



## HEALTH AND SAFETY POLICY

### AVANTI SCHOOLS TRUST

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# HEALTH AND SAFETY POLICY

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## Statement of Intent

This is a Statement of Organisation and Arrangements for the School. In accordance with the Health and Safety at Work etc. Act 1974, it is the policy of the Avanti Schools Trust (AST) to ensure, so far as is reasonably practicable, the safety, health and welfare of all employees, contractors, pupils, visitors, and other persons who may be affected by the School's or AST's activities. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors, and pupils of the school.

AST and its Schools will, so far as is reasonably practicable:

- a) ensure that adequate resources are made available to ensure the effective implementation of this policy and to ensure the health and safety of staff and others affected by the School's activities;
- b) ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- c) ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations 1999;
- d) provide and maintain plant and systems of work that are safe and without risks to health;
- e) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- f) maintain any place of work under its control in a condition that is safe and without risks to health;
- g) provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- h) provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and SSC members, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in our premises;
- i) provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- j) give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- k) make arrangements for the provision of a suitable occupational health service for staff;
- l) monitor health and safety performance in its schools to verify that this policy and health and safety standards are being maintained and progressively improved. The School will assist with this process where they are able to;
- m) develop and maintain a positive and proactive health and safety culture; ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.

AST and the School recognises health and safety as an integral element of its organisation, and it will be given equal status alongside other management functions. The School is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly with help of the Health and Safety Management Committee, by the Principal and AST.

The School will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the School. The School will ensure that this policy is effectively communicated to all staff by an appropriate method as listed in the health and safety management plan.

All contractors and consultants working for The School or on behalf of AST are required to comply with this Policy.

AST will establish procedures for the appointment and management of competent contractors that undertake the work on their behalf.

AST are committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments. Kindly refer to details in the health and safety management plan.

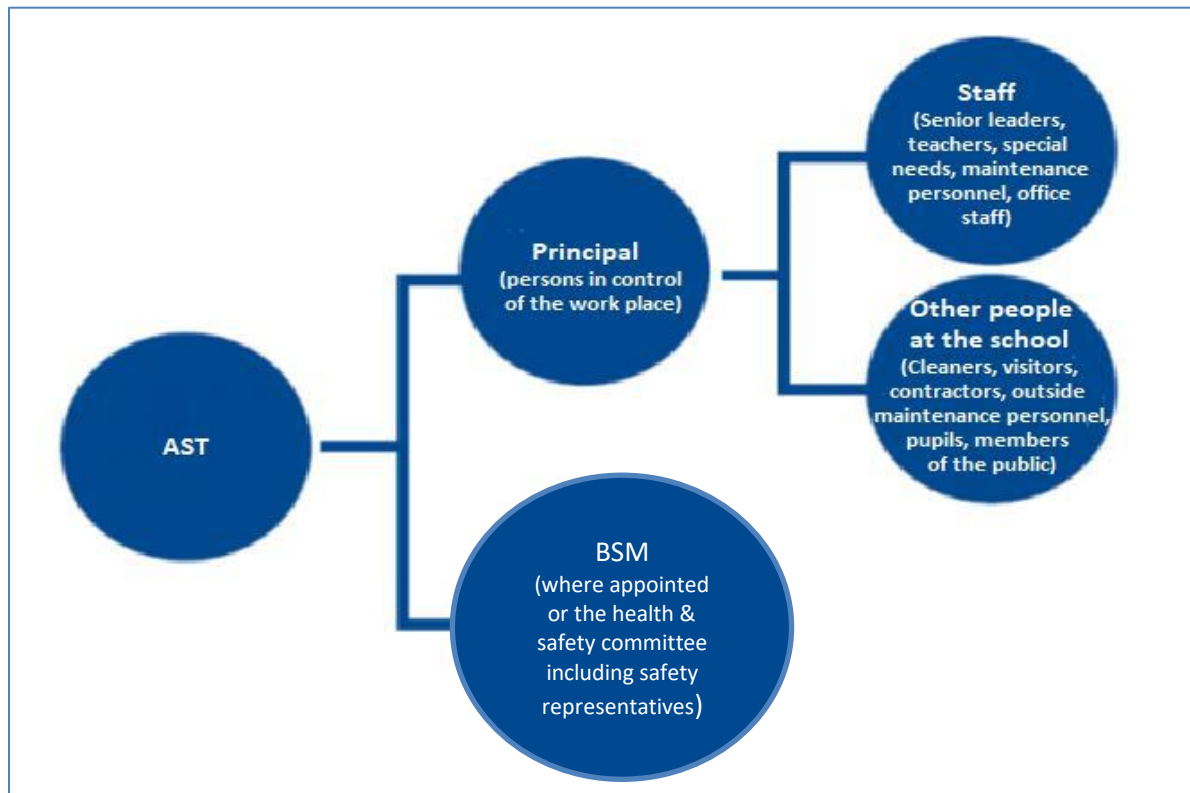
The School will review and sign off this Policy Statement annually.

Failure on the part of any School employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

## Organisational Responsibilities for Health and Safety

Health and Safety Management of Schools requires School Staff and AST to work together to that ensure health, safety and wellbeing objectives are achieved.

### Organisation Chart Overview



Refer to the health and safety management plan for the organization chart of the health and safety management committee.

### Local Organisation Chart

A more detailed chart that represents the more specific arrangements locally will be displayed in the relevant school reception and available on their website,

Health and safety is everyone's responsibility. The above chart reflects a whole organisation approach to the promotion and development of safety and health within AST. Below are those with special responsibilities and their responsibilities under this Policy:

### Avanti Schools Trust

In consultation with the Principal, AST will

- Ensure that suitable resources and strategic direction are available to discharge the School's health and safety responsibilities.

- Identify and evaluate all risks relating to accidents, health and School sponsored activities.
- Identify and evaluate risk control in order to select the most appropriate means of minimising risk to staff, pupils and others.
- Monitor, via reports, the overall performance of the School's health and safety management systems.
- In particular AST undertakes to support the Principals to provide:
  - a. A safe place for staff and pupils to work, including a safe means of entry and exit.
  - b. Plant, equipment and systems of work, which are safe.
  - c. Safe arrangements for the handling, storage and transport of substances.
  - d. Safe and healthy working conditions which take account of all appropriate:
    1. Statutory requirements
    2. Codes of practice whether statutory or advisory
    3. Guidance whether statutory or advisory.
  - e. Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. Within the financial resources available, staff will be offered health and safety training appropriate to their duties and responsibilities. Pupils will receive such training as is appropriate to the school-related activities in which they are involved.
  - f. Necessary safety and protective equipment and clothing together with accompanying guidance/instruction.
  - g. Adequate welfare.

Additionally, refer to the health and safety management committee and its roles and functions.

### **Health & Safety Management Committee**

The executive team delegates the responsibility for Health & Safety to the Health & Safety (H&S) Committee comprising of representatives from across the school led by the Principal having overall responsibility for roles and actions of the H&S Committee. For more information refer to the health and safety management plan.

