be carried out. The model risk assessment resources provided by CLEAPSS are to be used at all times and adopted by school staff for local use in the Trust.

At the start of each lesson the risk assessment must be referred to and the scheme of work must only be deviated from after a further risk assessment has been considered.

Consideration of risk assessments will be made to cover the following areas:

(Please note this list is not exhaustive)

- Use of equipment/apparatus and the storage and handling of the same;
- Teaching pupils to understand the need for safe practice;
- The development of the uniform rules; and
- Differentiation of tasks to accommodate disability, medical conditions or any special educational needs.

Extra-Curricular Activities

The Trust will have regard to the Safeguarding Policy and Lone Working Policy in determining the extra-curricular activities offered by the Trust.

The extra-curricular activities will complement the range of activities that are covered during the curriculum.

Responsibilities

Trust Directors

Trust Directors, in consultation with Local Governing Bodies will draw up and agree this policy and procedures and will monitor the effectiveness of the measures introduced and any changes made. The Governing Body will review progress annually.

The Governing Body will provide adequate resources to enable the Head of Department and other Staff to implement the policy and agreed objectives/strategies.

Associate Headteacher

The Associate Headteacher will implement the Governing Body policy and will be responsible for:

- Ensuring that risk assessments are carried out meaningfully by senior staff and are regularly reviewed;
- Holding regular meetings with staff representatives over health and safety issues;
- Will liaise with the Head of Department and the Site Manager regarding the provision of equipment;

- Reporting regularly on progress to the Governing Body (or will nominate a senior member of the leadership team to do this on his/her behalf); and
- Ensuring that any training needed by responsible staff is provided.

Head of Department

- Will ensure that all Science staff are familiar with CLEAPSS resources including risk assessments and use them as appropriate.
- Will inform the Associate Headteacher of any concerns that cannot be dealt with at his/her level;
- Will produce the Laboratory Rules for each Laboratory and ensure that they are displayed, explained and adhered to;
- Produce a flexible scheme of work and have regard to other areas of the curriculum and liaise with other Department Heads;
- Will inform the Associate Headteacher, Site Manager and any other departmental staff of any broken equipment other than minor items and will ensure that all equipment is maintained and replaced if necessary;
- Promote the equal opportunities ethos of the Trust;
- Will ensure that they are aware of the range of medical conditions and will aim to include participation of children with these conditions as fully as possible;
- Will ensure that all children are aware of the risks to their and their peers safety and how to avoid them

Radiation Protection Staff

- The Radiation Policy provides for a Radiation Protection Officer (RPO) for the Trust overall and a Radiation Protection Supervisor (RPS) at each school where radiation sources are in use. The Trust subscribes to the RPO service provided by LB Ealing (currently Raj Chowdhury) and has appointed Alastair Ross (Twyford) and Kevin Alderton (William Perkin) to the RPS roles. The RPO has overall responsibility for monitoring compliance with the Policy and regulations and initiating corrective action when required. The role of the RPS is to ensure compliance with local rules and practices. More detail on these arrangements is found here: <https://www.egfl.org.uk/facilities/health-and-safety/radiation-protection-schools>

All Staff

All staff are expected to:

- Promote and support the aims of this policy;
- Have care for their own health and safety and other staff and pupils;
- Ensure that they are aware of the medical conditions of individual children and will aim to include participation by these children as fully as possible;
- Help the senior staff (e.g. the head of department, or teacher with an area of responsibility) to put effective plans into place; and
- Refer to CLEAPSS risk assessments and other resources as relevant and attend any training that might be relevant.

Security and Safety of Premises

Introduction

This policy must be read alongside the following policies:

- Lone Workers; and
- Dealing with Trespassers.

This policy covers:

- General security;
- Car parking and pedestrian/vehicle segregation;
- Display of notices;
- Extraction systems;
- Fuel oil storage;
- Gas safety;
- Glazing;
- Lifts and hoists;
- Mobiles;
- Radon; and
- Tree safety.

Aim

The aim of this policy is to set out the Trust's procedures for assessing and controlling security and safety risks.

Risk Management: Assessment of Risks

The Trust will make and review formal written assessments of the risks posed by:

- The layout of the site;
- Proximity to roads and houses;
- Entrances and exits to the site and to buildings and facilities on the site;
- The buildings;
- Out-of-bounds areas;
- Security notices;
- Trespassers;
- Staff and student property
- Vehicles and cycles on site;
- Transport and pedestrians arriving at school in the morning and leaving in the afternoon;
- Use of the site during and out of school timings;
- Control of visitors on site;
- Security of locks and keys;
- Vulnerable persons on site;
- Vulnerable installations, equipment and materials; and
- Any other consideration that may pertain to the particular site.

Management Plan for Security

The Trust will create a security management plan to avoid or minimise the risks, taking into account how control of the risks can be managed by:

- Supervision; and/or
- Protection; and/or
- Training of key staff; and/or
- Training of all staff; and/or
- Training of students; and/or
- Training of contactors and delivery persons; and/or
- Information to visitors.

Communication

The management plan for security will be communicated appropriately to all relevant persons in the Trust, including parents, contractors and visitors.

Responsibilities

Trust Directors

Trust Directors are responsible for drawing up and agreeing this policy in consultation with Local Governing Bodies. Directors are also responsible for:

- Adopting site-specific policies;
- Providing sufficient resources for the adequate security of each site;
- Ensuring that appropriate training is provided;
- Receiving and considering reports from the Associate Headteachers; and
- Reviewing the policy from time to time.

Associate Headteachers

The Associate Headteachers are responsible for:

- Considering the risk assessments;
- Agreeing a plan for providing acceptable security for the site;
- Ensuring that the Health and Safety Manager (HSM) puts in place appropriate procedures and monitors them;
- Receiving and considering reports from the HSM from time to time;
- Providing adequate resources and appropriate training for the plan to be put into operation; and
- Reporting to the Governing Body from time to time.

Health and Safety Manager (HSM)

The HSM is responsible for:

- Organising appropriate risk assessments;
- Proposing a draft plan to the Associate Headteacher;
- Putting the agreed plan into action;
- Training any relevant staff as appropriate;
- Accounting for the resources provided for site security;

- Monitoring the implementation of the plans;
- Recording and taking account of any security breaches;
- Reviewing from time to time all the security arrangements;
- Advising the Associate Headteacher and staff on security issues; and
- Proposing to the Associate Headteacher any amendments to the security arrangements.

Facilities Manager and Facilities Staff

The Facilities Manager and staff are responsible for:

- Taking part in risk assessment as required;
- Putting the security plan(s) into action;
- Reporting and recording any security breaches;
- Advising the HSM on possible improvements and amendments to the security of the site; and
- Training relevant site staff in security issues.

Car Parking and Pedestrian/Vehicle Segregation

The *Workplace (Health, Safety and Welfare) Regulations 1992* (Regulation 17) covers the layout of traffic routes, traffic management systems and the provision of signage.

The main areas of the regulation are:

- Every workplace shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner;
- Traffic routes in a workplace shall be suitable for the persons or vehicles using them, sufficient in number, suitable positions and of sufficient size. It may sometimes be difficult to provide “sufficient separation” between pedestrians and vehicles where layouts and traffic routes have already be constructed, therefore the regulation is qualified by the statement “so far as is reasonably practicable”; and
- All traffic routes will be suitably indicated, where necessary, for reasons of health and safety.

A risk assessment will be carried out at the Trust to include traffic movement within the site, pedestrian/vehicle segregation, car parking and how the routes are signed. This risk assessment will consider these areas at different key times in the day, e.g. at student arrival/departure times. The risk assessment will take into account risks associated with parked vehicles and bikes, including battery charging and spontaneous combustion of batteries. Battery operated devices representing a significant risk of spontaneous combustion such as e-bikes must not be stored in buildings or with combustible material.

Compulsory Display of Notices/Information

There are a number of notices and documents that employers have to display on their notice board or anywhere where the information is easily accessible to employees.

The Trust will display the following:

- A health and safety law poster supplied by the HSE (best displayed in a reception area);
- Details of the person(s) in charge of the first aid box;
- First aider names and location on the premises;
- Any information necessary to comply with fire legislation;
- Emergency evacuation procedures (in each area/room);

- A certificate of insurance as required by the *Employers' Liability (Compulsory Insurance) Act 1969*;
- No smoking notices;
- Speed limits on drives and car parks;
- Reasonable signs for aiding disabled persons; and
- A thermometer available on each floor.

Extraction Systems

Under the *Health and Safety at Work etc. Act 1974*, Trust schools will provide and maintain working conditions that are safe and without risk to the health of employees, so far as is reasonably practicable.

The *Control of Substances Hazardous to Health Regulations 2002* (see COSHH Policy) expands on this general duty and requires employers to prevent worker exposure to hazardous substances or, where this is not reasonably practicable, to ensure adequate control.

