



# Health & Safety

## Policy/Handbook

<b>Review by Trustees:</b>	14 <sup>th</sup> June 2022
<b>Implementation Date</b>	1 <sup>st</sup> September 2022
<b>Next Full Review Due</b>	September 2023
<b>Reviewer:</b>	Deputy CEO

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# 1. INTRODUCTION

This Health & Safety Manual has been prepared by Worknest on our behalf and with our involvement. It contains our Health & Safety Policy as required by the Health & Safety at Work Act 1974 and it defines the way we manage the Health & Safety hazards and risks associated with our business, premises and activities.

South Pennine Academies are committed to managing Health & Safety effectively to protect our Employees/trainees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our Employees/trainees are our greatest asset.

Our Health & Safety Policy Statement sets out our commitment and the objectives we aspire to in managing Health & Safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing Health & Safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in Health & Safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing Health & Safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our Health & Safety arrangements periodically and at least annually.

#### **POLICY REVIEW**

This Health & Safety Policy will be reviewed annually by Worknest Ltd in conjunction with the South Pennine Academies Deputy CEO.

As each review is completed it will be signed off by the consultant from Worknest Ltd and confirmed by the Deputy CEO.

<b>Review Date</b>	<b>Signed on behalf of Worknest</b>	<b>Confirmed</b>
<b>9<sup>th</sup> May 2022</b>	<i>R. Henderson</i>	<b>M Ali 20/9/2022</b>

## **Statement of Intent**

Health & Safety is an important consideration for South Pennine Academies. We will take all reasonable steps to provide a safe and caring environment for students, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation. A statement of intent is displayed on the H&S Notice Board which can be found in the Staff Room.

### **Legal Framework**

Health & Safety in academies is governed by legislation and associated regulations, which are enforced by the Health & Safety Executive (HSE), which include:

- Health & Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health & Safety at Work Regulations 1999 (as amended)
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) 2015
- PPE at work regulations 1992
- Education (School Premises regulations) 1999
- Ionising Radiation regulations 2017 (IRR17)
- Food Information (amendment)(England) regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) 'Health & Safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible Health & Safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'

This policy operates in conjunction with the following policies:

- Contractors Policy
- Mental Health and Wellbeing Policy
- Data Protection Policy
- Driving Safely Policy

## **2. POLICY STATEMENT**

## HEALTH & SAFETY POLICY STATEMENT

The management of South Pennine Academies recognises that it has a legal duty of care towards protecting the Health & Safety of its Employees/trainees, students and others who may be affected by the Trust's activities. In order to discharge its responsibilities the management of the Trust will:

- bring this Policy Statement to the attention of all Employees/trainees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees/trainees on matters affecting their Health & Safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to Health & Safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with Health & Safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to Health & Safety matters
- provide adequate resources to control the Health & Safety risks arising from our work activities
- provide adequate training and ensure that all employees/trainees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for Health & Safety
- provide information, instruction and supervision for Employees/trainees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.
- Appoint the Principal as responsible person

This Health & Safety Policy will be reviewed annually and revised as necessary to reflect changes to the Trust activities and any changes to legislation. Any changes to the policy will be brought to the attention of all Employees/trainees.

**Signed:**

**Dated:** 18/7/22

**Chief Executive:** Jane Acklam

**Signed:**

**Dated:** 18/7/22

**Chair of Trustees:** Mick Kay

# **3. ORGANISATION FOR HEALTH & SAFETY**



### 3. ORGANISATION FOR HEALTH AND SAFETY

The overall responsibility for Health & Safety rests at the highest management level. However, it is the responsibility of every employee/trainee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

Trust  
Trustees  
CEO  
Directors  
Assistant Operations Director  
Trainees  
Employees  
Contractors  
Volunteers  
Visitors  
Worknest  
Audit & Risk Committee

## **4. HEALTH AND SAFETY RESPONSIBILITIES**

## RESPONSIBILITIES AND RULES

The CEO, Senior Staff and Designated Health & Safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and students must be aware of their own and others personal safety, and in any of the academy activities, both on and off site. The Trust has nominated the Deputy CEO to have special responsibility for Health & Safety.

### **The Trust will ensure that:**

- they provide a lead in developing a positive Health & Safety culture throughout the organisation.
- any decisions reflect its Health & Safety intentions.
- they appoint independent auditors to provide monitoring, annual checking, advice and report of compliance with this policy and any relevant legislation.
- they provide strategic direction in the importance of Health & Safety across the organisation.
- they review all reported events to make sure practice is reviewed and updated if necessary.
- they compile, organise and run a Trust wide Safety Committee.
- they provide Annual training for Principals.
- adequate resources are available for the implementation of Health and Safety.
- an effective management structure for the implementation of Health & Safety is established.
- they will promote the active participation of Employees/trainees in improving Health & Safety performance.
- they review the Health & Safety performance of the Trust annually and plan safety improvements for the following year.

### **For its part the Trustees will:**

- appoint a Member with responsibility for Health & Safety, who will sit on the Trust's Health & Safety committee.
- ensure Health & Safety has a high profile.
- they provide a lead in developing a positive Health & Safety culture throughout the organisation.
- provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the Trust.
- ensure, as far as reasonably practicable, the Health & Safety of students, staff and volunteers on off-site visits and activities.
- seek improvement to working conditions according to priorities within existing resources.
- consult staff and provide training opportunities.
- monitor and review Health & Safety.
- report to the Chair of Trustees on Health & Safety risks or issues that arise.
- endorse and support the safety policies and procedures of, and to assist South Pennine Academies to discharge those responsibilities, which it holds as an employer.
- ensure that risk assessments are carried out within the organisation and to ensure the assessments are reviewed following a significant change or after an incident.
- encourage informal meetings and ensure time is made available in staff meetings where Health & Safety issues can be raised.
- review on an annual basis, all accidents and incidents reported to identify trends.
- monitor the actions identified on the Annual Audit to closure.

### **The CEO will:**

- develop a Health & Safety culture throughout the Trust.
- following the annual audit, ensure an action plan is written, monitored and progress against items reported to the Trustees
- have day to day management of all Health & Safety matters in the Trust in accordance with this Health & Safety policy.
- ensure staff are aware of their responsibilities.
- update Trustees by submitting inspection reports.

- ensure action is taken on health, safety and wellbeing issues.
- pass on information received on Health & Safety matters to the appropriate people.
- carry out accident investigations.
- draw up Health & Safety procedures.
- ensure regular workplace inspections are carried out.
- submit inspection reports to the Trustees.
- identify and facilitate staff training needs.
- ensure all new staff receive Health & Safety induction training.
- ensure all staff receive annual Fire Awareness training.
- ensure all staff receive annual Health & Safety refresher training.
- maintain a training record.
- monitor effectiveness of procedures.
- ensure the Trust has relevant and sufficient risk assessments in place.
- ensure the Trust Fire Log Book is kept up to date and available for inspection.
- contact the Chair of Trustees immediately if an incident occurs that is of a serious nature or fatal.
- produce an action plan following the Health & Safety audit and monitor action points to closure

## **Directors**

Directors will ensure that in their areas of control:

- they actively lead the implementation of the Health & Safety Policy.
- they supervise their staff to ensure that they work safely.
- safe methods of work are implemented.
- inform trainees, staff and visitors as to their own personal safety and make sure they are aware of the Health & Safety procedures in place.
- risk assessments are regularly reviewed.
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported to the Deputy CEO.
- they communicate and consult with staff on Health & Safety issues.
- they encourage staff to report hazards and raise Health & Safety concerns.
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner.
- issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented.
- equipment is maintained in a safe condition.
- statutory examinations are planned, completed and recorded.
- any safety issues that cannot be dealt with are referred to the Deputy CEO for action.
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- agreed safety standards are maintained, particularly those relating to housekeeping.
- all relevant safety documents including DfE Guides, etc. are maintained and made available to all Employees/trainees.
- Health & Safety rules are followed by staff and trainees.
- they perform regular Health & Safety inspections within their department as required by the CEO.

## **Assistant Operations Director**

The Assistant Operations Director will ensure that:

- Trust buildings and plant are maintained in accordance with the Health & Safety Policy.
- records of servicing and maintenance are retained and kept up to date.
- contractors engaged are reputable, can demonstrate a good Health & Safety record and are made aware of relevant local Health & Safety rules and procedures.
- safe systems of work are developed and implemented.
- risk assessments are completed, recorded and regularly reviewed.
- they communicate with staff on Health & Safety issues relating to building maintenance and the work of contractors.

- they encourage staff to report hazards and raise Health & Safety concerns.
- statutory examinations are planned, completed and recorded.
- any safety issues that cannot be dealt with are referred to the Deputy CEO for action.
- welfare facilities provided are maintained in a satisfactory state.
- agreed safety standards are maintained particularly those relating to housekeeping.

## **Trainees**

Trainees will ensure that in their areas of responsibility:

- they attain a Health & Safety Policy for their host school(s).
- they actively lead the implementation of the Health & Safety Policy.
- they supervise their students to ensure that their lessons and activities are carried out safely.
- safe teaching practices are developed and implemented.
- risk assessments are completed, recorded and regularly reviewed, with the relevant partnership staff.
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported to the designated person in the host school.
- they communicate and consult with staff on Health & Safety issues.
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner.
- issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented.
- equipment is maintained in a safe condition.
- personal protective equipment where required is provided.
- any safety issues that cannot be dealt with are referred to the SCITT Director for action.
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- agreed safety standards are maintained, particularly those relating to housekeeping
- Health & Safety rules are followed by all staff.

## **All Employees must:**

- take reasonable care of their own safety.
- take reasonable care of the safety of others affected by their actions.
- observe the safety rules.
- comply with the Health & Safety Policy.
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- dress sensibly and safely for their particular working environment or occupation.
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed.
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
- maintain all equipment in good condition and report defects to their Line Manager.
- report any safety hazard or malfunction of any item of plant or equipment to their Line Manager.
- report promptly, injury, significant near miss, incident of violence and aggression or cases of work-related ill health, following the Trust's procedures.
- report all accidents to their supervisor whether an injury is sustained or not.
- attend/complete as requested any Health & Safety training courses.
- observe all laid down procedures for processes, materials and substances used.
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.
- observe the Evacuation, Invacuation and Lockdown procedures.
- co-operate fully with their Line Manager or responsible person on all matters relating to their Health & Safety at work.
- Ensure as far as is reasonably practicable that their work area is safe and tidy.

## Contractors

All contractors must:

- take reasonable care of their own safety.
- take reasonable care of the safety of trainees, staff and others affected by their actions
- observe the safety rules of the academy.
- adhere to the Trust Contractors Policy.
- submit their Health & Safety policy and relevant risk assessments to the Trust for approval.
- comply with and accept our Health & Safety policy, if they do not have one.
- dress appropriately, sensibly and safely when on Trust premises and for the task being undertaken.
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks.
- use all equipment, safety equipment, devices and protective clothing as required by the Trust/their employer and as indicated in the risk assessment for the task.
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
- maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate.
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor.
- report all incidents to their Line Manager and to the Trust whether an injury is sustained or not.
- ensure that their Employees/trainees only use equipment for which they have been trained.
- attend as requested any Health & Safety training course.
- observe all agreed procedures for processes, materials and substances used.
- observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes or inhibit fire alarm sensors or devices.
- provide adequate first aid arrangements unless otherwise agreed with the Trust.