### **The Principal**

The day-to-day responsibility for all School health, safety and welfare organisation and activity rests with the Principal, who will:

- Implement the requirements of this policy and ensure compliance with all health and safety legislation within the School.
- Demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example.



- Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within the School.
- Ensure all School decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.
- Ensure that School employees and contractors recognise health and safety as an integral element of their work, and that health and safety is given equal status alongside other management functions.
- Ensure that the objectives and content of this policy are fully understood by all and that all staff under their control are made aware of their duties and responsibilities in line with the policy.
- Ensure that this policy is brought to the attention of all employees, contractors, visitors, pupils, etc.
- Ensure that School health & safety policies or procedures are reviewed annually, or when significant changes occur. Review outcomes must be brought to the attention of all employees (including revisions).
- Ensure that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety, to assist them in achieving the standards laid down by health and safety legislation, Policies, Performance Standards, etc.
- Ensure that the job descriptions of Managers, School Departmental Heads, and Responsible Persons, contain specific areas of responsibility for health and safety management relevant to their Service Area and school function.
- Ensure that suitable persons are nominated to undertake key health and safety functions within the School, such as risk assessors, (to carry out Display Screen Equipment, manual handling, hazardous substances, fire or other risk assessments), fire wardens, first aiders etc. and to ensure that these individuals are adequately supported and suitably trained.
- Ensure that within the School, adequate provision is made for consultation with employees and appointed safety representatives, on health and safety matters and within good time. As a minimum, 'health and safety' should be included as a standing item at team/management meetings.
- Ensure his/her own CPD in this regard.
- bring to the attention of AST any significant health and safety issues, will involve AST in any policy matters and bring to their attention health and safety guidance received from enforcement authorities.

## Employees

All School employees are directly responsible for:

- Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.
- Co-operating fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.

- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- Reporting promptly, in the first instance to their manager or Responsible Person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill.
- Reporting to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.
- Acquainting themselves with, and complying with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
- Attending local health and safety and safety induction within their first week of working on the appointed premises.
- Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst on School premises.

### **Staff with Special Responsibility**

The local school will state the names of staff and roles who are responsible for:

- The local arrangements to ensure the effective control of risks within the specific areas under their control;
- the local arrangements for the purchase, inspection and maintenance of equipment and its specification
- the coordination of the Trust health and safety policy in their own department or area of work,
- directly responsible to the Principal for the application of the health and safety procedures and arrangements;
- establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc. Where these risks cannot be eliminated then a suitable and sufficient risk assessment will be conducted to manage that risk.
- resolving health, safety and welfare problems referred to them by members of their staff or referring to the Principal or line manager any problems they are unable to resolve within the resources available to them;

- ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible;
- ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety;
- obtaining relevant advice and guidance on health and safety matters.

### **Special Obligations of Any Class Teacher**

In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

- raise any health and safety concerns outside their control related to their class area with their immediate line manager;
- exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim)
- detail safe methods and controls to be followed in their written lesson plans
- set a good example by following safe working procedures personally;
- ensure the use of protective clothing and guards where necessary;
- avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.
- build in safety education in curriculum planning.

### **Representatives of Employee Safety**

Representatives are voted for by their peers:

Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where Safety Representatives are appointed they will be given adequate time and facilities to fulfil their functions.

### **Pupils**

Pupils will be reminded that they are expected to:

- exercise personal responsibility for the health and safety of themselves and others;
- observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;
- observe all the health and safety rules of the School and, in particular, the instructions of staff given in an emergency;

- use and not wilfully misuse, neglect or interfere with things provided for their health and safety;

All pupils and parents will be made aware of the contents of this section of the policy through the School website.

### **Contractors**

- All contractors under local control will be appropriately selected and competent in terms of health and safety.
- All contractors under AST control will be appropriately selected and competent in terms of health and safety.
- Contractors must be made aware of and abide by the School's health and safety policy and not endanger pupils, staff or other visitors to the site.
- **The Principal will appoint an appropriate person to** be responsible for the coordination of contractors' activities on site.
- The Principal must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Principal, or by the contractor, in consultation with the Principal.
- All contractors must report to the Principal or the appropriate person before any work takes place and prior to each working session. The Principal or the appropriate person will inform the contractor of any conditions which may affect his safety and that of others.
- The school will ensure that contractors have appropriate safeguarding and child protection policies and procedures and that there are arrangements in place to link with the School on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider
- At all pre-contract meetings for major works during school time Safeguarding will be highlighted as a key issue.
- Any work carried out in School during the school day will be closely supervised and designated areas will restrict the movement of any contractors to ensure that there is no contact with pupils.
- Schools will not endorse or distribute leaflets/flyers for private individuals or commercial companies

### **Visitors and Other Users of the Premises**

See also [Child Protection & Safeguarding Policy](#) for the checks undertaken for regular visitors

- Where facilities are shared, the school will ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, e.g. Youth Service, Adult and Community Learning, catering and cleaning contractors, outside staff based in school.

- The Health & Safety at Work Act etc. 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to School premises / workplaces.
- All visitors to the School must comply with the School's Health and Safety Policy and procedures.
- Visitors are required to sign in via a system implemented by the Principal. (e.g. visitors book).
- Where applicable visitors will be required to wear a 'visitors' identification badge that is supplied by the Principal.
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- Should a fire/emergency occur or the fire alarm activated whilst visitors are on School premises, the visitors will be escorted to the fire assembly point.
- Should an incident/accident occur involving a visitor this must be reported using the Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person. If the incident is of a serious nature or fatal the Principal and the enforcement authority must be contacted immediately.
- Adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures.
- Persons 'hosting' visitors must ensure:
  - a) Visitors are alerted to the establishment's Safeguarding procedures including fire procedures,
  - b) Visitors adhere to the School's 'No Smoking' Policy,
  - c) Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles,
  - d) Visitors record their presence on the premises in the appropriate logbook,
  - e) Where applicable, visitors are provided with and wear an identification badge,
  - g) Visitors are accompanied or authorised to enter the premises,
  - h) Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied,
  - i) Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised,
  - j) Visitors report all accidents, incidents and near misses to the host,
  - k) Visitors wear protective clothing that is supplied, when necessary.

### **Procedures for Health, Safety and Welfare**

The following procedures and arrangements have been established within our School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### **Accident Reporting, Recording & Investigation**

The Principal and BSM will be notified of all accidents on the premises. This will be at least

weekly for minor accidents and immediately for anything more serious. All accidents are entered on an accident form, which is completed by the member of staff supervising the person or person involved in the accident or a member of the first-aid team. These are then countersigned by a senior member of staff and forwarded to the Principal. The Principal will then decide if the incident needs to be investigated.

All Health & Safety reporting will be recorded using the designated software systems, currently CPOMS.

Accidents involving parents, visitors or contractors will also need to be reported and advice from the Health and Safety Advisor should be sought immediately.

For more serious accidents or if the employee/student is not able to return to school for more than 7 days, then the RIDDOR procedure should be followed. If an injury is RIDDOR reportable, the Health and Safety Advisor should be notified to give guidance and an accident/investigation form completed along with witness statements.