Employees at the Trust are required to make full and proper use of the control measures provided and to report any defects in them promptly. Adequate control may mean the installation of suitable extraction systems. Where such systems are installed, they must be adequately maintained to ensure that they are kept in an efficient and effective working order and they must be examined and tested against their performance standard. Records of these checks must be kept for at least five years.

Local exhaust ventilation systems (LEVs) must be examined and tested generally at least every 14 months.

Fuel Oil Storage

The *Control of Pollution (Oil Storage) (England) Regulations 2001* cover the storage of oil at industrial, commercial and institutional premises where the amount stored is more than 200 litres and it is stored outside and above ground.

All tanks, bungs and pipework at the Trust will be regularly checked for signs of damage and it is recommended that they are checked at least weekly, with a more detailed annual inspection and service by qualified inspectors to ensure that any potential defects are found and rectified.

There are security issues regarding oil storage areas and these areas will be as resistant as possible to unauthorised interference and vandalism. If there are any permanent taps or valves through which oil can be discharged from the tank to open areas, then these will be fitted with a lock and will be locked shut when not in use.

Where appropriate, notices will be displayed telling users to keep valves and trigger guns locked when they are not in use. Pumps will also be protected from unauthorised use and taps and valves will be marked to show whether they are open or closed. Where these are not in use, then they will be fitted with a blanking cap or plug.

Gas Safety

The *Gas Safety (Installation and Use) Regulations 1998* place duties on gas consumers, installer, suppliers and landlords.

It is the duty of the employer to ensure any gas appliance, associated pipe work and flues in the work places are maintained in a safe condition.

These Regulations link with other safety controls on combustion equipment, such as the *Building Regulations*, which provide standards for ventilation and flues.

Anyone carrying out work on gas appliance or fittings at the Trust will be Gas Safe registered and have a valid certificate of competence relevant to the particular type of gas work involved. The Gas Safety Register replaced CORGI as the register of approved gas engineers in the UK from 1st April 2009. By law, a gas appliance or fittings must not be used if it is known or suspected that they are unsafe.

Periodic inspections and any required remedial work are carried out on all gas appliances, pipe work and flues in the Trust by a registered person. Reference will be made to the manufactures installation instructions for servicing intervals, however where this is not available, the physical condition of the flue, air vents and pipe work will be checked for deterioration and performance checks carried out.

The Trust will display appropriate gas safety notices around appliances, such as an emergency notice detailing what to do in the event of a gas leak, a notice identifying gas shut off valves and where relevant, the 'Gas Under Pressure' hazard pictogram on any relevant sources, such as gas cylinders.

See the HSE's [Gas Safety \(Installation and Use\) Regulations 1998: Approved Code of Practice and Guidance](#).

Glazing

As required under Regulation 14 of the *Workplace (Health, Safety and Welfare) Regulations 1992*, every window or other transparent or translucent surface in a wall, partition, door or gate in the Trust will, where necessary for reasons of health or safety, be of a safety material or be protected against breakage and be appropriately marked.

As the regulation only requires action "*where necessary for reasons of health or safety*", it is necessary to assess every window, door etc. to establish whether there is a risk of anyone being hurt if people or objects come into contact with it, or if it breaks. This risk assessment needs to take into account all relevant factors such as the location of the glazing, the activities taking place, the volume of traffic and pedestrians and any previous experience of incidents.

Glazing in some locations in the Trust may be a higher risk, for example doors and windows which are at or below waist level, or in particular areas of a building where the activity taking place may increase the risk, e.g. a school hall used for sport.

If it is assessed that there is no risk, then it is not necessary to take any further action. Where there is a risk, then further action will be taken in order to comply with the Regulations to:

- Prevent people or objects coming into contact with the glazing; or
- Upgrade the glazing so that if it breaks, it breaks safely; and
- Mark large expanses of glazing in some way so that people know it is there.

Lifts and Hoists

Under Regulation 5 of the *Provision and Use of Work Equipment Regulations 1998 (PUWER 1998)*, work equipment, including lifts, at the Trust will be maintained in a safe condition and free from fault and defects.

Under the *Lifting Operations and Lifting Equipment Regulations 1998 (LOLER 1998)*, lifts at the Trust will be tested and thoroughly examined by a competent person at intervals of no more than six

months. Where a lift is only used to carry goods, then this interval can be increased to every 12 months.

A thorough examination will entail a systematic and detailed examination of the lift and all its associated equipment by a competent person. In order to determine the extent of the thorough examination, the competent person will assess the risks, taking into account factors such as where the lift will be used, frequency of use, the weight of loads to be lifted and its age and condition. Between thorough formal examinations, regular inspections will be carried out.

A competent person is someone with sufficient technical and practical knowledge of the lift to be able to detect defects and assess how significant they are. The competent person should also be sufficiently independent and impartial to allow them to make an objective assessment of the lift and it is therefore not advisable for the same person who performs routine maintenance to carry out the thorough examination, as this would mean that they would then be responsible for assessing their own work.

Under the *Management of Health and Safety at Work Regulations 1999*, the Trust will carry out a suitable and sufficient assessment of risks associated with their work activities. This includes the risks associated with lifts.

Under the *Health and Safety at Work etc. Act 1974*, the Trust will ensure the health, safety and welfare of employees, including ensuring that safety risks are not created by the type and use of lifts (and escalators) within the Trust premises.

All lifts supplied after June 1999 at the Trust will comply with the *Lifts Regulations 1997*. The Regulations require lifts and their associated safety components to satisfy the relevant essential health and safety requirements, meet appropriate national standards, undergo the appropriate conformity assessment procedure, have the CE marking applied (if necessary), have an EC declaration of conformity and be safe.

As well as considering the risks associated with lifts in normal use, it is important to consider the safety of users in the event of the lift breaking down or stopping between floors. The Trust has a breakdown response contract in addition to normal maintenance contracts. Additionally, some employees will be trained in lift lowering and emergency door opening. In order to alert people to any problem, all lifts at the Trust have alarm call buttons or emergency telephones. In order to avoid panic in the event of an electrical failure, it may also be appropriate to provide emergency lighting.

The safe working load of a lift will be determined and displayed in a suitably prominent place.

Mobile Buildings

Mobile buildings should be as safe as permanent structures. Annual inspections on structural stability will be carried out on any mobile buildings at the Trust.

Risk Assessment for Mobile Buildings

Any mobile buildings at the Trust will be properly ventilated, of a reasonable temperature, with windows which open easily and without endangering people, and will have toilets that are readily accessible. As required under the *Health and Safety at Work etc. Act 1974*, the Trust will provide a safe place of work, with safe access to and egress from the place of work and will ensure that measures are taken to minimise the risks to the health and safety of anyone affected by the Trust's activities.

See Appendix A: Risk Assessment Template for Mobile Classrooms. Schools should identify their own requirements and procedures and amend these suggestions accordingly.

Radon

Radon is gas which is odourless, tasteless and colourless and can only be detected using specialised equipment. Radon occurs naturally in rocks and soils throughout the country, although levels tend to be higher in some granite areas. Radon can be found in high concentrations in buildings as it tends to be sucked in to the building from soil. It may then collect in buildings and under certain conditions can reach concentrations where the risk to people in the workplace requires control under the *Ionising Radiations Regulations 1999*. Under the *Management of Health and Safety at Work Regulations 1999*, in areas affected by radon, buildings should be assessed for a radon hazard. Radon surveys will be conducted in any building where its location and characteristics suggest that elevated levels may be found. Due to the fact that radon levels can vary widely throughout the day and from season to season, measurements will be made over a period of three months and the annual average estimated using seasonal correction factors. Further details on levels of radon in buildings and remedial measures to be taken can be found on the [HSE website](#).

Since all of Trust's sites are in areas with the lowest risk of radon no action is required on this.

Tree Safety

As well as responsibilities under the *Health and Safety at Work etc. Act 1974*, an occupier of land where a tree stands has responsibilities under the *Occupiers' Liability Act 1957* and *1984*.

An occupier of land on which a tree stands will normally be liable for any personal injury or other damages caused by a tree breaking or falling where a tree is hazardous because of decay or structural weakness and shows external signs of being in such a condition.

It should be noted that within the provisions of the previously mentioned Acts, the courts expect occupiers to be prepared for children to behave less carefully than an adult for example, by climbing trees which may have weak branches. Therefore a "suitable and sufficient" risk assessment will be carried out on the trees on the premises of the Trust.

The HSE in the guidance [Management of the Risk from Falling Trees or Branches](#) suggest that a suitable risk assessment for trees should address the following:

1. An overall assessment of risks from trees, particularly identifying groups of trees by their position and degree of public access. This will enable the risks associated with tree stocks to be prioritised and help identify any checks or inspections needed. As a minimum, trees should be divided into two zones: one zone where there is frequent public access to trees (e.g. in and around picnic areas, schools, children's playground,); and a second zone where trees are not subject to frequent public access. As a rough guide 'trees subject to frequent public access' are those that are closely approached by many people every day.
2. For trees in a frequently visited zone, a system for periodic, proactive checks is appropriate. This should involve a quick visual check for obvious signs that a tree is likely to be unstable and be carried out by a person with a working knowledge of trees and their defects, but who need not be an arboriculture specialist. Duty holders should ensure that any system that is put in place for managing tree safety is properly applied and monitored.
3. A short record of when an area or zone, or occasionally an individual tree, has been checked or inspected with details of any defects found and action taken should be kept.