## Volunteers

Volunteers have a responsibility to act in accordance with the Trust's policies and procedures for Health & Safety and to report any incident or defective equipment to a member of staff immediately.

## Visitors and other users of the premises

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers.

- All visitors to the Trust must comply with the SPA Health & Safety policy and procedures.
- The CEO must ensure that a suitable system is implemented whereby all visitors are required to record their visit to the academy (visitors book) and the time they leave.
- Where applicable visitors will be required to wear a 'visitors' identification badge which will be supplied by the Trust.
- Should a fire/emergency occur or the fire alarm is activated whilst visitors are on the Trust's premises, the visitor must evacuate the building in accordance with the Trust's procedure.
- Should an incident/accident occur involving a visitor it must be reported using the South Pennine Academies accident reporting procedure (Helpline section on the Worknest portal). An investigation must be undertaken as soon as possible by the relevant responsible person.
- Persons hosting visitors including meeting arrangers must ensure:
  1. visitors are alerted to the establishment fire procedures.
  2. visitors adhere to the 'no smoking' policy.
  3. visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
  4. visitors record time of arrival and departure in the visitor's book.
  5. where applicable visitors are provided with and wear identification badges.
  6. visitors are authorised to enter the premises.
  7. visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied.

8. 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.
9. visitors report all accidents, incidents and near misses to the host.
10. visitors wear protective clothing that is supplied, when necessary.

## **Worknest (Health and Safety Consultants)**

Worknest, in agreement with management, provides us with the following services:

- a general risk assessment in the first part of the contract that forms the basis of our risk management programme and helps us plan our future actions to reduce risk
- development of our documentation throughout the period of our contract and keeping it updated for:
  - changes in Health and Safety legislation relevant to us
  - organisational changes which affect our management system
- a Consultant visit to train senior managers and to support our implementation of this Policy by:
  - assisting us to complete specific risk assessments
  - providing further training, as agreed, on relevant agreed topics
  - reviewing and auditing our Health & Safety procedures and legal compliance
  - providing advice on implementing changes and system procedures

Worknest is also contracted to:

- fulfil the role of 'Competent Person', providing advice and assistance on Health & Safety issues
- provide for us a telephone advisory service - available 24 hours per day, 365 days of the year
- provide crisis help if we have a serious accident or incident involving the Enforcement Authorities
- provide legal fees insurance, the terms of which are defined in our insurance policy document
- provide briefings to help keep us up to date with new and forthcoming legislation.

## **Audit & Risk Committee**

The Audit & Risk Committee is the consultative body of the Trust for Health & Safety.

The Audit & Risk Committee will:

- consider and support the Trust's policies for health, safety and welfare and assist in monitoring and reviewing their effectiveness.
- consider forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules or the review of existing procedures of any Trust activity.
- promote Health & Safety communication and training in the organisation at all levels.
- receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents.
- receive a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents.
- consider reports of internal and external monitoring of the Trust.
- ensure trends in accident statistics are identified and to make recommendations for action.
- keep under review communications and publicity relating to health, safety and welfare and where necessary to recommend any improvements or changes.
- consider reports provided by inspectors of the enforcing authority under the Health & Safety at Work Act 1974, or any other relevant enforcement authority.
- consider relevant health, safety and welfare matters raised by members of the Health & Safety Committee.

# **5. HEALTH AND SAFETY RULES**



## **HEALTH & SAFETY RULES**

This section of our Health & Safety Policy specifies the rules laid down for the attention of all Employees/trainees. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees/trainees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

Employees/trainees are reminded that a breach of health and safety legislation by an employee/trainee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that employees/trainees are expected to act in a sensible manner and adhere to verbal instructions given by Management.

### **General**

- It is the duty of all employees/trainees to co-operate with the Board of Trustees in fulfilling our legal obligations in relation to Health & Safety.
- Employees/trainees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees/trainees are required to notify to management of any unsafe activity, item or situation.

### **Working Practices**

- Employees/trainees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees/trainees must make full and proper use of all equipment guarding.
- Employees/trainees must not clean any moving item of plant or equipment.
- Employees/trainees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees/trainees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees/trainees must not smoke except in prescribed areas.

### **Hazard/Warning Signs and Notices**

- Employees/trainees, visitors and students must comply with all hazard/warning signs and notices displayed on the premises.

### **Working Conditions/Environment**

- Employees/trainees must make proper use of all equipment and facilities provided to control working conditions/environment.
- Employees/trainees must keep stairways, corridors and work areas clear and in a clean and tidy condition.
- Employees/trainees must dispose of all rubbish, scrap and waste materials using the facilities provided.
- Employees/trainees must clear up any spillage or liquids in the prescribed manner.
- Employees/trainees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

### **Protective Clothing and Equipment**

- Employees/trainees must use all items of protective clothing/equipment provided as instructed.
- Employees/trainees must store and maintain protective clothing/equipment in the approved manner.

- Employees/trainees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

## **Fire Precautions**

- Employees/trainees, visitors and students must comply with all laid down emergency procedures.
- Employees/trainees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees/trainees must not misuse any fire fighting equipment provided, unless they have been trained to do so.
- Employees/trainees must report any use of fire fighting equipment to their supervisor.

## **Accidents**

- Employees/trainees must seek medical treatment for work related injuries they receive by contacting a designated First Aider. Upon returning from treatment they must report the incident to their Manager.
- Employees/trainees must ensure that any accident or injury treatment is properly recorded in the Helpline section (Accident Book) on the Worknest H&S portal.
- Employees/trainees must notify management of any incident in which damage is caused to property.

## **Health**

- Employees/trainees must report to management any medical condition or medication which could affect the safety of themselves or others.
- Employees/trainees must co-operate with the management on the implementation of the medical and occupational health provisions.

## **Trust Transport**

- Drivers must adhere to the Trust's Driving Safely Policy
- Drivers must carry out prescribed checks of vehicles prior to use and in conjunction with the laid down checking procedure.
- Employees/trainees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- Employees/trainees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.
- Employees/trainees must not drive whilst using a mobile phone

## **Rules Covering Gross Misconduct**

An employee/trainee/trainee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of Safety Rules.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of plant or equipment.
- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of or interference with any item provided in the interests of Health & Safety or welfare at work.
- Unauthorised removal or defacing of any label, sign or warning device.
- Horseplay or practical jokes which could cause accidents.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment.
- Deliberately disobeying an authorised instruction.

## **6. ARRANGEMENT SUMMARY**

## Risk Assessments

Risk assessments will be undertaken by:

<b>Offices:</b>	Assistant Operations Director
<b>Maintenance:</b>	Core FM / Assistant Operations Director
<b>Cleaning:</b>	Core FM

## Consultation with Employees/trainees

Health and Safety Committee Representatives are:

Roz Batley, Deputy CEO
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Minutes of meetings are available to view at:

Contact Anne Mellor to access Minutes of Meetings
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## Safe Handling and Use of Substances

The person responsible for identifying hazardous substances and obtaining Data Sheets is:

<b>Maintenance:</b>	Core FM
<b>Cleaning:</b>	Core FM

## Competency for Tasks

Induction training is the responsibility of:

Directors
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## First Aid and Accidents

The First Aiders are:

Molly Howarth Amanda Nolan ( <i>from 12/10/22</i> )
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First Aid Boxes can be found at:

Ground Floor - Kitchen First Floor - Drinks area
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The Accident Book is located:

Reception
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The persons responsible for RIDDOR notifications are:

Mrs Roz Batley, Deputy CEO. roz.batley@southpennineacademies.org
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## Fire

Escape routes and exits are checked by:

Core FM

Alarms are tested weekly by:

Core FM

Fire drills are organised annually by:

Assistant Operations Director

## Contractors and Safety

The person responsible for approving contractors who work within South Pennine Academies Business & Training Centre is:

Assistant Operations Director / Deputy CEO

# **7. RISK ASSESSMENTS**

## Risk Assessments

The Trust maintains a bank of Risk Assessments, they can be found in Reception. A register of Risk Assessments is kept by the Receptionist.

Whilst carrying out their duties, Employees/trainees must adhere to control measures laid out in Risk Assessments.

Should you need additional Risk Assessments or have any questions or queries regarding the measures in place please speak to Assistant Operations Director.

**Risk Assessment** involves identifying the hazards present in the work place or arising out of any work activity and evaluating the extent of the risks involved to employees/trainees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

**Risk** is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are '**suitable and sufficient**' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health & Safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our Employees/trainees.

### Carrying out risk assessments

Those who are involved in risk assessments should:

- be competent
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment
- be in a position to give the commitment, co-operation and resources required to implement the assessment results.

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

## **The five stages of risk assessment**

### **STEP 1 - IDENTIFY THE HAZARDS**

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees/trainees as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- cables trailing over floors
- fire
- chemicals
- work benches which are too high or too low
- electricity
- loads which have to be moved manually
- work equipment
- working environment e.g. ventilation, lighting, heating.

### **STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW**

List groups of people and individuals who may be affected by the hazards e.g.:

- staff
- members of the public
- contractors on the premises.

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female employees/trainees who are pregnant or who have recently returned to work after having a baby, inexperienced employees/trainees or young persons.

### **STEP 3 - EVALUATE AND CONTROL THE RISK**

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- avoid the risk completely
- evaluate risks which cannot be avoided
- combat risks at source
- adapt work to the individual
- make use of technical progress
- replace the dangerous with none or less dangerous
- develop an overall prevention policy
- give priority to measures which protect the greatest number of people
- give appropriate instructions to Employees/trainees.



## IMPLEMENTING AN ACTION PLAN

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

## STEP 4 - RECORD YOUR FINDINGS

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that employees/trainees are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

### Hazards and example controls

Hazard	Example control measures
Manual handling	Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training
Hazardous substances	Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training
Work equipment (machinery, tools, etc.)	Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training
Ladders	Avoid working at height. correct type of ladder/stepladders, maintained, training
Electricity	Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances
Stairs, etc	Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges
Fire	Detection/warning systems, fire drills, extinguishers, signs, suitable storage facilities for substances and goods, fire retardant furniture and fittings
Noise	Reduction at source, isolation, ear protection, demarcation of danger zones
Stress	Reduce/increase workload, more control over work, work suitable for the individual, avoidance of monotonous repetitive work
Work environment	Good lighting, ventilation, redesign layout of area, heaters/coolers

## STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

## **8. ARRANGEMENTS**

### Accident, Incident and Ill-Health Recording, Reporting and Investigation

All RIDDOR reports will be completed by the Trust, supported by Worknest. Any accident, incident or work-related illness which falls within the requirements below, must be reported on the Helpline section on the Worknest portal and the Deputy CEO notified.

This policy sets out the procedures that are to be followed when any employee/trainee, visitor or contractor has an accident, near miss or dangerous occurrence on the company's premises during the course of their employment.

This will also apply to visitors who are members of the public and are therefore not at work. In addition Employee/trainees who develop a work-related illness must also report via these procedures.