RIDDOR reportable accidents should be reported online via the HSE website [www.hse.gov.uk](http://www.hse.gov.uk) after advice from the Health and Safety Advisor.

## **Asbestos**

This section only applies to those schools where asbestos containing materials have been or may have been on site.

To minimise risk from asbestos containing materials on the School site, AST and the School maintains a safe and healthy environment by:

- complying with all regulations concerning the control of asbestos.
- removing asbestos containing materials where the risk to building users is unacceptable
- Monitoring the condition of remaining asbestos containing materials on site on an annual basis.
- having a named officer who has responsibility for implementing the Asbestos Management Plan developed for the School by a competent company.
- where necessary communicating to all staff and visitors where asbestos containing materials are located on the School site via the asbestos register maintained in the School office.
- Having appropriate emergency procedures in place, defined in the Asbestos Management Plan, to deal with any unauthorised release or exposure to asbestos fibres.

A copy of the schools Asbestos Management Plan will be made available on the School site for staff and contractors to see when required.

## **Communicable Diseases**

Due to the age and number of children present in educational establishments it is not uncommon for them to contract a variety of communicable diseases.

The Public Health Agency has produced guidance in the form of a poster titled “Guidance on Infection Control in Schools and other Childcare Settings”.

This document provides guidance on the prevention and spread of communicable diseases and promotes a co-ordinated approach to the management of communicable disease in schools, colleges and nurseries.

The exclusion periods for common infectious diseases and skin infections are also included in this document.

## **COVID 19**

The School has made best endeavours to comply with the requirements of the guidance and legislation issued by UK Government.

The School’s COVID 19 controls and procedures are detailed in the School’s COVID 19 Risk Assessment. Please see that document for details.

## **Contractors**

AST and The School recognises its responsibilities in relation to the use of contractors. In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors, to carry out some or all of the work, all parties will have some health and safety responsibilities. The client in these circumstances is either AST or the School.

The client must be satisfied that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

The client and contractor are required to agree the risk assessment for the contracted work and the preventative and protective steps that will apply when work is in progress. Consideration should be given to those risks from either party’s work that could affect the health and safety of the workforce or anyone else.

The client will manage and supervise the work of the contractors. The more impact the contractor’s work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities of the client. The client therefore requires sufficient knowledge and expertise to manage and supervise the contracted work.

The School will ensure that contractors visiting their premises do not pose a risk to their own health and safety or that of others present within the establishment.

The **Premises Team** are responsible for ensuring that all contractors on site are aware of the asbestos log, fire and emergency evacuation procedures.

The **Premises Team** should inform all contractors of any known hazards that might affect

them whilst at work. Contractors in turn should notify the Principal of any hazards arising from their activities, which may affect the occupants of the establishment.

The catering and cleaning contractors are responsible for the safety of the kitchen & cleaning areas and must notify the Principal and BSM of any hazards.

All contractors should report to the front office on arrival, be signed in and abide by the School's site rules.

Further information is available from the HSE document "Use of Contractors - a joint responsibility", HSE INDG 368.

### **Curriculum Safety**

Including out of school learning activity/study support.

Subject/phase Leaders are required to undertake suitable risk assessments for each aspect of their subject's teaching that consider appropriate health and safety matters.

All teaching staff are expected to consider all advice and guidance concerning their subject areas when considering lesson planning. AST will ensure that access to various organisations E.g. CLEAPSS to provide this guidance.

All leaders of out of school activities must complete full risk assessments, in line with School polices, in consultation with the designated senior leader.

### **Drugs and Medication**

Details with regards to the Administration of medicines within the School are contained within the AST Policy "**Supporting Pupils with Medical Needs Policy**" dated January 2020.

The local arrangements are as follows:

- Parent/carer requests for medicines to be administered to their children must be received in writing using the form available from the Reception Office.
- Only prescribed medication will be allowed to be administered.
- Non-prescribed medication must be administered by a parent or guardian of the child concerned.
- Appropriately qualified/ trained first aid staff will administer medication.
- Medicines will be secured in a medical cabinet or lockable medicines fridge.
- The amount of medication and the time given must be recorded and the form signed by the member of staff who has administered the medication.

This process will be overseen by a nominated member of the Senior leadership team at the school.



## Electricity at Work

The Electricity at Work Regulations 1989 set out specific requirements on electrical safety. These Regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained to prevent danger. 'Systems' includes all apparatus as well as the mains supply.

All portable electrical appliances should be visually checked before use. In particular, attention should be paid to the condition of power cables and of their terminations, as these are often damaged, wrenched and jerked, which may loosen their connections.

Portable Appliance Testing will be carried out by an appropriate contractor appointed by AST and records shall be maintained on the school site by the Premises Team. Any item which fails such a test must have the appropriate 'fail' sticker attached to it and must be removed from use for repair or replacement.

Fixed electrical installations should be inspected by a competent person appointed by AST at least every five years or frequency determined by the competent person. The School will ensure that any C1 or C2 recommendations identified in the inspection report are appropriately addressed.

Staff and pupils may not bring their own personal electrical appliances into the school unless they have had the earth-bond and insulation checked by a competent person.

## Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 places duty on employers to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire. AST has appointed a competent company to undertake fire risk assessments and provide competent fire safety advice.

The School should appoint a "Responsible Person" who is ultimately responsible for fire safety and who may have other competent people to assist them to carry out their duties. These include:

- ensuring recommendations identified in the fire risk assessment have been undertaken,
- reviewing the fire risk assessment on a regular basis,
- developing an Emergency Evacuation Plan,
- ensuring appropriate procedures are in place to call and liaise with the local Fire and Rescue Service
- Ensuring that Personal Emergency Evacuation Plans (PEEPS) for staff or pupils with impaired mobility have been completed.
- Ensuring that Fire wardens have been appointed at the School
- Organising termly fire drills
- Ensuring appropriate fire safety records are being maintained.

- Ensuring that staff have received appropriate fire safety training for their position.

AST shall ensure that appropriate competent contractors have been appointed to the School to ensure that the Fire Safety systems are being serviced and maintained in a suitable condition at the required intervals. Contractors will be appointed for:

Fire Fighting Equipment including Extinguishers  
Fire Alarm and Detection Systems  
Emergency Lighting Systems

All staff have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective or damaged firefighting equipment, such as fire extinguishers.

Any fire that occurs within the premises, however minor, must be reported to the Principal using the appropriate method, as defined by the school Health & Safety committee.

### **First Aid**

The Health and Safety (First Aid) Regulations 1981 set out a duty of care on employers to provide adequate and appropriate first aid provision for employees.

The Health and Safety (First Aid) Regulations 1981 do not oblige employers to provide first aid for members of the public. However, AST and the School have decided that because they provide a service for others, including the public, pupils and others on their premises they will consider them when making their assessment of first aid needs. Advice and guidance is provided in the HSE document L74 "First Aid at Work".

A first aid assessment of needs for the School has been undertaken by the School Business Manager Form. A copy of the completed assessment is located in an appropriate location on site. This can be accessed by relevant and required persons. It is available from the school business manager. This assessment determines an appropriate level of first aid cover for the School.