4. A system for obtaining specialist assistance/remedial action when a check reveals defects out with the experience and knowledge of the person carrying out the check.
5. A system to enable people to report damage to trees, such as vehicle collisions, and to trigger checks following potentially damaging activities such as work by the utilities in the vicinity of trees or severe gales.
6. Occasionally a duty holder may have responsibility for trees that have serious structural faults but which they decide to retain. Where such a condition is suspected and the tree also poses a potentially serious risk because, for example, its proximity to an area of high public uses, a specific assessment for that tree and specific management measure, are likely to be appropriate.
7. Once a tree has been identified as having a structural fault that presents an elevated risk, action should be planned and taken to manage the risk. Any arboriculture work required should be carried out by a competent arboriculturist, as such work tends to present a relatively high risk to the workers involved. Duty holder should not be encouraged to fell or prune trees unnecessarily.
8. Inspection of individual trees will only be necessary where a tree is in, or adjacent to, an area of high public use, has structural faults that are likely to make it unstable, and a decision has been made to retain the tree with these faults.
9. Monitoring to ensure that the arrangements are implemented in practice.

For more detailed guidance in this area, see the Forestry Commission guidance [Hazards from Trees: A General Guide](#).

Incineration and Energy from Waste (Biomass)

Biomass is a generic term for forestry and plant material, agricultural crops, food and garden waste and the biodegradable or combustible fractions of municipal waste. It can be used as a fuel or an energy source. It can be converted into heat, electricity, liquid and gaseous fuels or feedstock for the chemical industry.

Energy can be recovered from a range of organic feedstocks (biomass) by modern processing plants to generate electricity. At the same time as diverting waste material from landfill it provides economic and environmental benefits.

Due to the technical nature of the processes and the composition of the feedstock, there are a number of additional hazards associated with these processes. In addition to general health and safety requirements consideration of the following legislation may be required:

- *Confined Spaces Regulations 1997*;
- [Control of Substances Hazardous to Health Regulations 2002 \(COSHH\)](#);
- *Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR)*;
- [Electricity at Work Regulations 1989](#);
- *Pressure Systems Safety Regulations 2000*; and
- [Supply of Machinery \(Safety\) Regulations 2008](#).

Therefore, for any incineration of waste materials, **the Trust** will:

- Carry out risk assessments;
- Carry out a risk assessment for handling and disposing of fly-ash following the incineration;
- Implement suitable control measures;
- Take precautions to prevent ash from becoming airborne and subsequently inhaled, so far as is reasonably practicable;
- Ensure that any holes are protected;
- Ensure the machinery is protected;
- Ensure suitable warning notices are in place; and
- Ensure that contractors and delivery personnel are aware of risks and know **the Trust's** control measures.

Further Guidance

- HSE: [Disposal and Energy Recovery](#)
- HSE: [Risk of Carbon Monoxide Release During the Storage of Wood Pellets](#)
- HSE: [The Health and Safety Risks and Regulatory Strategy Related to Energy Developments](#)

Workplace Health and Safety Code of Practice

See the HSE Approved Code of Practice (ACOP) [Workplace Health, Safety and Welfare: Workplace \(Health, Safety and Welfare\) Regulations 1992](#).

Equal Opportunities

In making the risk assessments and security plans the HSM, Associate Headteacher and Governing Body must have regard to the requirement to provide reasonable access for person with any disabilities to the school facilities.

Monitoring and Review

The Associate Headteacher will monitor the implementation of the policy and will report to the Governing Body. The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

APPENDIX A: RISK ASSESSMENT TEMPLATE: MOBILE CLASSROOMS

Making risk assessments in the workplace is covered by the *Management of Health and Safety Regulations 1999*. There is no law about how risk assessments should be done or recorded, although the HSE has issued [guidance](#) on these.

Although some risks cannot be prevented, you should always look to eliminate a risk where it is possible. Controlling risks that cannot be prevented should be focused on doing what is “reasonably practicable”, with the aim to protect anyone likely to come into contact with the risk. No risk is averted by the amount of writing in a risk assessment. Be brief and to the point. For guidance on using the risk assessment, see table and explanations below.

Under the *Health and Safety at Work etc. Act 1974*, employers are required to provide a safe place of work, safe access to and egress from the place of work and to ensure that measures are taken to minimise the risks to the health and safety of anyone affected by the school’s activities. The *Workplace (Health, Safety and Welfare) Regulations 1992* make further specifications, in particular that workplaces are properly ventilated, of a reasonable temperature, with windows which open easily and without endangering people, and that toilets are readily accessible. Mobile classrooms should be as safe as permanent structures.

ACTIVITIES: (What will you be doing and with whom?)	Use of a mobile classroom by staff and students			
DATE OF RISK ASSESSMENT:	Date completed:	TO BE COMPLETED	Date to be reviewed: (Max timeframe 1 year)	TO BE COMPLETED
ROLES & RESPONSIBILITIES: (Reviewer, consultees, specialist advisor, etc.)	TO BE COMPLETED			
OVERALL RISK SCORES: (For the highest risk hazard)	Untreated score:	?? x ?? = ??	Treated score:	?? x ?? = ??

What are the hazards? (List only actual hazards/issues related to planned activities)	Who might be harmed and how? (Staff, students, visitors, include vulnerable groups etc.)	What are you already doing to control/treat the risks? (Eliminate, substitute, engineering controls, administrative controls, PPE)	Treated Risk Score (Likelihood x Severity = Score, see table at end of doc)	What further action do you need to take to control/treat the risks? (Eliminate, substitute, engineering controls, administrative controls, PPE)	Who needs to carry out the action? (Staff member names or job roles)	When is the action needed by?
Fire bell cannot be heard.	Evacuation impediment and delay, serious injury and/or death	Ensure additional fire alarm bell is installed and linked to main building system.	?? x ?? = ??			
Inadequate fire extinguishers.	Unchecked fire spread, serious injury and/or death	Ensure appropriate fire extinguishers are installed.	?? x ?? = ??			
Inadequate storage space.	Cluttered areas, tripping hazard, fire hazard.	Store bulk of equipment in main school. Ensure that escape routes do not become obstructed.	?? x ?? = ??			
Space underneath unit.	Fire risk, pest infestations.	Prevent access to the space beneath the unit.	?? x ?? = ??			
Combustibles allowed to	Fire risk.	Do not allow combustibles to be stored in space below.	?? x ?? = ??			

What are the hazards? (List only actual hazards/issues related to planned activities)	Who might be harmed and how? (Staff, students, visitors, include vulnerable groups etc.)	What are you already doing to control/treat the risks? (Eliminate, substitute, engineering controls, administrative controls, PPE)	Treated Risk Score (Likelihood x Severity = Score, see table at end of doc)	What further action do you need to take to control/treat the risks? (Eliminate, substitute, engineering controls, administrative controls, PPE)	Who needs to carry out the action? (Staff member names or job roles)	When is the action needed by?
accumulate in space below unit.		Conduct daily checks.				
Windows do not open easily.	Lack of temperature control	If windows cannot be opened, ensure that the room is ventilated by other means.	?? x ?? = ??			
Toilet facilities are distant/children have to cross unsafe areas unaccompanied.	Bullying, lost, isolated accident	Ensure that children will never be unaccompanied in unsafe areas.				
Movement of staff and students.	Trips and slips	Ensure that pathways to and between mobile classrooms are safe.	?? x ?? = ??			
Responsible person name:		Signature:			Date:	
SLT name:		Signature:			Date:	

For each hazard please rate the **Risk Impact** and the **Risk Likelihood** using the below table remaining after control measures currently in place are taken into account.
Calculate **overall risk scores** based on an assessment of the treated/untreated scores for the highest risk hazard.

Risk Impact	Total Risk calculation	Likelihood and Impact are multiplied to form the risk score with control measures in place.		
	1: No injury/minor property damage			
	2: Minor injuries/major property damage	2	4	6
	3: Major injuries/fatality	3	6	9

Risk Likelihood

Unlikely means once in more than 100 years or less often

Neither Likely nor unlikely means less often than once in 10 years but more often than once in 100 years.

Likely means once in 10 years or more often

Risk Rating Calculation: **Total Risk = Remaining Risk Impact X Remaining Risk Likelihood**

A **Total Risk** score of **1-2** should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A **Total Risk** score of **3-4** should mean you proceed with caution, reconsider control measures, method or even necessity of activity before undertaking it.

A **Total Risk** score of **6-9** should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

Please Also Note

All risk assessments should be approved and signed by SLT/line management as appropriate.