#### Definitions:

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee/trainee through the course of work or from a non-employee/trainee as a result of activities carried out by the company.

#### Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The following events must be reported to the Health & Safety Executive:

- A death
- A specified injury to an employee/trainee as detailed in regulation 4
- An injury to a non-employee/trainee where that person is taken directly to hospital for treatment as a result of their injury
- Any dangerous occurrence
- Any employee/trainee diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations
- Any employee/trainee diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen.

Injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days) must also be reported within 15 working days using the Health & Safety Executive (HSE) website.

You **must** also keep a record of an accident if the worker has been incapacitated for **more than three consecutive days**.

The completed report form sent back by the HSE should be kept with the other accident records and documents; this will confirm the notification has been made.

Accident report, completed notification form and investigation notes, witness statements and photographs are to be kept on file to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident.

## **First Aid**

If you have an accident whilst in the course of carrying out your work, you must report the accident, however small, to a First Aider. **The First Aiders are:**

- Molly Howarth
- Amanda Nolan

**First aid boxes** are sited around South Pennine Academies Business & Training Centre in the following locations:

- Ground Floor Kitchen
- First Floor Drinks Area

You must ensure details of the accident are recorded in the **Accident Book**, which is kept at: Reception

All staff must make themselves familiar with the location of the nearest first aid point, the names of the first aid personnel and the location of the Accident Book.

All near misses must also be reported to the Deputy CEO as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

## **Investigation**

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to.

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

## **Incident Reporting - Worknest Helpline Portal**

Incidents need to be reported using the Worknest Helpline section, the Deputy CEO, will complete this, Employee/trainees must ensure relevant details are shared to enable this to happen.

The following must be added to the Helpline section:

- all COVID positive tests
- all incidents where anybody is taken directly from site to hospital
- all staff injuries
- any incidents that may be subject to RIDDOR reporting
- any incidents which may attract media attention or result in an insurance claim.

# Bomb Threat

## Please follow government and OFSTED guidance

In the event of receiving a bomb threat please follow the below

Note the time of the call

Is the caller male/female.....accent?

Try to ascertain the caller's name

Try to keep the caller on the line to gain enough information – time, likely location of device(s)

Write down everything the caller is saying including background noise, are they telephoning from a mobile?

Whilst on the telephone – decide what your alert signal will be to another colleague to alert the Crisis Management team – see Emergency Plan

The colleague must locate and inform a member of The Crisis Management Team as soon as possible

Staff must not telephone the Police directly yourself

Do not encourage the caller to approach South Pennine Academies Business & Training Centre

Do not share any information about South Pennine Academies Business & Training Centre and/or personal details with the caller

### APPENDIX 9 - BOMB THREATS

+ If you receive a telephone call from someone who claims to have information about a bomb, record as much information as possible.

Time of call: \_\_\_\_\_ Telephone number you were contacted on: \_\_\_\_\_

Exact wording of the threat: \_\_\_\_\_

+ Stay calm. Being cautious, and without provoking the caller, try to ask the questions below.

Where is the bomb right now? \_\_\_\_\_ What will cause it to explode? \_\_\_\_\_

When will it explode? \_\_\_\_\_ Did you place the bomb? If so, why? \_\_\_\_\_

What does it look like? \_\_\_\_\_ What is your name? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_ What is your telephone number? \_\_\_\_\_

What is your address? \_\_\_\_\_

+ Try dialling 1471. You may get information on where the phone call was made from.

Did dialling 1471 work? \_\_\_\_\_ Time the call ended: \_\_\_\_\_

+ Contact the Police (999) and Principal / nominee immediately.

+ Carry out further actions based on Police advice.

What gender was the caller?

- ☐ Male  
☐ Female

Approximately how old was the caller? \_\_\_\_\_

Did the caller use a codeword? \_\_\_\_\_

Did the caller sound familiar? \_\_\_\_\_

Did the caller have an accent? \_\_\_\_\_

What sort of voice did the caller have?

- |                                    |  |                                     |
|------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Normal    | <input type="checkbox"/> Well spoken   | <input type="checkbox"/> Impediment |
| <input type="checkbox"/> Loud      | <input type="checkbox"/> Poorly spoken | <input type="checkbox"/> Stutter    |
| <input type="checkbox"/> Quiet     | <input type="checkbox"/> Deep          | <input type="checkbox"/> Lisp       |
| <input type="checkbox"/> Whispered | <input type="checkbox"/> High pitched  | <input type="checkbox"/> Slurred    |
| <input type="checkbox"/> Clear     | <input type="checkbox"/> Hoarse        | <input type="checkbox"/> Other      |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Nasal         |                                     |

At what pace did the caller speak?

- ☐ Normal ☐ Quick ☐ Slow

What manner did the caller have?

- |                                   |                                     |                                    |
|-----------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Upset      | <input type="checkbox"/> Irritated |
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Angry      | <input type="checkbox"/> Muddled   |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Rational   | <input type="checkbox"/> Other     |
| <input type="checkbox"/> Laughing | <input type="checkbox"/> Irrational |                                    |

Were there any distinguishable background noises? \_\_\_\_\_

Notes: \_\_\_\_\_

## Communication and Consultation

It is a legal requirement for the Trust to establish arrangements to communicate and consult with staff on issues affecting their Health & Safety and to take account of their views.

To achieve this objective we will:

- establish effective lines of communication
- involve and consult with staff through:
  - individual conversations
  - notice boards
  - internal publications
  - staff meetings
- display the 'Health and Safety Law – What You Need To Know' poster
- consult with staff when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety.



The following is a recommendation of what should be included on your H&S Notice Board.

## H&S Noticeboard

H&S Statement of Intent (policy) & location of policies	HSE Poster	Employers Liability Insurance (if not electronically available)	Safeguarding & location of policy	Risk Assessments & location of assessments
Emergency Plans/Fire Egress Plans	H&S induction & training & location of	Fire Action Notice/Fire Evacuation Arrangement s	First Aiders & Near miss reporting & location of records	Business Continuity Plans (BCP's) & location of policy

## Contractors

All Trust premises have their own Contractor Management policy which will include a pre-qualification questionnaire, contractor management, contractor management review, permit to work and approved supplier list.

When working on Trust premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor's own safety policy, risk assessments, method statements, permits to work, etc as applicable
- clarification of the responsibility for provision of first aid and fire extinguishing equipment
- details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- evidence showing that appropriate Employers and Public Liability Insurance is in place

**Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.**

Similarly, we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to the Assistant Operations Director/Deputy CEO immediately.

### **Construction work and the Construction (Design and Management) Regulations 2015**

Where any construction work is carried out, to fulfil our legal duties as a “client” under the Construction (Design and Management) Regulations 2015 we will:

- make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant
- ensure that all duty holders that we appoint have the necessary skills, knowledge and experience to carry out their roles safely
- appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly
- notify the HSE in writing for projects that require it
- ensure that relevant pre-construction information is passed to all designers and contractors
- ensure that the Principal Designer and Principal Contractor carry out their duties
- ensure that adequate welfare facilities are provided for the contractors
- ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared
- ensure that any Health & Safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and, if we choose to dispose of the building, to pass the file to any person or company who acquires the building.
- cooperate fully with all other duty holders and provide all relevant information and instruction promptly and clearly.

## Disabled Persons

The Trust will give full and proper consideration to the needs of disabled employees/trainees, students and visitors.

To achieve this, the Trust will:

- treat all disabled employees/trainees, students and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the Trust's facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees/trainees with special needs to suggest any premises or task improvements to their line managers
- discipline any employees/trainees found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.



## Display Screen Equipment (Computers)

All reasonable steps will be taken by the Trust to secure the health and safety of employees who work with display screen equipment.

To achieve this objective the academy will:

- identify those employees who are user's as defined by the regulations, see below.
- carry out an assessment of each user's workstation.
- implement necessary measures to remedy any risks found as a result of the assessment.
- provide adequate information and training to persons working with display screen equipment.
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity.
- review software to ensure that it is suitable for the task and is not unnecessarily complicated.
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced.
- arrange for the supply, at subsidised cost, any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment.
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided.
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action.
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

### 'Users'

This policy is aimed at those who regularly use DSE:

- a) for continuous periods of more than one hour *and*
- b) for more than 2½ hours per day.

Typically, this will therefore apply to administrative functions, the teaching of computer skills and other prolonged users. Others who operate DSE, including students, should have a workstation which meets the standards set down in the regulations but are not entitled to financial contributions.

### Employees/trainees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

### Eye Tests and Corrective Appliances

The Trust will arrange for the provision of free eye tests when requested and at regular intervals thereafter or where a visual problem is experienced, at no cost to the employee. Where employees require corrective appliances specifically for use with display screen equipment, the Trust will arrange for the supply of corrective appliances up to current cost limit of £50.00.

### Training

Employees/trainees working with display screen equipment (DSE) should comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided. The DSE assessment can be completed on the Safety Media portal.

### Health

Employees/trainees should inform their manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE. In addition

they should also report any discomfort or health concern believed to be associated with the use of DSE. Any health information will be treated confidentially.

### **Summary of Key Actions**

The key actions necessary to control the health and safety risks arising from the use of Display Screen Equipment (DSE) are to:

- identify all individuals who are classified as DSE 'Users'
- ensure risk assessments of DSE workstations been carried out using the Display Screen Equipment Workstation Assessment Form.
- supply users with information and/or training on the safe use of Display Screen Equipment.
- advise staff about setting up laptops on a suitable surface and the risks of working for prolonged periods.
- ensure remedial actions identified by DSE risk assessments been carried out.
- review risk assessments annually or sooner if significant changes have occurred.

All employees/trainees are required to complete a DSE when they are appointed. You will need to contact your HR if you make any significant changes to your work station, they will re-assign the DSE assessment for you to complete. If you are working at a different location (e.g. home), please contact HR for a DSE assessment.

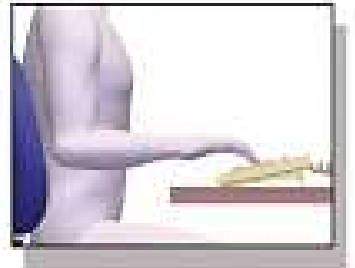
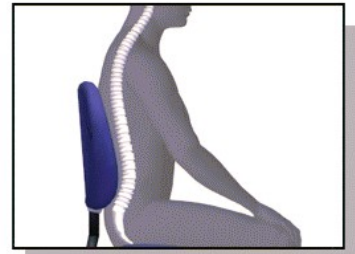
# Display Screen Equipment (DSE)/Visual Display Unit (VDU)

## Some practical tips:

### Getting Comfortable

Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your lumbar should be supported by the seat cushion, forearms should be approximately horizontal and your eyes the same height as the top of the VDU.

- Make sure you have enough work space to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.