It is usually necessary to ensure that there is at least one first aider available at all times, taking into consideration staff absence, holidays, lunch breaks, before and after hours, etc.

Staff nominated to administer first aid will attend one of the following courses: first aid at work, emergency first aid, and paediatric first aid or equivalents. (*Whichever is deemed most appropriate*). This training will be monitored and refresher training provided at the required intervals.

Details of the nominated persons with first aid responsibilities are on prominent display around the School site.

The School shall ensure that appropriate first aid equipment is suitable located and maintained around the School site as determined by the first aid needs analysis.

Any accidents requiring first aid must be reported using the accident reporting procedure.

## **Gas Safety**

Under the Gas Safety (Installation and Use) Regulations 1998 and the Gas Safety Regulations 2001, any work on gas systems and appliances could only be carried out by persons registered on the Gas Safe Register.

AST ensures that the chosen competent contractor is suitably qualified and experienced to service and maintain the gas appliances within the School and properties, namely commercial boilers, domestic boilers, domestic gas appliances and catering appliances etc.

AST will ensure that the chosen competent contractor will attend the School site on the terms of the service contract, which shall be at least annually.

The School Premises Team will monitor the gas appliances on site and will take appropriate actions and report to the relevant competent contractor any defects found.

The School shall maintain the relevant gas safety records on site.

If you smell gas:

- Do not use any naked flames/other ignition sources
- Open doors and windows
- Contact the gas board
- Do not switch on or off the lights or any portable switch appliance switch
- Shut off the gas
- Evacuate the premises, if appropriate

## **Glass and glazing**

All glass in doors and side panels must be safety glass and all replacement glass is to be of safety standard. The condition of glass is monitored by premises staff and any glass in a dangerous condition must be immediately replaced. Any single glazed units are checked regularly by premises staff and high-risk areas filmed or replaced with laminated glass as deemed necessary.

## **Hazardous Substances (COSHH)**

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 impose duties on employers to protect employees who may be exposed to substances hazardous to health at work, and others who may be affected by such work.

COSHH covers chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on the packaging, then the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases, biological agents that cause diseases such as Leptospirosis or Legionnaires Disease; and biological agents used in laboratories.

COSHH doesn't cover lead, asbestos or radioactive substances because they have their own specific regulations.

The School will ensure that COSHH assessments are carried out on all hazardous substances prior to use. The COSHH assessment, which provides information on specific hazards, first aid measures, personal protective equipment etc. will be reviewed as appropriate, or every five years, whichever is the sooner.

A COSHH assessment can be obtained by contacting the School's BSM.

Heads of Academic Departments will also be responsible for completing appropriate COSHH assessment for the hazardous substance used by their staff or pupils. The departments should have regard to CLEAPSS or other appropriate source of guidance. They should also ensure that all hazardous substances are minimised, stored and used in accordance with these regulations.

### **Health and Safety Advice**

AST will ensure that the School has access to competent safety advice provided by an appropriate company.

### **Housekeeping, cleaning and waste disposal**

Where the School contracts cleaning services (A key element of the AST's vision is a clean and comfortable environment for learning and living; the provision of high quality cleaning and personal responsibility by all for keeping our schools clean and tidy is essential to this) from outside bodies via an annual Service Level

Agreement or oversees cleaning "in house", on a day-to-day basis, premises staff will:

- ensure that cleaning is done to a high standard and that rubbish is kept to a minimum and is cleared away.
- ensure that wet floor warnings are in place to minimise risk of slips and falls. All areas are dry mopped to prevent any risk of slips.
- dispose of glass and sharp objects safely.
- put in place arrangements for snow shifting (see also Bad Weather Conditions document).
- ensure, as far as possible, that waste and recycling bins are at safe distance from buildings and that they are secure.

Ensure that all contractors provide a copy of their own health and safety policy, risk assessments, safety data sheets and training records.

### **Jewellery**

The school guide for parents outlines guidance for the safe wearing of jewellery. Pupils and students are encouraged to wear only appropriate items of jewellery.

## Lettings and shared use of premises

Employers have a general duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of their employees at work, and others who are not employees but use their premises. The Act also requires that when parts of the building are used by other organisations that there is "co-operation and co-ordination" between the two parties for the purposes of health and safety.

All parties using the Trust properties will be made aware of the Trust's Health & Safety Policy. They will be required to confirm their adherence to it and the application of its contents in order to successfully occupy the agreed areas. This policy will form part of any contract for short or long-term letting.

Premises staff will undertake regular checks to ensure that:

- the fire alarms are working;
- emergency lighting is working;
- fire doors are working;
- escape routes are clear;
- the hirer is aware of escape routes.

## Lifting Operations and Lifting Equipment

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) apply to any item of lifting equipment including new or existing equipment, second-hand or leased equipment and the accessories used for lifting.

- Lifting equipment is work equipment designed and used for lifting and lowering loads; such as cranes, lifts, and hoist; and includes its attachments used for anchoring, fixing or supporting it.
- Accessories for lifting are work equipment for attaching loads to machinery for lifting, such as chains, ropes, slings, hooks, shackles and eyebolts.
- Load includes a person.

Generally, LOLER requires that lifting equipment provided for use at work is:

- Strong and stable enough for the particular use and marked to indicate safe working loads;
- Positioned and installed to minimise any risks;
- Used safely, i.e. the work is planned, organized and performed by competent people; and
- Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

AST requires that all lifting equipment installed or in use in its schools is clearly marked to indicate the safe working load. Where the safe working load is affected by the configuration of the equipment, then the equipment must be marked to indicate its safe working load in each configuration. Accessories for lifting, such as slings, must also be marked with their safe working load.

AST also requires that all lifting operations are properly planned by a competent person, appropriately supervised and carried out safely. This includes undertaking either a generic or specific risk assessment of the operation, as appropriate.

Staff must not use lifting equipment unless they have received appropriate training. Staff must use the equipment in an appropriate manner, according to the information received in training and from their line manager.

AST requires that all lifting equipment undergoes a thorough examination by a competent person before it is first put into use, unless the equipment has an EC declaration of conformity made not more than 12 months before the equipment is put into service or it is accompanied by physical evidence of its last thorough examination. AST will ensure that a competent person is appointed for this purpose.

Ongoing thorough examination must be undertaken to ensure that lifting equipment remains safe for use. In the case of lifting equipment for the lifting of persons or an accessory, a thorough examination is required at least every 6 months, for other lifting equipment a thorough examination is required at least every 12 months.

The School will ensure that the following documentation (where available) is kept:

- An EC Declaration of conformity to be kept for the life of the equipment.
- Examination reports to be kept for the following periods of time:
  - Before first use, the examination reports of the lifting equipment should be kept until the equipment is no longer in use. This applies to both installed and freestanding equipment.
  - Before first use, examination reports of lifting accessories should be kept for a minimum two years after the report was made.
  - Ongoing examination reports should be kept until the next examination report is received or for a period of 2 years whichever is later.