Stairs, Landings and Lifts

Stairs and Landings

Falls down stairwells are a major risk to students and staff where there are multiple floors. To minimise the risk, staff must ensure good discipline in these areas, making sure that students do not run or play about on stairs and landings. Staff should also ensure that stairs and landings are free from obstruction and report any obstruction that they cannot deal with to the HSM.

The guardrails on the stairs and landings must meet the safety requirements of the [Building Regulations 2010 Part K](#). Where there is a reasonably foreseeable risk of staff, visitors, contractors or pupils falling as a result of a change in level on our premises, a risk assessment will be conducted and any reasonably practicable control measures implemented as a result. Where staff or contractors undertake specific activities that are deemed to be 'working at height', these will be subject to a separate risk assessment in accordance with the Trust's Working at Height Policy.

For the safety of sight impaired students the forward edge of treads should be marked in yellow (or some other colour contrast) to enable sight impaired persons to see the edges and to avoid slips. In addition, stairwells should carry arrow signs denoting which is 'up' and which is 'down'.

Lifts

Use

Lifts provided for use by staff, pupils and visitors are subject to the *Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)*. Under the Regulations, there is a requirement that passenger lifts should have statutory examinations by a competent person every six months. This is in addition to any planned preventative maintenance. Escalators are covered by Regulation 19 of the *Workplace (Health, Safety and Welfare) Regulations 1992*.

The Trust policy is that the use of each lift will be clearly signed next to the lift entrances. Prescribed loads and numbers of persons allowed in the lift will also be clearly displayed and enforced.

Maintenance

The lift(s) will be maintained by competent persons on contract to the Trust. The maintenance schedule and content will follow the manufacturer's instructions and guidance. The advice and guidance of the maintenance contractor will be followed.

Any in-school maintenance that is recommended and accepted may only be done by trained school staff.

The responsible person is the Facilities Manager.

Stress in the Workplace

Policy Statement

The Trust recognises that stress in the workplace can have a significant effect on employees' wellbeing and their job performance and that effective management of stress can benefit staff wellbeing, performance, absence, recruitment/retention and management/employee relationships. The Trust is committed to meeting its legal obligations to carry out risk assessments for work related stress and take action to raise awareness of and prevent staff experiencing stress related illness because of their work. It is also the Trust's policy to comply with its legal obligations and apply best practice in the management of employees suffering from workplace related stress.

Stress and its Causes

Stress is defined as the 'adverse reaction people have to excessive pressures or other types of demand placed on them'. Most staff benefit from a certain amount of pressure in their work. It can keep them motivated and give a sense of ambition. However, when there is too much pressure placed on them, they can become overloaded. Stress can affect the health of staff, reduce their productivity and lead to performance issues.

Stress is not an illness, but the psychological impact can lead to conditions such as anxiety and depression. Stress, anxiety and depression can also increase the risk of conditions like heart disease, back pain, gastrointestinal illnesses or skin conditions.

There can be a variety of causes of stress, for example, financial problems, difficulties in personal relationships, bereavement or moving house can all cause stress. Research has found that the most common causes of stress in the workplace reported by employees are:

- Workload – the amount or type of work expected of an employee.
- The way they are managed – how clearly their role is defined, the amount of control they have over how and when they carry out their work, the support they receive from their manager, and the quality of their working relationships and how change is managed.
- Their work-life balance.

Indications that an employee may be suffering stress include:

- Changes in the person's usual behaviour, mood or how they interact with colleagues
- Changes in the standard of their work or focus on tasks
- Appearing tired, anxious or withdrawn and reduced interest in tasks they previously enjoyed
- Changes in appetite and/or increase in smoking and drinking alcohol
- An increase in sickness absences and/or turning up late to work.

Measures to Raise Awareness of and Reduce Work Related Stress

The Trust will include basic stress awareness in the regular training received by managers and staff.

The Trust will monitor workplace stress through exit questionnaires, which include questions about levels of stress, and sickness absence reporting which includes stress-related absence

as a category. Reports summarising exit questionnaire responses and sickness absence are reviewed by Trust Directors annually.

If monitoring or a risk assessment identifies areas where the organisation is performing poorly or in a way that causes employees stress, the Trust will work with staff, through the Health & Safety Committees to agree realistic and practical ways to tackle it. An action plan will be drawn up which will include clear actions, responsibilities and timescales. Once completed the matter will be reviewed to ensure the issue has been satisfactorily resolved.

Managing an Employee Suffering from Stress

Managers and staff will be encouraged to talk to each other about stress and mental ill health. Employees who think they may be experiencing stress are encouraged to talk to their manager. Managers approached by an employee or concerned that a team member may be experiencing stress should talk to them sensitively, taking advice from the HR team if required. Conversations should be held in private and free from disturbance. Managers should listen carefully and patiently to the employees concerns, keep an open mind and try to identify causes and potential solutions. If the relationship between the employee and manager is the cause of the stress then HR or a more senior manager should be involved. Employees maybe accompanied to meetings by a work colleague or union representative.

Where it is possible to identify a work-related problem, a manager (in discussion with the team member) should consider what support or changes would rectify the situation. They could be temporary or permanent. Usually small, simple changes to working arrangements or responsibilities will help ease pressures affecting the team member. Some changes may require approval at a higher level. If this is the case then the timescale for the decision and full feedback on reasons if approval is not given should be provided to the employee.

Managers should monitor the member of staff experiencing stress to ensure everything reasonable has been done to reduce the stress.

All Trust staff have access to confidential counselling through Workplace Options. This is publicised and is available on a self-referral basis or via the HR Manager. The Trust supports engagement by staff in social and fitness activities by providing free or subsidised access to facilities and coordination of social events.

More Information

This policy draws on material produced by ACAS. More details about stress and its management can be found on the ACAS website here:

<https://archive.acas.org.uk/index.aspx?articleid=6062>

Sun Protection

Introduction

The Trust wishes pupils to enjoy the sun safely. The school also has a duty of care to ensure that sun protection is provided whilst pupils are on school premises during school hours or undertaking school activities due to the significant risks and potential long term damage.

Malignant melanoma cases are increasing at a highly significant and worrying rate. Malignant melanoma is the most serious form of skin cancer and these cases are mainly due to overexposure to ultraviolet radiation from the sun. Young people's skin is particularly vulnerable to damage from the sun and unfortunately over exposure to UV rays can lead to skin cancer later in life.

Cancer Research UK reminds schools that:

"Schools have a responsibility to ensure that pupils are protected from overexposure to UV rays from the sun and the National Institute for Clinical Excellence (NICE) guidelines for skin cancer prevention (2011) recommend that schools "develop, implement and monitor a specially tailored policy to ensure people are protected as much as possible"."

Students and Staff

The Trust also has a duty of care to ensure that sun protection is provided whilst students are on school premises during school hours or undertaking school activities, not just during break times. All staff will also follow this policy for their own protection.

There is a shared responsibility between the school and parents/carers to protect students that the latter must acknowledge and accept.

Education

The Trust will:

- Educate pupils appropriately through the curriculum about the cause of skin cancer and how to protect their skin; at least one PSHE sun protection lesson per academic year will be given;
- Educate pupils appropriately to wear clothes that provide good sun protection, and use sunscreens where appropriate;
- Talk about sun protection regularly in assemblies and tutor periods within the summer term;
- Ensure that parents are aware of this policy and are involved in providing sun protection for their children at home and how they can help at school (especially on visits);
- Ensure that all staff, particularly those supervising breaks, are aware of and follow the school's policy and guidelines with regard to sun protection; and
- Teachers and all staff will receive training and information on sun safety and encourage the children with regard to wearing sunscreen and protective clothing by leading by example, for instance the wearing of hats when teaching outdoors or on playground duty.

Protection

As far as reasonably practicable the Trust will protect its students from the dangers of exposure to the sun.

Exposure to ultraviolet radiation is a major contributory factor in the development of skin cancer and ultraviolet radiation comes from both direct sunlight and 'skylight' as it is scattered

in the atmosphere. High levels of radiation are received in wide open areas, such as school playing fields, even on a cloudy day.

During the summer term pupils are at a higher risk of sun burn as the sun is at its most fierce from 11am until 3pm which is within the time the pupils are in the care of staff at school.

The Trust will use nationally recognised weather websites to gain specific daily guidance and regular reminders should be made in assemblies and tutor periods on the need for sun protection.

Posters will be displayed around the school highlighting the need for application of sun lotions, hats, the use of shaded areas and drinking plenty of fluids, especially water.

Shaded Areas

Regarding shaded areas the Trust will:

- Determine what shade is available;
- Timetable the use of shaded areas and plan any future building works with this in mind;
- Assess how long children currently spend outside during the middle of the day and plan any lessons accordingly;
- Hold outdoor activities in areas of shade whenever possible and encourage students to use shady areas during breaks, lunchtimes, sports and trips;
- Consider whether any future fund raising is needed, e.g. to purchase sun canopies etc.; and
- Include the use of shaded areas in any sun safety talks given to the students and discourage sunbathing.