### Keying in

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

### Using a mouse

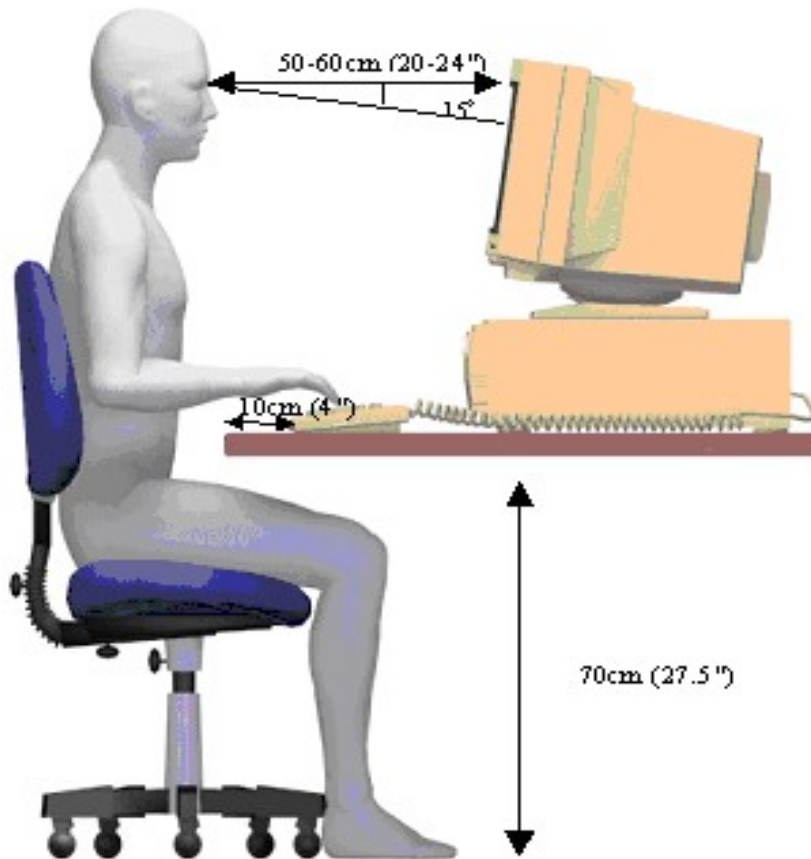
- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

### Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

## Posture and Breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation).
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.



## Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

### **It is the responsibility of drivers to inform the academy of:**

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as limitations, offences recorded, period bans, vehicle defects that affect ability/safety to drive
- any accidents/incidents that occurred whilst driving on behalf of the Trust.

### **Before driving, drivers must**

- review the need to travel
- have a valid licence for the vehicle they are driving
- carry out a pre-use vehicle check
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

### **Whilst driving, drivers must**

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke
- only use a mobile phone or other electronic device, in line with current legislation and if you feel it safe to do so.
- the Trust will not accept liability for any damage or loss incurred as a result of parking on any of the Trust Premises

### **Accident Procedures**

If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop. He/she must be prepared to give his/her name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask. If for any reason the driver is not able to give these details then he/she must report in person to a Police Station as soon as practically possible, otherwise an offence is committed, and in any event not later than twenty-four hours afterwards.

Report the accident immediately to the Deputy CEO and complete the appropriate forms for our insurers.

A driver who breaks the speed limit will be responsible for paying his/her own fines. Similarly fines imposed for incorrect car parking or negligent driving maybe the responsibility of the driver. Any damage caused to the minibuses through incorrect use, may result in the driver being asked to contribute fully or partially to any excess payable by the Trust. These charges will be at the discretion of the CEO.

Authorisation may be withdrawn at any time by the CEO. Any member of staff who has been advised not to drive their own vehicle for medical reasons must advise the CEO immediately.

# Drugs and Alcohol

## Alcohol

Staff must not drink alcohol on Trust premises.

Any employee/trainee who is found consuming alcohol on Trust premises or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the Trust's disciplinary procedure.

## Drugs and medication

The possession, use or distribution of drugs for non-medical purposes on Trust premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager.

If the Trust suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the Trust reserves the right to require you to undergo a medical examination to determine the cause of the problem.

## Medical Examination

Existing and prospective members of staff may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective staff and will normally be treated as gross misconduct for current members of staff.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the Trust reserves the right to suspend you from your employment (with or without pay) to allow the Trust to decide whether to deal with the matter under the terms of the Trust's Disciplinary Procedure and/or to require you to undergo treatment and rehabilitation.

## Reasonable Grounds

The Trust reserves the right to search you or any of your property held on Trust premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The Trust reserves the right to inform the Police of any suspicions it may have with regard to the use of controlled drugs by its staff on the Trust's premises.

## Electricity

All reasonable steps will be taken to secure the Health & Safety of Employees/trainees, volunteers and students who use electrical equipment.

Employees/trainees must:

- visually check electrical equipment for damage before use
- report any defects found to the Assistant Operations Director
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto Trust premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- never run extension leads under carpets or through doorways
- not daisy-chain extension leads to make a longer one
- not use adapter sockets – devices that plug into mains sockets to increase the number of outlets.
- not use portable heaters brought in from home, all heaters must be PAT tested



# Electrical Safety

## What are the hazards?

The main hazards are:

- contact with live parts causing shock/burns (normal mains voltage, 230 volts AC, can kill)
- faults which could cause fires
- fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere, e.g. in a spray paint booth.

Ensure that:

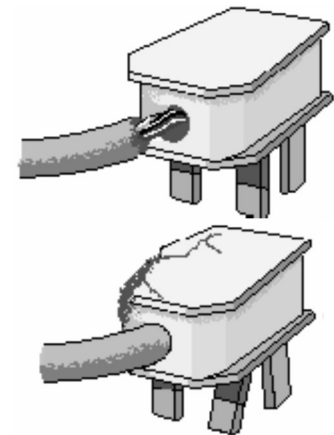
- suspect or faulty equipment is taken out of use, labelled 'DO NOT USE' and kept secure until examined by a competent person
- where possible, equipment, tools and power socket-outlets are switched off before plugging in or unplugging
- equipment is switched off and/or unplugged before cleaning or making adjustments.

## Visual checks on electrical equipment

1. Inspections and testing of all portable electrical equipment and the fixed electrical installations is the responsibility of the academy, though the responsibility for undertaking visual checks falls to all Employees/trainees.

2. Around 95% of all faults or damage can be found by visual checks and this will involve checking:

- for damage to the cable covering, such as cuts and abrasions, apart from light scuffing, or non-standard repairs e.g. cable wrapped with electrical tape
- where the cable enters the plug. Internal wires - those covered by the outer sheath may be exposed or the cable may be loose and move within the plug
- for damage to the plug, such as cracked casing, bent pins, evidence of overheating i.e. burn marks or discoloration



- for damage to the sockets, switches, etc. e.g. cracked or broken casing
- that equipment has been used in conditions for which it is not suitable, e.g. a wet or dusty workplace or has damage to the outer cover of the equipment or has obvious loose parts or screws
- cables are routed safely, with one extension lead used per socket. Where there is a risk of tripping over cables and they cannot be re-routed, cable strips must be fitted.



# Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the Trust will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment including the sprinkler system
- provide sand in bags in the Science Department as a precaution when using flammable metals
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to employees/trainees, plus specialist training to those with special responsibilities
- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all students and visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records.

The Trust does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so. Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so and the alarm has been deactivated.

Employees/trainees are encouraged to report any concerns regarding fire procedures so the Trust can investigate and take remedial action if necessary.

You should familiarise yourself with the location of the fire alarms, fire appliances, fire exits and assembly points.





















Occupied room doors may be wedged open, using wedges provided by the Trust. The wedge **must** be removed and the door closed, on leaving the room. Other equipment must not be used to wedge open fire doors.

## Summary of Key Actions

The key actions required to ensure fire safety is effectively managed are:

- a) complete and review annually a fire risk assessment
- b) arrange for fire safety checks to be completed and recorded for the following:
  - annual fire evacuations (drills)
  - fire alarm tests
  - fire escape route checks
  - extinguisher checks
  - emergency lighting tests
  - post fire evacuation notices.
  - all staff to complete Fire Awareness training annually
  - fire Wardens to complete training every two years
- c) develop personal evacuation plans (PEEP) for people with special needs
- d) provide fire safety training
- e) service the fire alarm, emergency lighting and sprinkler system as appropriate.

The following fire extinguishers are currently present on site.

Fire Extinguisher Chart								
Extinguisher		Class of Fire						Special Notes
Colour	Type	 Solids	 Flammable Liquids	 Flammable Gases	 Flammable Metals	 Electrical Contact	 Cooking Oils & Fats	
 Cream	Foam	 Yes	 Yes	 No	 No	 No	 No	Not practical for home use.
 Black	Carbon Dioxide (CO <sub>2</sub> )	 No	 Yes	 No	 No	 Yes	 No	Safe on high and low voltages.

There is a fire blanket in the kitchen on the ground floor.

# Fire and Emergency Evacuation

## IF YOU DISCOVER A FIRE:

**Operate the nearest fire alarm call point.**



IF IT IS SAFE TO DO SO AND IF YOU HAVE AUTHORISATION AND APPROPRIATE TRAINING, attack the fire with the fire fighting equipment provided

Always ensure there is a safe exit route before attempting to extinguish any fire.

Leave the building immediately if you cannot control the fire or your escape route is threatened.

## ON HEARING THE ALARM:

The fire alarm sound is a electronic siren.



**Immediately vacate the premises by the nearest available exit**

Close all windows and doors behind you



**Go to assembly point**

Report to the person in charge of your assembly point

The assembly point is located: **In the Car Park**



**DO NOT RE-ENTER THE BUILDING TO COLLECT PERSONAL BELONGINGS.**

**DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE SENIOR PERSON PRESENT**

## **Visitors**

All visitors should be escorted to the assembly point by their host.

It is important that they do not leave the area before notifying the senior person present.

## **Liaising with Emergency Services**

The most senior Director present will meet and liaise with the emergency services and any other interested parties, giving them pertinent information related to the emergency situation, such as location and details of emergency, location and presence of hazardous and flammable materials, head count statistics, etc.

## First Aid

The Trust is committed to providing sufficient provision for first aid to deal with injuries that arise at work or as a consequence of Trust activities.

To achieve this objective the Trust will:

1. appoint and train a suitable number of first aid personnel
2. display first aid notices with details of first aid provision
3. provide and maintain suitable and sufficient first aid facilities including first aid boxes
4. provide any additional first aid training that may be required to deal with specific first aid hazards.

### First Aiders

A First Aider is a person who has a valid certificate in either first aid at work or emergency first aid at work training. The trained First Aiders are displayed on the H&S Notice Board.

First Aiders training will be refreshed every three years by undertaking the two day First Aid at Work requalification (this may be taken up to 3 months before / 28 days after the expiry date on the certificate).

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

The number of first aiders required will be determined by completing a risk assessment. The HSE provide some general guidance on the number of first aiders required and expected provision is illustrated below:

Category of Risk	Numbers employed at any one location	Suggested Number of First Aid Personnel
<b>Lower Hazard</b>  (Most schools fall into this category)	fewer than 25	- at least one Appointed Person - <i>it is recommended they receive Emergency First Aid at work training (EFAW)</i>
	25 -50	- at least one first aider trained in <b>(EFAW)</b>
	more than 50	- at least one first aider trained in first aid at work <b>(FAW)</b> for every 100 employed (or part thereof)
<b>Higher Hazard</b>	fewer than 5	- at least one Appointed Person - <i>it is recommended they receive Emergency First Aid at work training (EFAW)</i>
	5-50	- at least one First Aider trained in <b>EFAW</b> or <b>FAW</b>
	more than 50	- at least one additional First Aider trained in <b>FAW</b> for every 50 employed (or part thereof)

The numbers of first aid personnel will be determined by individual circumstances, the level of risk and in line with current government guidance.