Further information and guidance on LOLER can be found in the following documents:

- “Simple guide to the Lifting Operation and Lifting Equipment Regulations 1998” HSE INDG 290.
- “Thorough examination of lifting equipment – a simple guide for employers” HSE INDG 422.
- “Thorough examination and testing of lifts – simple guidance for lift owners” HSE INDG 339.

### **Local Exhaust Ventilation (LEV)**

The Workplace (Health, Safety and Welfare) Regulations 1992 specify general ventilation requirements.

Control of Substances Hazardous to Health (COSHH) Regulations require that, where hazardous substances are used, they should either be contained or safely dispersed (i.e.

Local Exhaust Ventilation). The regulations also set compliance requirements for LEV systems used to control exposures to hazardous substances.

Where required the School will ensure that all LEV systems are maintained to standards suitable for their purpose and that visual checks are carried out every week by trained personal.

All LEV systems should be subject to a thorough inspection and testing at least every 14 months by a competent person. The written records of the visual checks (with findings), test and inspection, in the form of logbook or register, should be maintained for at least 5 years and be available for examination. AST will arrange for this testing to occur.

Further information can be found on HSE website:

Local exhaust ventilation systems (LEV)

LEV Guidance Sheet 200 – COSHH Essentials

INDG408 - Clearing the air - guide to buying and using LEV

## **Lone working**

The Health and Safety at Work Act 1974 places a duty on employers to ensure the health, safety and welfare of employees. The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work. This will include the risks to staff from lone working.

Lone workers have been defined by the HSE as ‘those who work by themselves without close or direct supervision’. Lone workers are found in a wide range of situations and can be divided into those who work at fixed establishments (where only one person is on site, where people work separately from others, or where people are working out of normal working hours), and those who are mobile workers, working away from their main working base.

The School will ensure that all lone working activities are identified, and the risks from such lone working activities are assessed and control measures identified and implemented to minimize the risk to the health and safety of staff.

All staff that work alone must be competent to carry out the activities they are engaged in and must have received sufficient information to enable them work alone safely and to be able to summon help and assistance if required.

It is the responsibility of all staff to follow the defined lone working procedures and safe systems of work, and to report immediately any problems or concerns to their line manager. Further guidance is available in the HSE document Working alone in Safety (INDG73).

All staff who work during school closure periods are required to sign in and out via the book in the Site Office or at Reception. This means that Premises Team know who to account for in the event of a fire or other emergency.

Support staff who work during school closure periods have use of a walkie-talkie or mobile phone to enable them to contact premises staff immediately if required. The external doors are kept locked to keep out intruders but to allow exit in the event of an emergency.

### **Maintenance and inspection of equipment (including selection of equipment)**

Premises staff are responsible for inspection of the following items:

- ladders, steps and scaffold examined each time they are used and kept secure
- fire alarms to be tested weekly
- emergency lighting to be tested monthly
- fire exits to be inspected monthly
- fire extinguisher to be inspected monthly
- fire doors to be inspected monthly
- records kept for fire safety equipment and all health and safety checks.

An annual inspection of all gymnasium equipment takes place by a competent company. Any defective items are highlighted and repaired or replaced as necessary. All other PE Equipment is monitored by staff and repaired or replaced when needed.

### **Manual Handling**

The Manual Handling Operations Regulations 1992 apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Employers are required to:

**Avoid** the need for manual handling, so far as is reasonably practicable;  
**Assess** the risk of injury from any hazardous manual handling that can't be avoided;  
**Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

The School will be responsible for carrying out risk assessments for all manual handling activities, which pose a significant risk of injury to staff and to update and review as necessary

Employees are required to:

- Follow appropriate systems of work;
- Make proper use of equipment provided;
- Co-operate with their employer on health and safety matters;
- Inform the employer if they identify hazardous handling activities;
- Take care to ensure that their activities do not put others at risk.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and



reviewed. The School will ensure appropriate training records are maintained.

If a member of staff develops any medical/physical condition, the Responsible Person should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

### **Monitoring the Policy and results**

The “Annual Health and Safety Checklist” is issued to the designated managers and subject/phase leaders by the Business Manager.

All other checks, reports or complaints are monitored by the School Health & Safety Committee the Business Manager and reviewed by the SLT of the school or AST.

### **New & Expectant Mothers**

The Management of Health & Safety at Work Regulations 1999 place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their employees to which they are exposed whilst at work in order to identify the measures that need to be taken to comply with health and safety legislation.

In addition, the regulations identify two groups of workers; New mothers and Expectant mothers; for whom a specific risk assessment must be undertaken, or an existing risk assessment must be reviewed in order to identify any additional control measures that may need to be taken.

A “new or expectant mother” is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding.

When a member of staff notifies the School in writing that they are in any of the above groups, then a specific risk assessment must be carried out to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of her work.

The main areas of concern for new and expectant mothers fall into three main categories of physical, biological and chemical.

Further advice and Guidance is available:

HSE 122 – New and Expectant Mothers at Work – An Employers Guide

INDG 373 – A Guide for New and Expectant Mothers who Work

### **Noise at Work**

The Control of Noise at Work Regulations 2005 are in place to ensure that workers’ hearing

is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or suffer from tinnitus.

It is the responsibility of the employer to assess and identify measures to eliminate or reduce risks from exposure to noise. Where the risks are low, the actions taken may be simple and inexpensive, but where the risks are high, they should be managed using a prioritised noise-control action plan.

As a general rule in the School noise will be considered to be a hazard if:

- Staff have to raise their voices to carry out a normal conversation when approximately 2 m apart for at least part of the day
- Staff use noisy powered tools or machinery for more than half an hour each day
- Staff are exposed to high levels of noise for a significant part of their working day.

Where noise is perceived to be a risk to staff the School will:

- Assess the risks to employees;
- 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;
- 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.

### **Permit to work**

Contractors working on the premises carrying out 'hot work' and other hazardous activities will need to follow the required permit to work system gaining authorization from the Premises Team first before starting work.

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

The Personal Protective Equipment Regulations 1992 are designed to protect people from risks to their health.

PPE should be properly assessed before use to ensure its suitability and must be maintained and stored properly. Employees should be provided with instructions and training on how to use PPE safely and be supervised to ensure the equipment is being used correctly, by their line manager

PPE is defined in the regulations as "all equipment (including clothing protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety", e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

All PPE should be identified through risk assessment, but only if the identified risks cannot be reduced by other means.

Subject areas provide pupils and students, teaching and technical staff with suitable PPE in accordance with their risk assessments. PPE identified for use in a particular situation must be worn when necessary by the identified persons.

### Playground / Play Equipment

The Health and Safety at Work Act 1974 requires employers to ensure, not only the health, safety and welfare of employees, but also others who may be affected (i.e. pupils).

The Provision of Work Equipment Regulations 1998 requires all work equipment to be suitable for purpose, maintained in a safe working order, and regularly inspected to ensure it remains so.

AST recognises that it has a duty of care to all pupils and this includes ensuring that playground equipment provided for their use is suitable, maintained in a safe working order, and regularly inspected to ensure it remains so.