Sunscreen

Sunscreen should be used for covering exposed areas of skin and Cancer Research UK recommend that a sunscreen with a minimum SPF of 15+ which protects from both UVA and UVB rays is used and applied adequately and regularly.

Parents/carers will be made aware (by letters sent home) of the need to provide and encourage the use of sunscreen.

If a student is allergic to sunscreen, parents/carers must notify the school about this in writing immediately. Parents/carers have the option of providing a hypoallergenic sunscreen for their children.

The Trust will not to provide spare sunscreen and may require pupils who do not have a sunscreen to stay in the shade on very hot days.

For the application of sunscreen please see your age specific area of advice below.

Protective Clothing

When pupils are outside they will be required to wear sunhats (provided by parents/carers).

The Trust will send letters to parents/carers stating that a wide brimmed hat/cap with neck protection etc. (legionnaire style) to cover face, ears and neck should be provided. The school will advise that cords on sun hats should be avoided due to the risk of strangulation.

The Trust will include this item as part of the School Uniform Policy.

Secondary Schools

In addition to the above, Trust secondary schools will:

- Encourage students to wear wide brimmed hats or legionnaire caps (without the use of ties) and spare hats will be available for those children who forget their own;
- Encourage students to wear tops that cover their shoulders;
- Send letters home to parents/carers asking for parental permission for appropriate staff to supervise application of sunscreen; and
- The school will ask parents/carers to provide sunscreen clearly labelled with the child's name.

Carers/staff will also adhere to the above to reinforce role modelling.

Trespassers

General

Trust premises are private property, and while visitors are welcome, people do not have an automatic right to enter. Parents have an 'implied licence' to come on to the school premises at certain times, such as for appointments, to attend a school event or to drop off or pick up younger pupils.

The Governing Body has a duty to ensure the safety of everyone on the school premises. This policy sets out the guidance to staff on the procedures for dealing with trespassers and troublemakers.

Aims

The Trust aims to:

- Maintain the security of the site;
- Have strategies in place to respond quickly and positively to any threat to the safety of staff and pupils; and
- Ensure that the staff have appropriate training and support.

Security

The Trust will:

- Ensure that the site is made secure as far as is reasonably practicable;
- Ensure that staff and pupils are briefed on security aspects; and
- Ensure that parents are informed of the security systems and procedures for keeping pupils safe.

The Trust will determine appropriate security systems.

Trespassers

The most common problems facing the school may be:

- Occasional abusive behaviour from parents;
- Occasional incursions into the school by outsiders, including former pupils;
- Former pupils and others waiting outside the gates at the end of the day; and
- Occasional vandalism during and outside school hours.

Contact with the Police

- Regular contacts will be maintained with the police over security arrangements and crime prevention; and
- When calling the police in an emergency, the caller must give clear and sufficient information to allow the police to make a judgement about the scale of their response.

Routine Security

- Signs at school entrances make clear that visitors should report to reception;
- Further signs point the way to reception; and
- At reception, all visitors must sign in and receive the school's security badge, which they must wear at all times in the school.

Dealing with Trespassers

- A visitor on the school premises not wearing a badge should be politely challenged by any member of staff and accompanied to reception. If they refuse, the member of staff should inform the Associate Headteacher (or other named person with delegated authority), or if they are concerned for their own safety or for others, should call for help or the police in extreme cases;
- At reception, a member of staff will ask the stranger the purpose of the visit, ask them to sign in and issue a badge;
- If the member of staff has any suspicion about the stranger, they must inform the Associate Headteacher (or other named person with delegated authority) immediately and ask the stranger to remain in the reception area;
- If the stranger ignores the instruction, the Associate Headteacher (or person with delegated authority) must be notified immediately;
- If a stranger is abusive or a nuisance in any way in the school, then the member of staff must not take direct action, but must send for help, or inform the Associate Headteacher (or named other) as soon as this is possible (staff must never put their own safety at risk); and
- If a person is on the school premises without legal permission and is causing or permitting a nuisance or disturbance, they are committing a criminal offence under section 547 of the *Education Act 1996*. If the Trust has reasonable grounds to suspect that someone has committed an offence, the individual will be removed from the premises by a police officer or a person authorised by Associate Headteacher (usually a member of the Facilities Staff).

Where There are Weapons

Intruders:

- If staff suspect an offensive weapon is on site they must immediately inform the Associate Headteacher, or call the police if they believe there is imminent danger ;
- The Associate Headteacher will always call the police if the suspect is not a registered pupil, or where an incident involving a pupil takes place outside the school premises; and
- The person will be kept under close surveillance while the police are awaited. The Associate Headteacher will decide whether to initiate the lockdown procedure.

Pupils:

- The Associate Headteacher of each school and staff authorised by them have a statutory power to search pupils or their possessions **without consent** for knives, weapons, alcohol, illegal drugs, stolen property, tobacco and cigarette papers, fireworks, pornographic images, items banned by the school and any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence or cause personal injury to, or damage to the property of, any person (including the pupil in question);
- Only authorised staff will search pupils. Staff will be of the same sex as the pupil being searched and there will be another staff member present to act as a witness of the search. Preferably, the witness should also be of the same sex as the pupil;

- Staff will never ask a pupil to remove any clothing other than outer clothing. Searching of pupils by staff will never involve an intimate search. Searching without consent by staff will only ever involve removal of outer clothing and searching of pockets, but never further than that. Only those with more extensive powers, such as a police officer, will have the right to conduct a more thorough search;
- The **only** occasion in which a staff member of the opposite sex to the pupil will search a pupil and without a witness present is when the member of staff believes there is a risk of serious harm to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff;
- If the pupil refuses to co-operate and staff reasonably suspect they are a danger to themselves or others, the member of staff should notify the Associate Headteacher (or person with delegated authority), who should call the police and the search should be carried out by the police;
- The Associate Headteacher will determine what action to take with confiscated property; and
- At all times the suspect pupil must be kept away from other pupils, unless this is not possible owing to the circumstances.

See the school's Searching and Confiscating Policy for full procedures.

Barring Individuals from the School Premises

The Trust has the power to, and will, bar an individual from the premises if they feel that their aggressive, abusive or insulting behaviour or language is a risk to staff or pupils. It's enough for a member of staff or a pupil to feel threatened. The Trust will inform an individual that they've been barred, or of the intention to bar them, in writing.

The individual will be allowed to present their side. The Trust will either:

- Bar an individual temporarily, until the individual has had the opportunity to formally present their side; or
- Tell them they intend to bar them and invite them to present their side by a set deadline.

Once the individual's side has been heard, the Trust will decide whether to continue with barring them. The decision will be reviewed within a reasonable time, decided by the school.

Reporting and Recording

- Staff must record all incidents in the school incident log, kept in the school office and stored on the health and safety management system;
- The log will be inspected by the HSM at regular intervals and any necessary action taken;
- The HSM will report annually to the Associate Headteacher on the working of the policy and when any incident has taken place;
- The Associate Headteacher will report issues and actions taken to the Governing Body; and
- Issues will also be discussed by the (appropriate committee) of the Governing Body at periodic intervals. This committee may inspect the log as necessary.

Equal Opportunities

The Trust and the Governing Body will take into account the equal opportunities policies when making, reviewing and implementing this policy.

Visitors Policy

The Trust is responsible for the health, safety and security of visitors while on site and for ensuring that visitors do not represent a significant risk to the school community.

Visitors to all school sites during times when pupils are on site, except for designated public events, must 'sign in' and 'sign out' to facilitate effective roll call in an emergency and must wear an approved identification badge at all times. When signing out, visitors with a school visitor ID badge will be required to return it. The requirement for visitors to sign in and out includes parents, official visitors, short-term supply staff, assured contractors, other contractors, volunteers, PTFA, governors /directors and infrequent (less than weekly) or irregular staff visitors. The staff of Assured Contractors (such as cleaning and catering staff) may be permitted to sign in and out using their own log but must provide the Commissioning Manager and Reception with access to it. All other visitors must sign in and out at Reception. Standard school visitor badges, making clear whether the visitor is required to be escorted, are approved. IDs of Assured Contractor Staff that show the person's name and the company they work for are also approved.

All visitors to the Trust will be given appropriate fire/emergency instructions when they arrive on site, under arrangements determined by the school and in line with the Fire Safety Policy.

In the event of out of hours meetings or events, the person organising and in control of the meeting or other activity involving the visitor will be responsible for all visitors during that time and for ensuring that the school's safety and security arrangements are observed.

The organiser must inform the HSM via the school's usual procedures, so that the HSM can ensure that all the relevant people are informed, and the appropriate safety and security arrangements are put in place.

All visitors to school premises during times when pupils are still on site, except for designated public events, must be accompanied at all times, unless the visitor is a member of staff or the staff of a contractor that has carried out a DBS enhanced disclosure and barred list screening and provides the Commissioning Manager and Reception with an up-to-date list of those of its staff who have been checked. These employers are called Assured Contractors. At times when pupils are not on site, visitors/workmen/contractors/maintenance personnel will be allowed free access to relevant parts of the premises but are required to display approved ID.