### First Aid Boxes

First aid kits, clearly marked, will be provided in the Ground Floor Kitchen and First Floor Drinks Area.

First aid boxes will contain a sufficient quantity of suitable first aid materials and nothing else.

First aid does not include the administration of medicines and thus first aid boxes should NOT contain drugs of any kind including aspirin, paracetamol, antiseptic creams etc.

First aid boxes should be located near to hand washing facilities.

All first aid boxes will be checked regularly and maintained by a designated member of staff, items should not be used after expiry date shown on packaging.

Suitable protective clothing and equipment such as disposable gloves (e.g. vinyl or powder free, low protein latex CE marked) and aprons will be provided near the first aid materials.

Blunt-ended stainless steel scissors (minimum length 12.7 cm) will be kept where there is a possibility that clothing might have to be cut away. These should be kept along with items of protective clothing and equipment.

Small quantities of contaminated waste (soiled or used first aid dressings) can be safely disposed of via the usual refuse collection arrangements. Waste should be double bagged in plastic and sealed by knotting.

### **First Aid Information**

Notices are posted in Reception and the H&S Notice Board in the Staff Room giving the location of first aid equipment and facilities and the name(s) and location(s) of the first aid personnel.

New and temporary employees/trainees are to be told of the location of first-aid equipment and first aid personnel, and facilities on the first day they join the Trust as part of the induction training.

### **First Aid Records**

The Trust ensures that the following records are available:

- certification of training for all first-aiders and refresher periods
- any specialised instruction received by first-aiders or staff (e.g. Epi-pens)
- first aid cases treated (see accident / incident reporting).

### **Guidelines on Responding to Injuries**

#### ***Minor injuries***

The following injuries are considered minor and capable of being dealt with by a First Aider in the academy: Grazes, small scratches, bumps, minor bruising, minor scalding or burns resulting in slight redness to the skin.

Injuries requiring medical attention:

- Deep cut
- Long cuts. Long cuts are considered to be approximately 1 inch when on the hand or foot and 2 inches when elsewhere on the body.
- The cut is jagged.
- The injury involved a pet, especially a cat.
- The injury involved a wild animal.
- The injury is due to a bite, either human or animal.
- The wound has debris stuck in it after cleansing.
- The wound is bleeding heavily.
- The wound will not stop bleeding after applying direct pressure for 10 minutes.
- The injury is a puncture wound.

#### ***Head and face injuries***

Injuries to the head and face need to be treated with particular care. Any evidence of following symptoms may indicate serious injury and an ambulance must be called.

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open);
- confusion

- strange or unusual behaviour – such as sudden aggression
- any problems with memory;
- persistent headache;
- disorientation, double vision, slurred speech or other malfunction of the senses;
- nausea and vomiting;
- unequal pupil size;
- pale yellow fluid or watery blood coming from ears or nose;
- bleeding from scalp that cannot quickly be stopped;
- loss of balance;
- loss of feeling in any part of body;
- general weakness;
- seizure or fit.

### **Blood and Body Fluid Spillages**

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g. blood borne viruses and diarrhoeal and vomiting illnesses, such as norovirus.

A spillage kit is available at South Pennine Academies Business & Training Centre to deal with blood and body fluid spillages, which is located in Reception.

The person responsible for checking and replenishing the kit regularly is Molly Howarth.

### **Spillage Procedure**

Body fluid spillages should be dealt with as soon as possible with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area and protective clothing should be worn when dealing with the spillage such as gloves and aprons.

In the event of a spillage, cordon off the area where the spillage has occurred.

Cuts and abrasions on any areas of the skin of the cleaner should be covered with a waterproof dressing. Disposable gloves and apron must also be worn, and if necessary use additional Personal Protective Equipment and clothing to protect the body and clothes.

### **Hard surfaces e.g. floor tiles, impervious table tops.**

In the event of small spills or splashes of blood, clean with neutral detergent and hot water.

### **Large spills**

In the event of a large spill of blood, faeces or other bodily fluid:

- Remove the spillage as much as possible using absorbent paper towels
- Flush these down the toilet or dispose of them carefully in waste bag
- Cover any remaining spillage with paper towels soaked in diluted bleach solution (1:10 dilution with cold water)
- Leave the paper towels in place for up to 30 minutes, and then clear them away.

**Alternatively**, large spills may be covered with granules from the spillage kit for two minutes. The spillage and the granules should be carefully removed with paper towels and disposed of carefully into a waste bag.

Clean area with neutral detergent and hot water once either procedure has been completed.

### **Soft surfaces and fabrics e.g. carpets and chairs**

For spills on soft surfaces and fabrics:

- Remove the spillage as far as possible using absorbent paper towels,
- Clean with a fresh solution of neutral detergent and water, and

- Carpets and upholstery can then be cleaned using a suitable cleaning product. Steam cleaning may be considered if necessary.

Contaminated gloves, aprons, paper towels, etc should be carefully disposed of into a leak proof plastic bag, securely tied and placed immediately into the normal external academy waste container. Large quantities of contaminated waste should be disposed of in consultation with the local waste authority.

All employees/trainees should wash their hands after taking part in any of the above procedures.

As with other all hazardous substances used in the academy, bleach and disinfectants should be stored, handled and used in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations and the manufacturer's instructions. Product data sheets and safe use instructions should be easily accessible, along with risk assessments and details of actions required in the event of accidental ingestion, inhalation or contact with skin or eyes.

All chemicals must be stored in their original containers, in a cool, dry, well-ventilated place that is lockable and inaccessible to children, visitors and the public.

Appropriate protective clothing (e.g. gloves and aprons) should be worn when handling bleach and other chemical disinfectants. Contact with skin, eyes and mouth should be avoided at all times when handling or using them.

## Gas Installations and Appliances

The Trust will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

### Maintenance of Gas Equipment

Gas boilers, heaters, ovens and other gas fired equipment will be serviced at regular intervals, usually annually, and in accordance with the manufacturer's recommendations.

All work on gas appliances to be carried out by a Gas Safe Registered engineer.

Records of all servicing, maintenance and repairs to be kept.

### Summary of Key Actions

The key actions necessary to ensure the safety of gas fired appliances are:

- identify all gas fired appliances and create a maintenance schedule for each
- arrange for servicing in line with the schedule and keep records
- prepare a gas leak emergency procedure
- highlight all gas shut-off points.

### Gas Emergencies

In the event of a suspected gas leak:

- Call 24 hour gas emergency service on 0800 111 999
- Evacuate the buildings and move staff/trainees to a distance of at least 250 metres away. Nominate some staff to stay at a safe distance to prevent access to the site and await the emergency National Grid engineer.
- If it is safe to do so:
  - Put out naked flames
  - Open doors and windows
  - Turn off the gas supply.

### DO NOT TURN ELECTRICAL SWITCHES ON OR OFF

- If the general public in the neighbourhood are at risk contact the police on 999.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.



## Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of employees/trainees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The Trust will implement the following:

- an inventory of all substances hazardous to health kept or present on site will be maintained and copies of relevant hazard data sheets retained
- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control
- all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- engineering controls will be properly maintained by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness
- systems of work will be reviewed at suitable intervals and revised if necessary
- all employees/trainees and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls
- 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
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- qualified professionals, where necessary, will carry out health surveillance
- employee/trainee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- all employees/trainees will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees/trainees will be informed about any monitoring and health surveillance results
- 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.

COSHH Risk Assessment training will be completed by Assistant Operations Director on Safety Media.

The Assistant Operations Director in conjunction with CoreFM is responsible for ensuring the information within the COSHH folder should be reviewed and stored together so it is readily available. An inventory should be in place and each risk assessment should be referenced within the inventory.

### Substances Hazardous to Health

Substances hazardous to health as defined by the COSHH regulations are:

- a) substances classified as toxic, corrosive, a health hazard, a serious health hazard, flammable, oxidising, explosive, harmful to the environment or gases under pressure. These can be identified by their warning label and carry the pictograms detailed below



- b) Biological agents directly connected with work including micro-organisms  
c) Dust of any kind when present as a substantial concentration in the air

- d) Substances which have a Workplace Exposure Limit (WEL) assigned to them by the Health and Safety Commission document EH40
- e) Any other substance not specified above which may create a comparable hazard to a person's health

### **Principles of Control**

Exposure to substances hazardous to health should either be prevented altogether, substituted with a less harmful substance, or (where it is not reasonably practicable) adequately controlled.

In all cases personal protective equipment (PPE) should only be used where it is not reasonably practicable to adequately control exposure by other means.

If a substance is hazardous by inhalation it is likely to have been assigned a "workplace exposure limit" (WEL). This should be used to assess the level of control.

Where PPE is identified as necessary for use by staff and students it should be ensured it is suitable for the purpose.

Employees/trainees have a duty to make full and proper use of all control measures identified as required in the risk assessment and must wear appropriate PPE (lab coat, eye protection, gloves etc.) where this is identified as required. Adequate information and training must be provided on its use and maintenance.

### **Health Surveillance**

Health surveillance is typically only required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees/trainees these should be carried out.

Monitoring and health surveillance records relating to named individuals must be kept for 40 years.

### **Information, Instruction and Training**

Information, instruction and training must be given to employees/trainees who may be exposed, about the risks to health and precautions.

## Infection Control

Trust employees/trainees are from time to time at risk of infection or of spreading infection.

The Trust aims to minimise the risk of the spread of infection and will:

- provide employees/trainees with information on potential infections and symptoms measures to assist with early identification and prompt implementation of control measures
- inform and take advice from the local Consultant in Local Disease Control (CCDC) and the Environmental Health Department of the Local Authority if an increase in illness is noted in academy, or if they have any concerns about infectious disease issues
- maintain up-to-date emergency contact numbers for all employees/trainees to assist in the investigation of any outbreaks
- maintain high standards of hygiene throughout the Trust Premise including the promotion of good hand washing
- provide warm water, liquid soap and disposable towels in all toilets and cloakrooms
- undertake risk assessments to include the infection control risk and identify control measures associated with farm or other similar visits
- ensure spillages of bodily fluids (blood, urine, vomit and faeces) are dealt with immediately and that adequate facilities are provided to provide protection to people involved
- organise for the safe cleaning of equipment and where appropriate disinfection and thorough, cleaning of the premises
- arrange for safe disposal of any infected materials.

### Staff Illness and Reporting

Staff should notify their Line Manager if they develop any of the following infectious diseases or symptoms:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- jaundice
- hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- norovirus
- gastroenteritis
- HIV
- COVID-19
- Weil's Disease.

The Line Manager will need to discuss with the individual suitable controls. In some cases, employees/trainees may need to be referred to an Occupational Health Practitioner or their GP for advice. Staff should report diseases including Leptospirosis, Hepatitis, TB, and Tetanus which have been contracted through work as these are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

### Confidentiality

Confidentiality will be maintained at all times in relation to an employee/trainee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee/trainee concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

### COVID19

The SPA Risk Assessment for COVID19 is available from the Deputy CEO. All staff must follow the control measures put in place. Staff who are displaying symptoms of COVID19 should not attend South Pennine Academies Business & Training Centre.