Accordingly, the playground and all playground equipment is visually checked on a daily basis by appropriate staff and a termly inspection is also undertaken by the Premises Team. These checks will be recorded and signed by the person responsible for undertaking them.

AST will organise for a competent company to undertake a full safety check and report on the condition of all outdoor play equipment on an annual basis. Any appropriate recommendations made will be rectified as soon as practicable.

The School shall maintain records on site.

### **Poster on Health and Safety Law**

These are located in a prominent place and will be updated by the Business Manager.

### **Reporting defects**

Defects can be reported by contacting the BSM and on site via email or by entering the defect in the School's defect reporting system.

Reported defects reports will be checked daily and appropriate measures undertaken on a risk assessed basis. If defects cannot be rectified satisfactorily then other measures will be taken to make the area or situation safe until a permanent repair can be made.

### **Risk assessments**

The Management of Health and Safety at Work Regulations 1999 require employers to

make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work, and any others who may be affected by their undertaking.

The risk assessment must be recorded, and reviewed if it is no longer valid, if there have been significant changes in the matters to which it relates, or annually, whichever is the sooner.

A Blank Risk Assessment Proforma is available to record risk assessments.

The School will be responsible for ensuring that risk assessments are undertaken, recorded and reviewed within the establishment by appropriately qualified and identified staff.

Employees' have a duty to cooperate with their employer when they are conducting risk assessments and for cooperating with them in implementing any remedial action or control measures to reduce the risk.

Staff involvement and consultation will be ensured during the risk assessment process.

Note:

The regulations stipulate that a specific risk assessment must be undertaken for new and expectant mothers, young persons (under 18 years of age).

Statutory risk assessments are also required for COSHH, DSE, PPE & Manual Handling

Risk assessment forms are completed annually by all subject and phase leaders and those responsible for the buildings, the fabric of the School and those leading trips and educational visits. These are issued and monitored by the BSM and reviewed by the relevant head of department.

All risk assessments will be maintained in an appropriate location on site.

### **School trips and off-site activities**

The Health and Safety at Work Act 1974 places a duty on employers to ensure the health, safety and welfare of employees and others (pupils) who may be affected by the work activities. This includes all educational visits, whether local, national or international.

In order to safely manage educational visits, AST and the School follows guidance issued by the DfE titled "Health and safety of Pupils on Educational Visits"

In accordance with this guidance the School will designate an appropriately trained Educational Visits Coordinator and will develop a school Educational Visits Policy to manage this process.

No educational visit will be allowed to proceed unless an educational visits risk assessment has been completed and the visit has the approval of the Principal, for adventurous activities, residential visits and international visits, AST.

## School Transport – e.g. minibuses

The Provision and Use of Work Equipment Regulations 1998 set out specific requirements for the selection, maintenance and inspection of work equipment, and the provision of appropriate instruction, information and training, to ensure its safe use. These regulations cover minibuses that the school either owns or hires.

Each minibus must have a Section 19 Permit disc displayed on the windscreen to enable its use without having to comply with the full passenger carrying vehicle entitlement (PCV) operator licensing requirements and without the need for their drivers to have PCV entitlement.

It is the responsibility of the School to ensure that a Section 19 Permit is displayed on the minibus windscreen at all times.

Minibus drivers must be over the age of 21 and have received appropriate minibus training. The School shall maintain a list of appropriately qualified minibus drivers.

All minibus drivers must complete the vehicle log each time the minibus is used and carry out a pre-use check.

All vehicles must have:

- An MOT if over 1-year-old (13 or more passenger seats) or 3 years old (12 or less passenger seats);
- A valid certificate of insurance;
- A fire extinguisher complying with BS 5423;
- A first aid kit.

The minibus must, as a minimum, be subject to the following:

- Pre-use checks by the driver (use of the Minibus Daily Inspection Record sheet will assist with this) ;
- Annual maintenance (including MOT);
- Two safety checks between annual maintenances (e.g. Autumn Term – Annual Maintenance, Spring Term – Safety Check, Summer Term – Safety Check).

Alternatively, School transport is organized via the local county/city council who appoint nominated companies which comply with the specified health and safety guidelines.

## School Security

Specific responsibility for School security is not set down in legislation. However, school security is related to health and safety. Therefore, the Principal should consider what security measures are necessary to ensure, as far as reasonably practicable, the safety of the staff and pupils.

The BSM within the school may assume the responsibilities for school security.

The two principal aspects of security in an education setting are the security of school premises both during school hours and out of school hours, and the personal safety of staff and pupils.

There are a number of methods for enhancing security. Knowledge of previous incidents and seeking advice from relevant internal and external agencies will be considered when determining the most appropriate security measures.

Examples of security measures:

- Controlled entry system at gates and main entrance.
- Fencing around perimeter
- Intruder alarm system
- Visitors signing book and badge system
- Procedures for dealing with trespassers
- Appropriate recording procedures for incidents relating to security
- Lockdown due to civil disturbances etc.

Internal/ External Agencies:

- Police – in particular, Crime Prevention and School Officers
- Fire and Rescue Services – in particular, Fire Safety Officers

## **Smoking**

The school is a non-smoking site.

## **Staff Consultation and Communication**

Any matters of health and safety raised by staff shall be communicated to their line manager, BSM or the Principal of the School.

## **Stress and Staff Well-being**

**Teaching staff** – all teaching staff have a clear line management structure within which they work, and it is the responsibility of line managers to monitor stress levels and the general well-being of staff in their team. In particular cases of stress or illness, staff are encouraged to raise any concerns with their line managers and ultimately the Principal.

**Support staff** – all support staff are responsible to the Business Manager, although the day-to-day deployment of some staff (particularly technicians) is in the hands of teaching Subject Leaders.

Matters of stress and well-being should be raised with their line manager and will be monitored by their line manager. All support staff also have the right to raise matters through the Leadership team of the school.

All staff – are supported by the AST. The well-being of all staff is of the highest priority of AST and it will explore all avenues to help ensure the happiness and security of its employees.

### **Training and Development**

AST and the School are committed to providing all staff with the appropriate information, instruction, training and supervision to enable them to undertake their duties safely and without risk to themselves or others.

Induction training will be provided to all new employees appropriate to their role.

Health and safety training, and refresher training will be organised for staff as appropriate, and training records (including induction) will be kept. The School has access to the Educare System for the provision of the majority of safety training. The School is also able to seek specific safety training from other specialist providers as required or as mentioned in the health and safety management plan.

### **Use of Display Screens / DSE**

The Display Screen Equipment (DSE) Regulations 1992 require employers to minimise the risks to employees who habitually use display screen equipment as a significant part of their normal work.

Other people, who use DSE only occasionally, are not covered by the requirements of the regulations, however, employers still have general duties under other health and safety at work legislation.

Where users are identified, the following must be ensured:

- Workstations are assessed using an appropriate workstation assessment checklist and the risks reduced, as applicable;
- Workstations meet the minimum requirements as outlined on the checklist;
- Work is planned to allow adequate breaks or changes of activity;
- On request, eye tests are arranged, and a contribution made towards spectacles if they are required for DSE use; and
- Health and safety training and information is provided.