Visitors (of any type) to the school may be required to leave the site at any time at the request of a member of the senior leadership team. or the senior member of the Facilities Management Team on site.

Voice Care

Introduction

The Trust has a responsibility for caring for the health and safety of employees.

Evidence shows that teachers are particularly at risk of developing voice problems. The government publication [*Fitness to Teach 2000*](#) refers to teachers being at risk of suffering voice disorders because of work.

Female voices are more vulnerable and some subjects, e.g. Physical Education, Music and Technology are more risk to the voice than others.

Environmental factors can contribute to voice strain. In schools these can include:

- Class size;
- Class layout and design;
- Noise;
- Acoustics;
- Chalk dust, fumes, irritants; and
- Uncomfortable temperature, poor ventilation.

Research also indicates that as the voice influences the listener's reaction, the teacher's voice quality can affect student learning.

The most common voice misuse is strained loud voice and also excessive throat clearing. The usual symptoms of voice problems are:

- Throat pain when speaking or swallowing;
- Sore throat in the morning which disappears when the voice 'warms up';
- Hoarse, tired voice in the evening;
- Increase in mucus; and
- Rapidly changing pitch or loss of control of voice.

Aim

The Trust aims to ensure that appropriate steps are taken to minimise the risks to employees' voices.

Responsibilities

The Trust recognises that under the *Health and Safety at Work etc. Act 1974*, employers must do all that is reasonably practicable to safeguard the health, safety and welfare of their employees at work. This includes providing health and safety information, instruction and training and providing a safe working environment without risks to health.

The Trust will determine and review policies that avoid or minimise risks to employees' voices.

Associate Headteacher

The Associate Headteacher will have policies in place to:

- Make risk assessments on voice care;
- Give information and guidance to employees;
- Train relevant staff with responsibilities for staff welfare;
- Monitor the support given;

- Refer appropriate cases to the occupational health service;
- Seek advice if problems are encountered or complaints received; and
- Report any cases to the Governing Body.

Health and Safety Manager (HSM)

The HSM will be responsible for:

- Liaising with the Associate Headteacher in making risk assessments and determining local procedures;
- Providing relevant information and support to staff;
- Providing appropriate training;
- Keeping a log of cases or requests for help on the health and safety system;
- Logging progress and outcomes on the health and safety system;
- Monitoring the implementation; and
- Creating a termly report to the Associate Headteacher.

Method

The Trust will take appropriate steps to minimise the risks to employees' voices.

The Trust will make risk assessments and determine appropriate controls to minimise damage to employees' voices.

The HSM will work with departments to establish strategies for identifying, assessing and controlling damage to voices.

Employees will be encouraged to seek medical help if there is:

- Persistent hoarseness for more than two to three weeks;
- Regular hoarseness or voice loss;
- Significant voice quality changes;
- Constant vocal fatigue; and
- Difficulty or pain when swallowing.

Voice Care Tips and Guidance

Advice on preventing voice damage:

- Warm up the voice before prolonged use wherever possible;
- Drink plenty of water, small amounts regularly;
- Ensure that the environment is well humidified and, where possible, reduce any background noise;
- Relax the shoulders and neck;
- Breathe from the diaphragm and be aware of posture when speaking; and
- Avoid smoking, very hot foods which can cause dehydration, shouting or raising vocal volume or pitch for prolonged periods.

Seven tips for speaking to any group of listeners:

- Plan attention-getting routines;
- Feel secure, let the territory you stand on be yours;

- Find opportunities for ease, poise and stillness in addressing your listeners;
- Use the visual message of your body language;
- Consider how your tone of voice creates relationships;
- Use muscular energy in key words instead of loudness; and
- Allow pause and silence to strengthen your meaning

The British Voice Association work to promote the field of voice and are devoted to people with voice problems. They have multiple voice care articles which you can find [here](#).

Waste Management

Aims

The Trust aims to minimise the waste it produces and actively promotes to all staff and students the importance of reducing, reusing and recycling waste. Where this is not possible, all waste will be safely stored and disposed of.

Responsibilities

The Facilities Manager for each site will be responsible to the Health and Safety Manager (HSM) for collecting, safe storage and disposing of waste in the Trust.

All staff are responsible for:

- Arranging to clear up spillages which occur whilst they are in charge of the area concerned, if safe to do so, in line with the Trust's COSHH Policy and Cleaning and Caretaking Policy;
- Reporting accumulation of waste, or large items of waste that require special attention, to the Site Manager who will arrange for its removal and disposal; and
- Reporting other spillages or leaks to the Site Manager, who will arrange for them to be dealt with in line with the Trust's COSHH Policy and Cleaning and Caretaking Policy.

The Trust and the Governing Body are aware of the regulations applying to waste management. For example, but not limited to; the *Controlled Waste (England and Wales) (Amendment) Regulations 2012*, the *Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002)*, the *Control of Asbestos Regulations 2012* and the *Waste Electric and Electronic Equipment (WEEE) Regulations 2013*. See also the HSE's advice on [treatment of WEEE](#).

Reduce

The Trust will make every effort to reduce the waste produced. Paper takes up a large percentage of waste in schools across the UK. To avoid this in the Trust, all staff will avoid unnecessary or excessive photocopying and printing and will use double sided printing options where this is practical. Students will be encouraged by staff to do the same.

Re-use

The Trust will re-use materials where possible. For example, scrap paper and card will be kept for future note taking and projects.

Recycle

As well as general waste bins, the Trust provides recycling bins across the premises. There are instructions on all bins or on posters accompanying the bins that clearly display what can and can't be recycled.

Hazardous Materials

See the Trust's COSHH Policy and the *Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002)*.

Hazardous materials or substances require special procedures for disposal. The HSM is responsible for determining and maintaining procedures for safe disposal of hazardous materials and substances via a registered contractor.

All 'sharps' finds should be reported to the Site Manager who will arrange for their collection, storage and disposal.

The **HSM** will monitor the procedures and determine whether changes are necessary.

Work Equipment Policy

Introduction

All staff and contractors at the Trust will be trained in the operation of machinery and equipment specific to their function. Relevant information will be supplied and appropriate supervision provided.

Employees of the Trust are required to use all equipment correctly and in accordance with their training and the manufacturers' recommendations. Suitable records must be kept. These will be retained on the health and safety management system.

Responsibilities

Governing Body

The Governing Body is responsible for:

- Ensuring that appropriate policies and procedures are in place; and
- Considering the Associate Headteacher's report annually.

Associate Headteacher

The Associate Headteacher is responsible for:

- Determining policies and procedures for the proper maintenance and use of all work equipment in the Trust;
- Ensuring that the relevant staff are appropriately trained; and
- Reporting to the Governing Body.

HSM

The HSM is responsible for:

- Implementing the policy and procedures;
- Ensuring that relevant staff are appropriately trained;
- Ensuring that appropriate equipment is purchased;
- Ensuring that work equipment is properly maintained;
- Ensuring that appropriate records are kept; and
- Reporting to the Associate Headteacher.

Maintenance by Staff

Members of staff of the Trust will:

- **NEVER** remove, make inoperative or reduce the effectiveness of any equipment or machinery guard; and
- **NEVER** operate any equipment or machinery when it is functioning improperly or at any time when its use would be hazardous. Such equipment will be taken out of commission until repair or replacement is effected.

Staff using equipment will ensure that:

- It is maintained in an efficient state, in efficient working order and in good repair; and
- Suitable records of equipment and maintenance will be kept.

Monitoring and Review

The Associate Headteacher will monitor the implementation of the policy and will report to the Governing Body.

The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Appendix A: Example of a Termly/Annual Workshop/Laboratory Inspection Checklist

WORKSHOP/ LABORATORY/AREA INSPECTED:	
NAME OF INSPECTOR:	
DATE OF INSPECTION:	

CHECKLIST	Y / N / N/A	ACTION
Risk Assessments		
<ul style="list-style-type: none"> Have previous risk assessments/controls been scrutinised? Have risk assessments been made for each machine and each type of experiment/activity in the department? (e.g. CLEAPPS Hazard Cards) Have control measures been put in place where identified? Have the risk assessments and controls been checked during the year? Have all staff been trained to carry out relevant risk management? Have all relevant staff understood the safety requirements in the area? Have the training records been kept up-to-date? 		
Machines and Equipment		
<ul style="list-style-type: none"> Has maintenance been carried out on each machine according to manufacturer's instructions? Do all emergency stops operate effectively and bring machinery to a stop within an appropriate timescale? Are all required guards in place on each machine? Are the machines/equipment clean? Are moving parts properly lubricated? Has fixed electrical equipment been checked as required? Are portable power tools tested and inspected regularly? 		