## Work At Height

The Trust will take all reasonable steps to provide a safe working environment for all employees/trainees who may be affected by work at height activities.

The Trust will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- all work at height is properly planned and organised
- all employees/trainees required to use stepladders or ladders are competent
- regular inspections of all stepladders and ladders are undertaken
- any contractors on Trust premise comply with this policy
- ladders and stepladders are secured to prevent unauthorised use.

### Risk Assessment for Work at Height

For all activities involving work at height a risk assessment must be conducted and the findings recorded. This assessment should consider both the work to be done and the most appropriate access equipment to be used (not just what is available) to achieve a safe system of work.

When determining control measures the following hierarchy of controls for work at height as follows must be considered:

- avoid the risk by not working at height, for example by working from existing platforms, using long reach equipment etc. If it is not practicable to do the work safely in some other way then:
- use work equipment or other measures to prevent falls; and
- where the risk of a fall cannot be eliminated further controls to minimise the distance and consequences of a fall should one occur.

The detail of the assessment will depend on the level of risk involved, as a general guide the risk assessment should consider:

- the task and activity involved
- the people (medical conditions etc)
- equipment to be used including erection and dismantling
- the location (proximity to roads, overhead electrical cables etc)
- the environment, poor conditions and slippery surfaces (weather, temperature etc.)
- the affect on pedestrians, falling objects.

### Using Ladders (including stepladders)

Ladders should not be used simply because they are readily available, the risk assessment should determine if a ladder or stepladder is appropriate for the task.

Ladders and stepladders should only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered.

For example, whilst a ladder may reach the area of work, if the task requires strenuous work, carrying bulky / heavy equipment or is likely to take more than 30 minutes then an alternative means of access such as a tower scaffold or podium steps would be more appropriate.

Only those persons who have been trained to use ladders safely may use them.

All ladders should be secured against unauthorised use.

Prior to use it should always be ensured that the ladder is in good condition and fit for purpose.

Where ladders are to be used to work from it should be ensured that:

- a secure handhold and support are available at all times

- the work can be completed without stretching
- the ladder can be secured to prevent slipping.

**Equipment identification / inspection**

The Trust will compile a register of equipment (excluding kick stools). Where there is more than one piece of equipment each should be indelibly marked with an identifying number.

Equipment for work at height, should be inspected prior to use and by a competent person 6 monthly. The inspection will depend upon the complexity of the equipment.

In the case of tower scaffolds a competent person must inspect these prior to its first use and thereafter every 7 days that it remains in place.

***Under no circumstances should high areas be accessed using chairs, tables or such other items of furniture not designed the purpose.***

## Ladders and Stepladders

This guidance is to help you:

- know when to use a ladder
- decide how to go about selecting the right sort of ladder for the particular job
- understand how to use it
- know how to look after it
- take sensible safety precautions.

When is a ladder the most suitable access equipment?

As a guide, **only** use a ladder or stepladder:

- in one position for a maximum of 30 minutes
- for 'light work' - they are not suitable for strenuous or heavy work. If a task involves you carrying more than 10 kg (a bucket of something) up the ladder or steps it will need to be justified by a detailed manual handling assessment
- where a handhold is available on the ladder or stepladder
- where you can maintain three points of contact (hands and feet) at the working position.

On a **ladder** 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. On **stepladders** where a handhold is not practicable you will need to consider whether it is safe to work or not.

Is it a safe place to use a ladder or stepladder?

As a guide, **only** use a ladder or stepladder:

- on firm ground or spread the load (e.g. use a board)
- on level ground - for stepladders refer to the manufacturer's instructions, for ladders the maximum safe ground slopes on a suitable surface (unless the manufacturer states otherwise) are as follows:
  - side slope 16° – but the rungs still need to be levelled
  - back slope 6°.
- on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination.

Never stand ladders or stepladders on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, vans, stacks of paper or boxes etc. If the ladder or stepladder won't reach, you need to use a more suitable type of access equipment.

You should **only** use ladders or stepladders:

- where they will not be struck by vehicles, by protecting them with suitable barriers or cones
- where they will not be pushed over by other hazards such as doors or windows, by securing doors (not fire exits) and windows where possible. If this is impractical, have a person standing guard at a doorway, or inform building occupants not to open windows until they are told it is safe to do so
- where pedestrians are prevented from walking under them or near them, by using barriers, cones or, as a last resort, a person standing guard at the base.

Safety in use – ladders

On a ladder **do not**:

- overload it – you and anything you are carrying should not exceed the highest load stated on the ladder
- overreach - keep your navel inside the stiles and both feet on the same rung throughout the task

- rest ladders against weak upper surfaces e.g. glazing or plastic gutters. Use effective spreader bars instead
- use the top three rungs
- move the ladder while someone is using it
- extend a ladder while standing on the rungs
- slide down the stiles.



Overreaching – not maintaining  
3 points of contact



Maintaining 3 points of contact

#### Do:

- make sure the ladder rungs are level. This can be judged by the naked eye. Ladders can be levelled using specially designed devices but not by using bits of brick or whatever else is at hand
- check that the weather is suitable - do not use ladders in strong or gusting winds
- wear sensible footwear. Shoes should not have the soles hanging off, have long or dangling laces, or be thick with mud or other slippery contaminants. High heels are also unsuitable!
- check that you are fit. Certain medical conditions or medication, or a fear of heights, could mean that you shouldn't be working at height
- know how to tie a ladder properly.

You should also avoid holding items when climbing (for example by using tool belts). If you must carry something you must still have one free hand to grip the ladder. Remember the **THREE POINTS OF CONTACT RULE** – 2 hands and 1 foot or 2 feet and 1 hand **MUST BE** on the ladder at all times when climbing and descending.

Ladders must be erected at an angle of 75°. To judge the angle use the angle indicator marked on the stiles of some ladders or the 1 in 4 rule (1 unit out for every 4 units up).

Ladders used for access to another level must be tied and should extend at least 1 metre above the landing point to provide a secure handhold.

## Correct 1 in 4 angle:

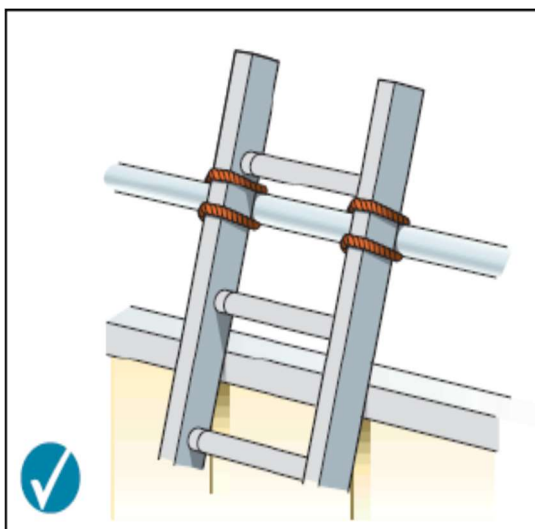


## Securing a ladder

To prevent the ladder slipping away from the wall, or slipping sideways, you must secure it. The options for securing a **ladder** are:

- tie the ladder to a suitable point, making sure both stiles are tied
- where this is not practical, use a safe, unsecured ladder or a ladder supplemented with an effective ladder stability device
- if this is not possible, then securely wedge the ladder e.g. against a wall
- if none of the above can be achieved, foot the ladder. Footing is the last resort and other methods of securing the ladder should be used in preference.

If you do have to foot a ladder, be aware that this will not stop a ladder slipping sideways at the top. Individuals footing ladders should apply weight downwards on the ladder by standing on a rung, or by pushing against the ladder stiles (although this is less effective).

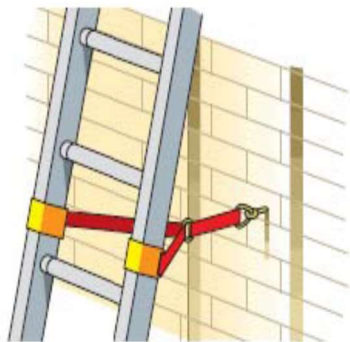


Ladder tied at the top stiles (correct for working on, but not for access)

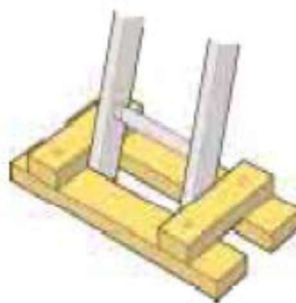


Tying part way down





Tying near the base



Securing at the base

### Safety in use – stepladders

On a stepladder **do not**:

- overload it – you and anything you are carrying should not exceed the highest load stated on the stepladder
- use it in locations where the restraint devices cannot be fully opened. Any locking devices must also be engaged
- use the top two steps of a stepladder, unless a suitable handrail is available on the stepladder
- use the top three steps of swing-back or double-sided stepladders, where a step forms the very top of the stepladder.

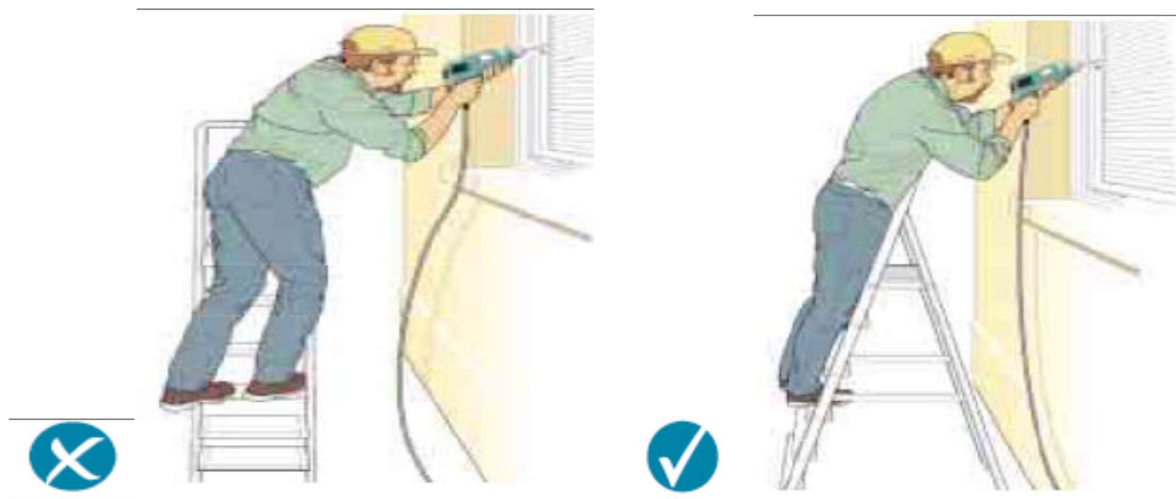


Correct – two clear rungs. Don't work any higher up this type of stepladder.



Correct – 3 clear rungs, do not work any higher on this type of stepladder

When using stepladders, avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete), by having the steps facing the work activity. Where side-on loadings cannot be avoided you should prevent the steps from tipping over, for example by tying the steps to a suitable point, or you should use a more suitable type of access equipment.