Staff identified as responsible for carrying out DSE assessments will undertake a DSE assessors training course.

### **Vehicles on site**

The Workplace (Health, Safety and Welfare) Regulations 1992 require that workplaces are organised to ensure that vehicles and pedestrians can move around safely. This includes organisation of traffic routes to enable pedestrians and vehicles to circulate safely.

A risk assessment of traffic management within the school grounds and immediate vicinity

should be carried out.

The following key issues should be considered when carrying out the traffic management risk assessment:

- By law, pedestrians or vehicles must be able to use a traffic route without causing danger to the health or safety of people working near it;
- Roadways and footpaths should be separate whenever possible;
- Protection for people who work near vehicle routes;
- By law, traffic routes must also keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead on to them, so the safety of pedestrians is not threatened;
- As far as possible, parked vehicles are kept out of the flow of traffic and people;
- Drivers are notified of designated parking areas on entering the site;
- Parking areas are demarcated, which reduces manoeuvring and reversing for large vehicles;
- As far as possible, avoid reversing. When this is unavoidable make sure effective systems are in place to control it;
- As far as possible schedule vehicle movements to prevent overcrowding, of site and surrounding roads;
- By law, traffic routes must also be suitably indicated where necessary for reasons of health or safety;
- Install clear signs to tell drivers and pedestrians about the routes they should use;
- Where signposts are used, they should be constructed to Highway Code Standards; and
- Make sure the signs are kept clean and visible.

#### Violence/Personal Safety of Staff

The Management of Health and Safety at Work Regulations 1999 places duty on employer to consider and assess the risks to employees. This would include the risk of reasonably foreseeable violence.

Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally, in circumstances relating to their work.

Physical or verbal abuse of staff within the School will not be tolerated. Consequently, a risk assessment will be undertaken to identify and minimise the risk to staff from potentially violent persons or situations. The Principal is responsible for undertaking a risk assessment to cover potential violence at work.

Staff will, where appropriate, receive information, instruction and training on the risks from potential violence and aggression, and how to avoid or minimise potential violent or aggressive situations.

All acts of physical or verbal abuse must be reported using the appropriate report procedures. As an employer AST and the School will support any employee who is assaulted or threatened in the course of their duties.



## **Working at height**

The Work at Height Regulations 2005 requires that, “every employer shall take suitable and sufficient action to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury’.

The School will assess the risks from working at height and make plans to either avoid the work at height, or to do the work more safely.

Where working at height cannot be avoided suitable and appropriate work equipment will be provided. It will be inspected, tested and maintained on a regular basis by a competent person and records will be kept. An annual inspection of equipment used to work at height will be carried out by the Premises Team. The School has a Ladder Checklist and a register to record the inspection and maintenance of ladders and/or other access equipment for this purpose.

Staff using the equipment should carry out visual checks prior to every use. Staff must follow defined work procedures and safe systems of work whilst working at height. Any faulty equipment should be taken out of use immediately and the Premises Team should be informed.

All staff members involved in working at height will be given full information, instruction and training in the use of any relevant equipment.

## **Water Hygiene / Legionella Management**

The Control of Substances Hazardous to Health Regulations 2002 relates to the risk from hazardous microorganisms, including Legionella. Under these regulations, risk assessments and the adoption of appropriate control measures are required to be put in place. AST will ensure that an adequate risk assessment of the water systems in its buildings is carried out by a competent person; and will identify and assess the risk of exposure to Legionella bacteria from work activities and water systems on the premises and any necessary precautionary measures.

The School shall maintain a copy of the Legionella Risk Assessment on site for reference purposes.

The School shall ensure all water systems are subject to monitoring, inspection and testing at regular intervals by a competent person. The written records of the monitoring, inspection and testing, in the form of logbook or register, should be maintained and should be retained for at least 5 years.

Any queries regarding Legionella risk management should be referred to AST, who will consult with the competent person.

Further information can be found on HSE website [www.hse.gov.uk](http://www.hse.gov.uk)

Legionnaires' disease - a guide for employers.

## Work experience

Students on work placements/experience are regarded in health and safety law as employees and therefore must be provided with the same health, safety and welfare protection given to other employees.

Work experience may be defined as a placement on an employer's premises in which a student carries out a range of tasks or duties, more or less as an employee, but with the emphasis on the learning aspects of the experience.

Students who are under the age of 18, taking part in work experience/ placements, are considered Young Persons under health and safety law. The Management of Health and Safety at Work Regulations 1999 require employers to specifically take account of young person's when carrying out their risk assessments.

The Principal will be responsible for carrying out risk assessments and maintaining records. Significant findings will then be brought to the attention of students on work experience, and the measures they need to take to avoid the risk before they work in the area.

The School will ensure that the parents/guardians of children, i.e. those under minimum school leaving age (MSLA), are informed of the key findings of the risk assessment before the placement begins.

All young people and students on work experience will be provided with appropriate induction, information, instruction, training and supervision.

The School may arrange for pupils and students to attend organisations for work experience as part of their developing education in the world of work. All efforts are made to ensure, so far as is reasonably practicable, that pupils and students will not be exposed to any unnecessary risks to their health and safety and that adequate provision is made for their welfare whilst out on placement.

*Adults who supervise children on work experience*

*We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.* These considerations will include whether the person providing the teaching/training/instruction/supervision to the child on work experience will be:

- unsupervised themselves; and
- providing the teaching/training/instruction frequently (more than three days in a 30-day period, or overnight).

If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. If so, the School will ask the employer providing the work experience, to ensure that the person providing the instruction or training is not a barred person.

## Measuring Performance

- It is essential that effective mechanisms exist to feedback performance information for review in the continuous improvement cycle. Effective feedback is to be encouraged to ensure that environment and safety policies, standards, arrangements and regulations remain effective and that opportunities for improvement are identified and taken.
- All School departments shall measure how effectively environment and safety requirements have been implemented and risks controlled across their area of responsibility to contribute to the School picture. This shall include how well the environment and safety culture is being developed and the currency of standards and best practice. There are a wide range of techniques that can be applied to measuring performance. These fall into two broad categories; active and reactive. The techniques outlined below shall be considered as the basic minimum for application.

## Active Measurement

- Active Measuring techniques give feed-back on performance before accidents, incidents or ill health occur and provide a firm basis for decisions to be made about improvements in risk control and the environment and safety management system. They are aimed at monitoring the design, development, installation and operation of management arrangements, risk control strategies and workplace precautions.
- The key to effective active measuring is the quality of plans, performance standards and specifications that have been established to provide a yardstick against which performance can be measured. Techniques employed shall be proportionate to the
- department hazard and risk profile. Active measuring techniques employed by the School include:
  - Routine procedures to monitor achievement of specific objectives and targets contained in management or action plans (e.g. quarterly or monthly reports or returns).
  - Periodic examination of returns and records by AST and 'In House' to check that systems relating to the promotion of the environment and safety culture are complied with. Other periodic examinations will be through regular review of management performance; risk assessment and recording of training needs and delivery of suitable training.
  - The systematic inspection of premises, plant and equipment by teachers, supervisors, maintenance staff, management, safety representatives or other employees to ensure the continued effective operation of workplace precautions and any operating constraints.
  - Routine checking the implementation of environment and safety requirements and procedures during all phases of acquisition activities.