CHECKLIST	Y / N / N/A	ACTION
<ul style="list-style-type: none"> Have PATs been carried out and recorded? Are arrangements in place for checking and cleaning equipment? 		
Workshop/Laboratory		
<ul style="list-style-type: none"> Are safety and emergency evacuation notices visible in each room? Does the emergency power isolation for the workshop/laboratory work? Do the gas isolation controls for the workshops/laboratories work? Is there a system in place for ensuring that power is isolated and locked off when the rooms are not in use? Are the cables and conduits checked regularly? Are floors, doors and gangways kept clear and free from obstructions? Are floor surfaces of a non-slip surface? Are hand tools and movable equipment stored securely and safely so that any missing item would be easily spotted? Are flammable materials stored securely in a locked metal cupboard? Is there a system for the control of substances hazardous to health (COSHH) in place? Are the workshops/laboratories and classrooms cleaned at the end of each day? 		
Personal Protective Equipment (PPE)		
<ul style="list-style-type: none"> Is there a PPE Policy known to all staff and pupils? Are safety goggles easily available for use? Are the safety goggles kept clean and in good condition? Are dust masks available easily? Are all dust masks kept clean and in good condition? Are ear defenders available for use as needed? Are the ear defenders stored appropriately and kept clean? 		

CHECKLIST	Y / N / N/A	ACTION
<ul style="list-style-type: none"> Does all the PPE meet the relevant British Safety standard as specified in the relevant risk assessments? 		
Local Exhaust Ventilation (LEV) or Fume Cupboard		
<ul style="list-style-type: none"> Have the LEV systems been tested by a competent contractor within the last 14 months? Are the filters on any dust extraction systems cleaned weekly? Are all visible ducts regularly checked to ensure that slivers or chips of wood are not obstructing? Are the collection bags regularly emptied? (overalls and dust mask to FFP2 standard must be worn during this task. Wood dust must be disposed of in a sealed bag, not tipped loosely in to a dustbin) Has the fume cupboard been tested? 		
Accidents/Incidents		
<ul style="list-style-type: none"> Is there a system for reporting accidents and incidents and following up accidents and incidents? Do all staff know the system? Is the accident/incident record analysed by staff termly? Do staff know the RIDDOR requirements? 		

Working at Height Policy

Introduction

Working at height is a school-wide activity carried out daily by both our employees of the Trust and the contractors that we engage. Falls from height remain one of the single biggest causes of workplace death and one of the main causes of major injury.

The risk of falls from high places is generally obvious and the need for mitigation is easily recognised. However, low falls from places such as kick stools, fixed or mobile steps, step ladders and ladders are not so easily recognised.

This policy is intended to help our staff to meet the general duties imposed by safety regulations relevant to working at height and to help adopt a safe and proportionate approach to controlling the risk.

Scope

This policy applies to all work at height carried out on our property that has not been classified a restricted high place.

Definitions

- **Working at height** is defined as any work undertaken at any place above, at or below ground level from which a person could fall a distance liable to cause personal injury. It includes gaining access to, or egress from, such a place except by a staircase in a permanent workplace.
- **Fragile surface** means any surface, which would be liable to fail in any reasonably foreseeable loading were applied to it.
- **Collective protection:** devices employed to prevent persons falling from height without the use of individual personal protective equipment. Examples being guard rails, fencing and physical barriers and edge protection.
- **Ladder:** unless stated otherwise, throughout this policy, the term ladder includes fixed portable and step ladder.
- **Competent person:** an individual is deemed competent, by virtue of their training, knowledge, experience and other qualities.

Responsibilities

The Health and Safety Manager (HSM) has the following duties:

- To ensure that all work at height activities are risk assessed;
- To ensure that all work at height is properly planned, including the planning for emergencies and rescue, appropriately supervised and carried out in a manner which is, so far as is reasonably practicable, safe;
- To ensure that all equipment used in connection with working at height is maintained and inspected by competent persons in accordance with the manufacturer's instructions and publications; and
- To ensure that no person engages in any activity, including organisation, planning and supervision, in relation to working at height or work equipment for use in such work unless he is competent to do so or, if being trained, is being supervised by a competent person.

The Trust has appointed Handsam to assist the HSM to fulfil their duties and be compliant with current legislation.

Employees

All of our employees have the following duties:

- To report to their line manager, any activity or defect in respect to working at height that they believe is likely to endanger themselves, others, equipment or property;
- Not to climb on furniture or equipment not designed for the purpose in order to open or close windows or carry out other hazardous activities at height but to ask for help from someone with the correct training and equipment.
- To use any work equipment or safety device provided for working at height, in accordance with any training and/or instructions received; and
- To alert their line manager if any training is required.

Risk Assessment

Working at height covers a multitude of work activities, the majority of which do not pose a significant risk. There are, however, situations where working at height does pose a significant risk and at the Trust we want to control the risk proportionately.

All persons carrying out risk assessments must be appropriately trained and that training logged.

It is important to identify and assess all possible fall risks in the work environment and avoid or minimise them by using the following hierarchy:

- Elimination;
- Substitution (modifying practices, machinery, relocating gauges, controls, etc.);
- Control measures (collective protection); and
- Control measures (personal protection equipment (PPE)).

A risk assessment shall identify the measures that need to be adopted to avoid or reduce the risk of injury. Where possible, work should be undertaken at a safe level to minimise the risk, if this is not possible, the following factors will need to be considered:

- Working at height is properly planned and appropriately supervised;
- Employees must be physically capable and deemed competent to carry out the work;
- Ensure working at height is practicably safe by assessing the type of work to be performed, its duration, frequency and any hazards involved in the work process;
- Recognise available guidelines to the work process, e.g. manufacturers operating instructions, method statements and all safe systems of work;
- Safe access and egress to the workplace;
- The location of the work and whether it presents any additional risks, e.g. is it near moving machinery, passing traffic or in an area exposed to high winds;
- If the work could be hazardous to others not associated with the activity (falling objects);
- If the work be affected by other work going on in the same area;
- The condition and stability of the work surface and whether it may be uneven, unstable, slippery or fragile;
- Possible effects of weather (temperature, wind speeds, or lightning risk);
- Correct selection of work equipment and control measures (collective protection measures should be considered before the use of work at height personal protection equipment); and
- Implementation of a safe system of work.

The risk assessment should be used to prioritise resources and identify existing controls and any further precautions required. Employees are to be made aware of any hazards found in the risk assessment, particularly the working at height elements of the activity. Identify the level of supervision required, which will depend on several factors including the level of risk

of injury and the complexity of the work. Factors will also include the scale, training, experience and competence of employees and the numbers involved. The risk assessment must be regularly reviewed to ensure that measures taken are effective against existing and new risks.

Guidance on the Use of Portable Ladders and Stepladders

Background

The use of temporary ladders as a means of access and egress to high workplaces and as a working platform is widespread throughout the Trust. Their use in the workplace has often come about through custom and practice and is often unsupervised without much thought being given to their suitability or to alternative, safer, equipment.

Nationally, about a third of reported falls from height at work involve ladders and stepladders, accounting for 14 fatalities and 1200 major injuries, on average, each year.

Factors in determining whether the use of a ladder can be justified include:

- The frequency of the activity;
- The duration of the task;
- The working at height activity (is the ladder going to be used for access and egress or is it going to be used as a working platform); and
- Does the working at height activity require tools or heavy, awkward shaped objects. If so how much do they weigh and can a person climbing carry them safely?

Control Measures

Once the decision to utilise other work equipment has been eliminated, the use of a ladder will require risk assessing and control measures put in place. Listed below are control measures associated with the use of ladders (this list is not exhaustive).

Any surface upon which a ladder rests must be stable, firm, of sufficient strength and of suitable composition to support the ladder safely, so that its rungs or steps remain horizontal.

Position the ladder to ensure its stability during use.

A suspended ladder (e.g. a portable ladder, secured to a structure where the foot of the ladder is not in contact with a stable base) must be attached in a secure manner so that it cannot be displaced and any swinging movement is prevented (this does not apply to a flexible ladder).

A portable ladder shall be prevented from slipping during use by:

- Securing the stiles at or near their upper or lower ends;
- Effective anti-slip or other effective stability device; or
- Any other arrangement of equivalent effectiveness.

Ladders used for access must be long enough to protrude sufficiently above the place of landing to which it provides access, unless other measures have been taken to ensure a firm handhold.

Interlocking or extension ladders must be used in such a way that their sections are prevented from moving relative to each other while in use.

Where a ladder or run of ladders rises a vertical distance of nine metres or more above its base, there shall, where reasonably practicable, be provided at suitable intervals sufficient safe landing areas or rest platforms.

Ladders shall be used in such a way that a secure handhold and secure support are always available to the user. The user can maintain a safe handhold when carrying a load unless, in the case of a step ladder, the maintenance of a handhold is not practicable when a load is

carried and a risk assessment has demonstrated that the use of a stepladder is justified because of:

- The low risk; and:
- The short duration of use.

All ladders are to be subjected to a maintenance and inspection regime carried out by a competent person.