Incorrect – steps side on to work activity

Correct – steps facing work activity

Where you cannot maintain a handhold (e.g. putting a box on a shelf), the use of a stepladder will have to be justified by taking into account:

- the height of the task
- a safe handhold still being available on the stepladder
- whether it is light work
- whether it avoids side loading
- whether it avoids overreaching
- whether your feet are fully supported
- whether you can tie the stepladder.

Consider tying a **stepladder** where possible and helpful to the task (e.g. side-on working or where two free hands are needed). Stepladders should not be used for access to another level unless they have been designed for this.

### Is the ladder, stepladder, step stool safe to be used?

You must check that the ladder or stepladder is in a safe condition before using it (a daily pre-use check). As a guide, **only** use ladders or stepladders that:

- have no visible defects
- have a current detailed visual inspection (look for an inspection label)
- are suitable for work use. Use Class 1 or EN 131 ladders or stepladders at work because domestic (Class 3) ones are not normally suitable for use at work
- have been maintained and stored in accordance with the manufacturer's instructions.

Also, you must always use a non-conductive ladder or steps for any necessary live electrical work.

### Pre-use checks

Look for obvious visual defects before using a ladder or stepladder. Check that:

- all the ladder feet are fitted
- the feet are in good repair (not loose, missing, splitting, excessively worn, secure etc)
- the feet are clean - the feet should be in contact with the ground. Ladder feet should also be checked when moving from soft/dirty ground (e.g. dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (e.g. paving slabs), to ensure the foot material and not the dirt (e.g. soil, embedded stones or swarf) is making contact with the ground
- all the screws, bolts and hinges are secure
- on a stepladder, that the "spreaders" on the ladder can be locked into place
- There are no other obvious signs of damage such as cracks.

If you find a problem, DO NOT USE the ladder. It should be repaired (if practicable) or destroyed

**Storage**

When storing ladders and stepladders, store them in a well ventilated area to prevent sagging and warping. Store straight ladders in flat racks or on wall brackets, don't hand them from the rungs. Store step ladders in the closed, vertical position.

The information in this Guidance is based on the HSE leaflet 'Safe use of ladders and step ladders'.

## **Key Holder Safety during Call Outs (Core FM)**

Key holders on call out should be mindful of their own safety.

If the police have left the premises, a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in.

Before leaving the key holder should ensure that the site is secure and the alarm re-set.

If any member of staff is on site and is concerned about people on or about the site they should telephone the police on 101 or on 999 if concerned about their own or the academy's wellbeing.

## Legionnaires Disease

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

The Trust will:

- carry out a Legionellosis Risk Assessment
- prepare a written scheme/plan for preventing or controlling the risk of Legionella
- implement and manage the scheme/plan
- keep records for a minimum of 5 years.

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with Core FM.

The risk systems include the hot and cold water storage and distribution system.

To achieve control of legionella bacteria the Trust will implement the following:

### **Avoidance of Conditions Favouring Growth of Organisms**

As far as practicable, water systems 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 will be avoided. Corrosion, scale deposition and build up of bio films and sediments will be controlled and tanks will be lidded.

### **Monitoring and recording**

Temperatures of water outlets will be checked and recorded to ensure temperature controls to prevent bacterial growth are maintained

### **Disinfection**

Periodic disinfection of shower heads will take place to remove any scale and bacteria.

### **Emergency procedures**

Emergency procedures will be established for the discovery of Legionella bacteria. If during routine sampling/inspection of hot and cold water systems Legionella bacteria is discovered in any systems likely to provide a medium for the spread of infection (e.g. water aerosol spraying equipment) these will be shut down and the situation reported immediately to the Site Manager.

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with Core FM and any problems should be reported to them.

The Duty Holder is: The CEO

The Responsible Person is: Core FM

### **Training**

The Trust will provide Duty Holder training for the CEO, Principal, Head of School, and Responsible Person training for the Responsible Person.

## Lone Workers

This Policy on lone working relates to any individual who spends some or all of their working hours working alone without direct supervision and who does not have someone close at hand to assist them in the case of an incident.

Lone working increases the Health & Safety risks to individuals because they may not be able to summon assistance in the event of an incident and any delay in receiving attention may increase the consequences of any injury.

People falling into this category may include:

- anyone working outside normal hours on their own
- cleaners who normally work outside opening hours
- caretakers or maintenance staff
- Employees who open up or close the building on their own.

It is acceptable for people to work alone so long as the Trust has completed a risk assessment and any measures deemed necessary have been put into place.

People who are not lone workers:

- employees or others working alone in the offices in South Pennine Academies Business & Training Centre when the building is open.

### Key Actions

- identify all workers who work alone
- Identify all locations where lone working is carried out
- Complete a risk assessment for all lone working
- Control measures to be identified, prioritised and implemented
- Higher risk activities/area identified and formal decisions made on authorisation of lone working
- Formal systems/procedures developed for particular activities/areas as required.

### Requirements of lone workers

It is important that lone workers are considered for any known medical conditions which may make them unsuitable for working alone. Consideration should be given to routine work and foreseeable emergencies which may impose additional or specific risks.

Lone workers must be suitably experienced, have suitable instructions and if necessary, training on the risks they are exposed to and the precautions to be used.

The Trust shall ensure adequate supervision is provided. The adequacy of the supervision will depend on the level of the risk, types and duration of exposure. Adequacy of supervision may involve some of the following:

- a) periodic checks on lone workers i.e. visual
- b) periodic contact with lone worker i.e. telephone
- c) general or specific alarms for emergencies
- d) checks on lone workers to ensure they have returned to South Pennine Academies Business & Training Centre on completion of extra-curricular activities.

### Rules for Lone Workers

- Anyone working alone must have access to a telephone and ensure that a relative or colleague is aware
- The Line Manager must be informed of anyone intending to work late and a satisfactory arrangement made for locking up the building
- When lone working, for reasons of security, Health & Safety, should lock themselves in the building
- Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance

- Staff working alone have a responsibility for making themselves familiar with and following the Trust safety procedures and location of safety equipment
- If staff rely on mobile phones they must ensure that their network has good reception within South Pennine Academies Business & Training Centre. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times
- In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

### **Opening/Closing South Pennine Academies Business & Training Centre**

During term time Core FM will open South Pennine Academies Business & Training Centre by 7.30am on a morning and lock up at 6pm Monday-Friday excluding Bank Holidays. In addition, they will also open up/lock up on the first week of the Easter Holidays and the first and sixth week of the summer holidays. If you require access to South Pennine Academies Business & Training Centre during holiday periods, you will need to agree this with your Line Manager and arrange key access.

When the last person has left the building and notified their Line Manager, Core FM will follow their normal closing procedure. This includes the closing of all fire doors and leaving on any emergency and exterior lights.

When Core FM arrive in a morning they must make a quick examination of the exterior of the building to make sure that there are no signs of a break-in or of anyone having been in the building. If the caretaker is in any doubt they should contact the Police/security firm and should never enter the building if he is unsure of his safety.

Key holders are also advised to inform someone when they are attending an alarm call out.

### **Emergency Considerations**

Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established and the people concerned trained in using the procedures.

Emergency Procedures may need to cover:

- fires resulting from the activity or work being undertaken
- if a person has an accident what needs to be done to recover them, especially important in laboratories
- actions to be taken in case of a chemical spill
- actions to be taken in the event of power failure (for example where the person is
- reliant on power for their safety systems or for egress from a building e.g. power operated doors).

# Manual Handling

Manual handling means: the transporting or supporting of a load by hand or by bodily force including lifting, putting down, carrying, pushing or pulling.

A load can include a person or animal as well as inanimate objects but not an implement, tool or equipment while in use for its intended person.

Typical manual handling tasks in the academy are:

- moving tables and chairs
- carrying piles of books or stationery
- putting out PE equipment
- maintenance activities
- receiving and putting away food deliveries.

To prevent injuries and long term ill-health from manual handling the academy will ensure that activities which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the academy will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the Trust will ensure that:

- there is no lifting wherever possible and in relation to the handling of students with special needs, this policy is intended to promote a safer handling approach, which means no manual lifting of the whole or a substantial part of a person's body weight
- manual handling assessments are carried out of activities that:
  - a) pose a foreseeable risk of injury
  - b) cannot be avoided
  - c) cannot be mechanised and consider the risks to students and employees/trainees.
- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution, where appropriate
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees/trainees are properly supervised
- where relevant, employees/trainees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations
- wherever possible, the Trust will conduct the risk assessments of students with special needs before they attend and the Trust should seek to receive information on students in advance.

## Reducing the risk of injury

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- employee/trainee selection.

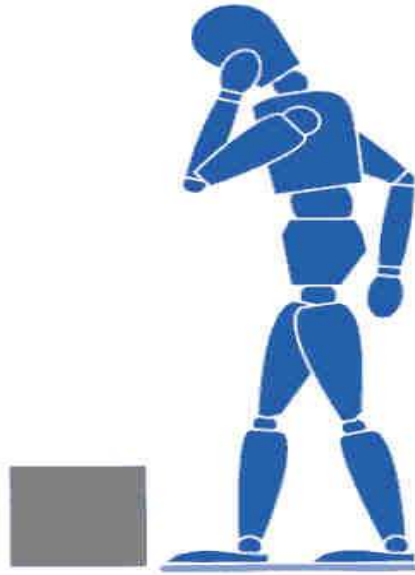
No employee/trainee will be required to lift any item that they do not feel confident of doing without risking personal injury.



The correct handling technique required to lift items safely is demonstrated below:

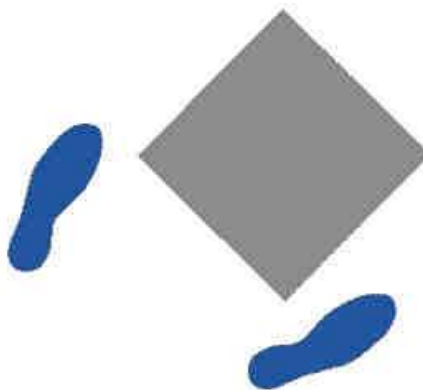
## 1 Planning

Plan the lift, consider where the load is to be placed, the distances involved; are there any obstructions such as closed doors, is assistance required and can handling aids or equipment be used?



## 2 Feet

The feet should be positioned apart (shoulder width), one foot ahead of the other in the direction of the intended movement



## 3 Knees

Adopt a good posture for handling with the knees bent (not squat – don't kneel), in order to gain the most effective power from the thigh muscles

## 4 Back

The back should be straight - not necessarily vertical ( $15^{\circ}$  -  $20^{\circ}$  from vertical is alright) keeping the natural curve of the spine. It may help to tuck in the chin. If necessary, lean forward a little over the load to get a good grip and to keep the centre of gravity over the load.

## 5 Arms

The arms should be close to the body (nearer the centre of gravity) with the shoulders level and facing the same direction as the hips.