- Environmental monitoring and health surveillance to check the effectiveness of health control measures and to detect early signs of harm to health.
- Systematic direct observation of work and behaviour by first line management to assess risk control strategies and associated procedures, rules and constraints, particularly those directly concerned with risk control using observational checklists.
- The operation of audit systems relating to environment and safety.
- Compilation and consideration of regular reports on environment and safety performance by our safety committee, to include progress against the relevant risk registers.
- Environment and safety culture/climate surveys and questionnaires undertaken by 'In House' when directed to do by AST or the Principal.

### **Reactive Measurement**

- Reactive measuring techniques and systems are triggered after an event and provide opportunities for an organisation to check performance, to learn from mistakes and to improve the environment and safety management system and risk control. Where appropriate, this feedback shall be reported to the relevant regulators. The results of reactive measurement entered on our Accident and Incident Management system shall be used to identify trends, areas of specific weakness and information relevant to claims against the School. Each asset within the School shall evaluate available information and data on accidents, incidents, occupational ill health and other evidence of deficient environment and safety performance.
- Reactive measurement techniques to be employed include:
  - Accident and incident reporting and recording to cover all environment and safety related incidents. The only reporting system to be used within the School is controlled by AST.
  - Ill health data where related to occupational causes.
  - Claims data, including claims settled with payment.
  - Reporting the outcomes of accident and incident investigations conducted.
  - Inspection reporting

Details of enforcement action from external regulators, including improvement and prohibition notices and, where relevant, prosecutions.

### **Audits and Review**

## Audits

- Audit is an essential part of AST safety management system. A useful definition of audit in this context is “the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total environment and safety management system and drawing up plans for corrective action”. It, therefore, involves making judgments about the adequacy of performance. Audit shall aim at establishing that:
  - Appropriate management arrangements are in place and effective
  - Adequate risk control systems exist, are implemented, and consistent with the hazard profile of the organisation
  - Appropriate precautions are in place and effective.
- Audits will be conducted as stated in the health and safety management plan.

## Review

Reviewing is the process of making judgements about the adequacy of performance and taking decisions about the nature of the actions necessary to remedy deficiencies and maintain continuous improvement. Internal reviews of performance shall be undertaken at all levels within the School. Information may be taken from the activities undertaken to measure performance, including the outcomes of audits and more informal assurance. Review of performance against targets, objectives and performance indicators must consider how well the organisation is achieving the performance levels that it has set itself at all levels.

Review shall also consider progress in management of corporate environmental and safety risks. The feedback of information on successes and failures shall be a continuous process, including identification of remedial actions, shortfalls in policies, standards, arrangements, etc. and for revision of objectives and targets.

## Glossary of Health and Safety Terms

### Accident

An undesired event resulting in death, injury, damage to health, damage to property or other form of loss

### **Allergen**

Substance causing an allergic reaction in a person who is sensitive to that substance

### **Appointed Person**

A person who has been nominated to take charge in the event of an accident or illness (and support designated first aiders if present) and has been trained in basic lifesaving first aid techniques (See Designated Person)

### **Asbestos**

Hydrated magnesium silicate in fibrous form

### **Compliance**

The act or process of fulfilling requirements.

### **Control of Substances Hazardous to Health - COSHH**

Regulations promoting safe working with potentially hazardous chemicals

### **Designated Person**

A person who has been designated as a first aider at work and has been trained to have the knowledge and confidence to deal with any first aid emergency (See Appointed Person)

### **Display Screen Equipment**

Any alphanumeric or graphic display screen regardless of the process employed to display the information. Typical examples include computer monitors and microfilm viewers.

### **Fires**

**Class A** - Fires in ordinary combustible materials such as wood, cloth, paper, etc.

**Class B** - Fires in flammable liquids and liquefiable solids or electrical fires

**Class C** - Fires involving gases.

**Class D** - Fires involving combustible metals such as potassium or sodium

**Class F** - Fires involving cooking oils or fats

### **Good Practice**

HSE definition: Those standards for controlling risk which have been judged and

recognised by the HSE as satisfying the law when applied to a particular relevant case in an appropriate manner. (See Best Practice).

**Hazard**

Potential for harmful effects

**Health & Safety Executive**

Organisation responsible for proposing safety regulations through-out the UK. It is responsible for enforcing, statute, regulations, approved codes of practice and guidance

**Improvement Notice**

A statutory notice that is issued by an authorising body such as Health and Safety Executive (HSE), Environmental Health Officer (EHO) or Fire Officer on discovery of a breach of statute. It states that an offence has been committed, what action needs to be taken, the reason for the action and the time deadline by which it must be taken

**Incident (or Near Miss)**

A generic term for those events that do not cause significant harm but which might have done so under different circumstances

**Manual Handling Operations**

Tasks that require a person to exert force in order to lift, lower, push, pull, move, carry, hold or restrain an object

**Near Miss**

See "Incident"

**Permit to Work**

Formally delivered criteria for control/risk reduction when undertaking pre-planned work that is hazardous, either because of its location or the nature of the activity.

**Policy**

A statement of an organisation's strategy for achieving a safe and healthy working environment and the responsibility, organisation and arrangements for pursuing and implementing the strategy

**Prohibition Notice**

A statutory notice that is issued by an authorising body such as

Health and Safety Executive (HSE), Environmental Health Officer (EHO) or Fire Officer on discovery of a breach of statute that presents a risk of serious personal accident. The effect of the Prohibition Notice is to stop the activity from starting or to cause it to cease if it has already started.

### **Regulation**

A statutory device made under a general provision that is contained in an act of parliament. Regulations themselves are approved by parliament and are generally absolute legal standards.

### **Risk**

A quantifiable expression of the likelihood of injury or harm resulting from a hazard

### **Risk Assessment**

A formal estimation of the likelihood that persons may suffer injury or adverse health effects as a result of identified hazards

### **Risk Management**

The introduction of change or control measures with the intention of eliminating or bringing the level of risk associated with a hazard within acceptable limits

### **Safe System of Work**

A method of working designed to eliminate, if possible, or otherwise reduce risks to health and safety

### **Safety Culture**

A general term for the degree to which the culture of an organisation promotes and cooperates with safe and healthy work practices

### **Stress**

That which might result when an event or situation places increased demand on a person's mental or emotional resources. Sources of stress may arise from domestic or social situations as well as occupational circumstances.

The individual's response to such situations can lead to health and safety related problems such as depression, cardiovascular disease, Musculo-skeletal disorders and an increased tendency to be accident-prone.

### **Ventilation**

Movement of air, usually associated with the introduction of fresh air

### **Workstation**



The combination of equipment items that a user requires to fulfil their allotted tasks. In Display Screen Equipment terms, the components might include: desk, chair, computer monitor, keyboard, processing unit and such ancillary equipment as required by the work, such as document holder or telephone.