General guidance:

- Ladders must only be used by persons competent to do so;
- Ladders should not be painted (painting can mask defects);
- Ensure that ladders are not overloaded;
- Ensure that only one person is on a ladder at one time;
- Ensure that the ladder is not so long and flexible that sway and vibration could cause a loss of balance;
- Ensure that the type of ladder is suitable for the location and task (leaning or stepladder);
- Ensure that where a ladder could be struck by vehicles they are protected (barriers cones etc.);
- Prevent pedestrians walking under a ladder or being struck by falling objects by the use of protective barriers, cones etc.;
- Ensure that the opening of doors or windows will not interfere with a ladder being currently used;
- Ensure that overhead or adjacent power lines that the ladder user could touch or fall into (should the ladder topple) are isolated;
- Always use a non-conductive ladder for necessary live electrical work;
- Ensure that measures are put in place to prevent unauthorised use by members of the public or other workers;
- Ensure that ladders are not stood on movable objects, such as pallets, bricks, tower scaffolds, excavator buckets or vans; and
- Ensure that personnel are wearing appropriate PPE as required.

Leaning Ladders

- Ensure that the ladder is at the correct angle of 75° (one unit out for every four units up);
- Ensure that ladders do not rest against weak upper surfaces (gutters, glazing etc.);
- Ensure that users do not use the top three rungs of a ladder; and
- Ensure that ladders are not used horizontally (bridging gaps).

Stepladders

- Personnel should (wherever possible) not carry out work (such as drilling through brick or concrete) that will impose a side loading on a stepladder; this can be avoided by having the stepladder steps facing the work activity. Where side loading cannot be avoided, measures are to be put in place to prevent the steps tipping over (e.g. tying the steps to a suitable point). If this is not possible a more suitable type of access equipment should be used;

- Do not use the top two steps of a stepladder unless a suitable handrail is available on the stepladder or the top three steps of swing-back or double-sided stepladders where a step forms the very top of the ladder; and
- Ensure that the legs of a step ladder are fully deployed and any locking devices fully engaged before climbing a stepladder.

Guidance for Ladder Users

- Do not overreach when using a ladder, keep your belt buckle (navel) within the ladder stiles and both feet on the same rung throughout the task;
- Maintain at the working position three points of contact (two hands and a foot or two feet and a hand). Where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one;
- Do not attempt to move a ladder whilst standing on the rungs or steps;
- Do not slide down the stiles; and
- Do not attempt to extend a ladder whilst standing on the rungs.

Guidance on the Use of Staging and Access Equipment (SAE)

The Trust utilises both mobile and static Staging and Access Equipment (SAE) in numerous locations for a variety of tasks and short term work activities. It should be noted that some types of SAE are often referred to as "tower scaffolds" and should not be confused with general scaffolding.

SAE is a collective measure of risk mitigation and should therefore be considered prior to the use of PPE. Falls account for more fatalities and serious injuries in the workplace than any other cause, the risks are substantial irrespective of the duration of the task or the distance fallen. In addition, a number of people are injured by materials falling, being dropped or thrown from above.

The risk assessment for the working at height activity will have identified the appropriate SAE as suitable and sufficient for the task prior to work commencing. However, the introduction of the SAE may, in itself, introduce additional hazards into the workplace and the use of the equipment will require additional risk assessment.

Scope

The guidance in this section covers general purpose SAE. It does not cover scaffolding. However, this guidance can be used as an overall general guide.

Requirements

The *Work at Height Regulations 2005* define specific requirements for SAE, which under the regulations are termed Working Platforms (WP). The regulations do not provide as a matter of course specific dimensions, heights etc. These are instead required to be "suitable and sufficient". This is achieved through the process of risk assessment and compliance with manufacturer's instructions.

Identification and Guidance Regarding Primary Components

Fig 1 below details the primary components of SAE (other literature may use different terminology).

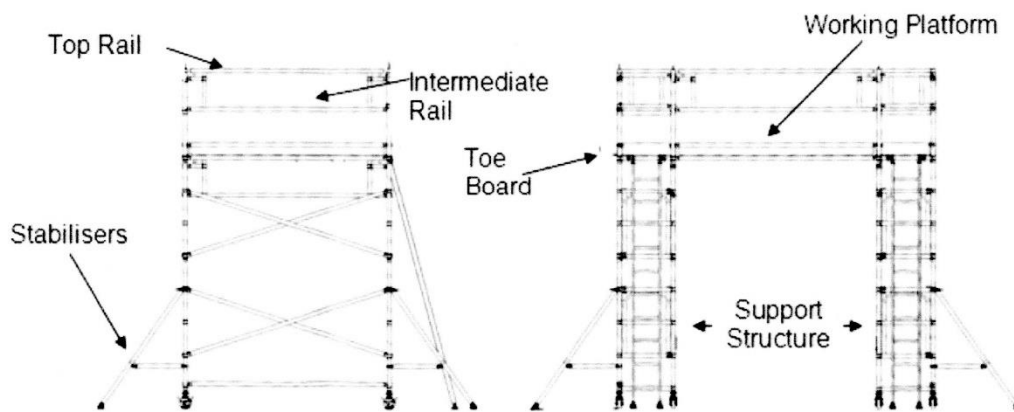


Fig 1 Staging and Access Equipment

A supporting structure is defined as any structure used for the purpose of supporting a work platform.

The top rail should be at a minimum height of 950mm above the working platform, with the gap to the intermediate rail no greater than 470mm. The toe board should be suitable and sufficient.

Note

SAE equipment in use prior to April 2005 may continue with the 910 mm high handrail height, until the SAE is reconfigured or replaced.

The working platform should be of a suitable size to allow for the safe movement of personnel upon the platform. Consideration should be given to the type and duration of the work undertaken.

The working platform should have a suitable surface and be constructed and/or positioned such that a person could not fall through. In addition there should be no gap through which material or object could fall and injure a person below.

Stabilisers shall be configured as specified in the manufacturer's instructions.

Any surface on which SAE is sited shall be stable, level and of sufficient strength to safely support the SAE and any intended loading. Bricks or building blocks must never be used to take the weight of any part of the SAE.

The SAE shall be of suitable and of sufficient strength and rigidity for the purpose for which it is being used. In the case of a wheeled structure, it must be prevented by appropriate devices from moving inadvertently.

General Requirements

- All SAE should be erected, used, maintained and inspected only by competent persons and in accordance with the manufacturer's instructions. An appropriate qualification would be the PASMA certified Towers for Users Course;
- Maintenance and inspection records should be retained;
- Measures must be put in place to ensure that safe working loads of SAE are not exceeded;
- Access to SAE shall be controlled at all times to prevent unauthorised use especially during assembly and dismantling;
- Ensure that the SAE is not moved from location to location with personnel or equipment at height unless it is specifically designed to be operated in such a manner;

- Where vehicle or pedestrian routes run close to the location of the SAE the risk assessment should detail additional control measures i.e. barriers, signage etc; and
- A SAE must never be used:
 - As a support for ladders, trestles or other access equipment;
 - In weather conditions which are likely to make it unstable;
 - With broken or missing parts; and
 - With incompatible components.

In addition to the general requirements detailed above the following principles can be applied to help create and maintain a safe working environment during the erection, use and dismantling of SAE:

- A supporting structure must be stable whilst being erected, used and dismantled. It must only be modified by a competent person with the approval of the single or joint service support authority or the manufacturer; and
- Personnel using SAE should, at all times, operate within its supporting structure and not, at any time, over-reach, thereby causing the SAE to become unstable or increase the risk of falling.

Inspections and Reports

The inspection requirements of SAE are dependent on the height of the working platform and are detailed below:

If the working platform is less than two metres in height the SAE must be inspected:

- After assembly in any position;
- After any event liable to have affected its stability; and
- At suitable intervals depending on frequency and conditions of use.

If the working is two metres or more in height, it must be inspected:

- After assembly in any position;
- After any event liable to have affected its stability; and
- At intervals not exceeding seven days.

A new inspection report is not required every time a mobile SAE is moved to a new location on the same site. However, if guard rails or other components are removed to enable the SAE to be moved past an obstruction, then a pre use check must be carried out by a competent person to ensure that the SAE has been reinstated correctly.

Results of inspections are to be recorded and retained until the next inspection report. The use of a visible tag system to display the SAE status and date of the last inspection is recommended. However, if the SAE is two metres or more in height and the inspection is undertaken after installation or assembly, or to comply with the seven day inspection regime, the competent person must:

- Complete the inspection report before the end of the working period;
- Provide a copy of the report to the person the inspection was carried out for, within 24 hours; and
- The person receiving the inspection report must:
 - Retain the report at the site that the inspection was carried out until the work is completed; and
 - Thereafter retain the report for a minimum of three months.

Further Guidance

For further information, please refer to:

- Handsam Quick Guide document PR06 England Working at Heights;
- Handsam Quick Guide document RAS01 England Guidance on Risk Assessment
- [*HSE: Slips and trips in education;*](#)
- [*Safe Use of Ladders and Stepladders: A Brief Guide;*](#) and
- [*Working at Height: A Brief Guide.*](#)