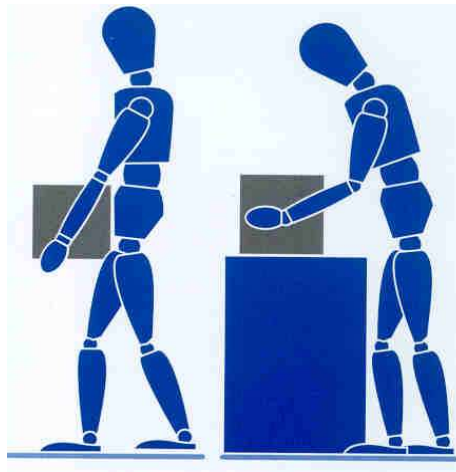
## 6 Hands

Ensure a firm grip on the load. Holding the load this way is also less tiring than keeping the fingers straight.

## 7 Head

Raise the chin out and up as the lift begins, otherwise this results in round shoulders and a curved spine.

## 8 Moving the load



- Keep the load as close to the trunk for as long as possible, and where relevant, keep the heaviest side of the load close to the body. Slide the load towards you if required.
- Lift smoothly
- Move the feet not the trunk when turning to the side, i.e., don't twist.
- Put the load down and then slide the load into the required position if necessary.

## 9 Team Handling

Handling by two or more people may make possible an operation that is beyond the capability of one person, or reduce the risk of injury to a solo handler.



Additional difficulties may arise if team members impede each other's vision or movement, or if the load offers insufficient good handholds. This can occur particularly with compact loads which force the handlers to work close together or where the space available for movement is limited.

When lifting loads at or near floor level is unavoidable, handling techniques which allow the use of relatively strong leg muscles rather than those of the back are preferable, provided the load is small enough to be held close to the trunk. In addition, if the task includes lifting to shoulder height, allow the handlers to change hand grip. Bear in mind, however, that such techniques impose heavy forces on the knees and hip joints which must carry both the weight of the load and the weight of the rest of the body.

The closeness of the load to the body can also be influenced by foot placement. The elimination of obstacles which need to be reached over or into will permit the handler's feet to be placed beneath or adjacent to the load before beginning the manual handling operation.

## New and Expectant Mothers

The Trust recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

Should you become pregnant or are returning to work after having a baby, then you are requested to notify your CEO at the earliest possible opportunity so a risk assessment can be carried out.

New or expectant mothers should inform their CEO of any changes which may affect the risk assessment including any medical conditions, incidents etc.

Any necessary control measures will be implemented and reviewed regularly. Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

To implement effective measures for new and expectant mothers the Trust will ensure that:

- employees/trainees are instructed at induction to inform their Line Manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times.
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained.
- new and expectant mothers are not allowed to work with chemicals of a mutagenic/teratogenic classification.
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised.
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them.
- any adverse incidents are immediately reported and investigated.
- appropriate training etc is provided where suitable alternative work is offered and accepted.
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition.
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm.
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

## Personal Protective Equipment



The Trust provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the Trust will:



- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately
- ensure that PPE is sourced appropriately and bears the “CE” certification mark
- ensure PPE is available to all staff who need to use it
- provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE
- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Employees/trainees provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

## Safeguarding

All education professionals, including administrative and facilities staff as well as teaching staff, have a statutory duty of care to all students. This duty extends to promoting the welfare of students who require additional support but are not suffering harm or at immediate risk of harm.

The Trust will promote awareness and best practice to deal with situations of suspected abuse or neglect and situations in which staff are best placed to observe such signs. The Trust has appointed Sarah Cunningham as the Designated Safeguarding Lead, who is responsible for providing support to staff members in their safeguarding duties and for liaising closely with the relevant social services such as children's social care.

### Staff Responsibilities

The Trust requires all staff to:

- assist in providing a safe environment in which students can learn
- raise all concerns with the designated safeguarding lead, including concerns about other staff members
- always err on the side of caution and report suspected cases of abuse or neglect
- report concerns directly to children's social care if it is not possible to raise them with the designated safeguarding lead
- always act in the best interests of the child
- complete the Safety Media Safeguarding training annually
- Read Part 1 Keeping Children Safe in Education (KCSIE) 2022 and Annex A

**If at any point there is a risk of immediate serious harm to a child, staff members should make an immediate referral to the Designated Safeguarding Lead or children's social care. If the child's situation does not improve, staff members with concerns should press for re-consideration.**

### Recruitment

The law places requirements on all employers to ensure that all staff engaged to work with children are suitable to do so. We will take all reasonable steps in the employment process including carrying out checks on:

- employment history considering any and all gaps in employment history,
- qualifications and professional registration,
- proof of identity (birth certificate and passport); and
- references.

We will also check current or prospective employees/trainees' criminal records and whether they are included on lists of people barred from working with vulnerable groups.

### Disclosure and Barring Services (DBS) and other checks

A DBS check will be made for all staff members who will be required to engage in regulated activities prior to employment and the academy will carry them out in line with current legislation. Enhanced DBS checks and/or barred list checks will be made for staff members as necessary. Post-employment DBS checks will be carried out for staff members who did not previously take part in regulated activities but who now will be involved in such activities. The Trust will implement suitable procedures to ensure that staff promoted or moved to such positions will not be permitted to start their new roles until the proper DBS checks are complete.

### Record Keeping

We will ensure that appropriate, accurate, legible and contemporaneous records of safeguarding concerns are made and stored securely in accordance with the Data Protection Act.

### Further Information

All staff should refer to the Safeguarding Policy for full details of the Trust's policy and arrangements for safeguarding.

## Smoking

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the Trust that all of its premises are smoke-free and that all staff and students have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire Trust premises, including the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This policy applies to all Employees/trainees, students and visitors in all areas of the Trust, including Trust vehicles.



### Implementation

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

The Trust will ensure that all staff and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in Trust vehicles that are covered by the law.

## Stress

The Health & Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable Trust, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with employees/trainees on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees/trainees affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff in good management practices.

Employees/trainees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Line Manager or through the Trust's Grievance Procedure. If deemed appropriate, the Trust will provide access to confidential counselling for staff affected by stress caused either by work or external factors

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the member of staff concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.



## Temporary Staff and Volunteers

The Trust will take the necessary measures to ensure the Health & Safety of any temporary and volunteer staff in its employment.

To achieve this, the Trust will provide temporary or volunteer staff with the following information prior to starting work:

- details of the qualifications and skills required to do the work safely
- the requirements of the safeguarding policy
- the risks to Health & Safety identified by workplace risk assessments
- the preventive measures to be taken
- safe working procedures
- the action to be taken in the event of an emergency
- identify what training they are expected to complete on the Trust Mandatory Training Standards

The competence of temporary and volunteer staff will be assessed to ensure they are capable of working safely.

## Training

Training in Health & Safety is a legal requirement and also helps create competent employees/trainees at all levels within the Trust to enable them to make a far more effective contribution to Health & Safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the Trust.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All staff will need to know about:

- the health and safety policy
- the structure and system for delivering this policy.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Staff will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled. All employees/trainees will be provided with the company Health and Safety Handbook.

Managers and supervisors training needs will include:

- leadership and communication skills.
- safety management techniques.
- skills on training and instruction.
- risk assessment.
- health and safety legislation.
- knowledge of our planning, measuring, review and audit arrangements.

All our staff training needs will include:

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them
- communication lines to enable problem solving.

All staff will also receive **induction training**. Such training will cover:

- fire procedures including warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures.
- first aid/injury procedures including reporting and the names of first aiders.
- instruction on any prohibition areas (i.e. no smoking).
- issue of protective clothing/equipment and its use.
- instruction under COSHH.
- mandatory protection areas.
- thorough instruction applicable to their particular duties at work.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees/trainees. All Health & Safety training will be recorded on the Safety Media portal/H&S Training Tracker.

Employees/trainees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

## Violence to Staff

The Trust recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees/trainees.

To achieve this objective the Trust will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all employees/trainees of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our employees/trainees
- train our employees/trainees who may be exposed to violence or challenging behaviour situations
- support the employees/trainees involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees/trainees
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee/trainee safety.

All staff must familiarise themselves with any relevant risk assessments to help them prevent violence and aggression so far as possible and to help them manage it if it occurs.

If you are a witness or receive any violence or aggression towards you, then you should report this to your Line Manager so that this can be recorded and investigated. The Trust will support the decision of any employee/trainee wishing to press charges against the individual(s) involved. Access to counselling can also be provided where required.

## **Visitors**

In the interest of safety and security, the Trust will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees/trainees hosting visitors must ensure that:

- they are authorised to enter the premises or are accompanied
- they adhere to applicable Health & Safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents/incidents involving visitors are reported through the accident reporting arrangements.

Employees/trainees aware of people on the premises who may be unauthorised should report these to their Line Manager for action.

## **Emergency Action**

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

## Work Equipment

The Trust will provide a safe working environment in relation to work equipment safety and ensure all employees/trainees receive appropriate safety information and training in their work equipment.

To achieve this objective the Trust will:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations.
- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant.
- before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant Employees/trainees.
- inspect all equipment at installation and prior to first use.
- regularly inspect work equipment in accordance with the manufacturer's recommendations.
- maintain work equipment in accordance with the manufacturer's recommendations.
- keep records of all inspections and maintenance.
- provide adequate instruction, information and training to employees/trainees to enable the work equipment to be used and maintained safely.
- provide refresher training as appropriate and as determined necessary by workplace inspections.

## Working Time Regulations

The Trust will ensure that all workers under their control adhere to the working time regulations.

The working time regulations are designed to limit the number of hours individuals have to work. The Trust will NOT encourage workers to work over the 48 hours but workers can choose to work longer hours if they wish by opting out. Workers cannot be forced to opt out and can revoke their opt out if they give a suitable notice period.

Individuals who are tired due to working excessive hours are more likely to suffer from mental health problems, general ill health and make mistakes leading to accidents.

A summary of the requirements for adult workers:

- a maximum of 48 hours per week, averaged out over a 17 week reference period (employees/trainees can opt out of this)
- entitlement to a minimum uninterrupted rest period of 11 hours in every 24-hour period with no opt out
- entitlement to 28 days paid holiday per year (including statutory holidays) for full time workers (pro-rata for part time workers)
- maximum of 8 hours per shift for night shift workers
- free health assessments for night shift workers
- 24 hour rest period at least once a week, can be 48 hours every fortnight with no opt out
- entitlement to a rest break, if working over six hours
- Employees/trainees must not suffer any detriment if they choose not to opt out.

Travelling to and from the normal work place, break periods, rest periods, holidays and sickness do not count as working time.

The reference period of 17 weeks can be increased 26 weeks or 52 weeks by local collective agreements with recognised trade unions or official employee/trainee representatives.

A young person's maximum hours are limited to 40 hours per week with no reference period.

Young persons are generally excluded from shift working.

### Further information

All staff should refer to their contract of employment for full details of the Trust's policy on working times, holidays and other benefits.

## HEALTH & SAFETY HANDBOOK ACKNOWLEDGEMENT FORM

Please read the notes below.

Clearly, we will do all in our power to ensure the Health & Safety and welfare of all our staff and we look to our Employees/trainees to abide by the Health & Safety standards laid down.

We have formulated our Health & Safety at Work Policy as legally required and this handbook informs you of those sections of the Policy which affect you.

You should read the information contained in this Handbook and adhere to the rules at all times.

Please discuss any queries you may have with your employer.

***I have read the Health and Safety Handbook and understand and accept its contents. I will keep myself informed of its contents.***

Signature .....

Print name .....

Date .....