



# Health and Safety Policy

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<b>Policy Category</b>  (Please Indicate)	1	Academy to implement without amendment
	2	Academy specific appendices
	3	<b>Academy personalisation required (in highlighted fields)</b>



## Summary of Changes from Previous Version

Version	Date	Author	Summary of Updates
V1			New Policy
V2	August 2018	D Ashmore	Section 8 pg 16 reference to Annex 1 Fire Safety Checklist Section 8 pg21 line to vary days and times of fire drill
V3	July 2019	D Ashmore	Section 1 pg 3 & 4, General Statement of Intent updated  Pg 5 – Principals responsibilities – cover H & S in weekly briefings  Pg 6 Site Managers responsibilities updated  Pg 6 added Business Manager in responsibilities of all to report BM's  Pg 7 H & S management team  Pg 8 reference to other policies and responsible person in NYCC  Pg 11 reference to NYCC H & S provider  Pg 16 Portable heater safety  Pg 19 Fire intumescent protector  Pg 31 Legionella records easily accessible
V3	September 2020	L Burton	<b>Throughout</b> changed Local Governing Board to local Governing Board  <b>Introduction</b>  removed reference to the Directors committee and Local Governing Board committees  <b>General Statement of intent</b> added in additional points as advised by NYCC statement of intent template  <b>Section 3</b> removed responsibility of H&S committee and changed paragraph to reflect responsibility of local Governing Board



			<p>Changed Health and safety committee responsibilities to Governing Board responsibilities</p> <p>Added in Health and Safety Officers to site inspections</p> <p><b>Section 4</b> added in additional safety policies</p> <p><b>Section 5</b> added in new on-line report form</p> <p>Added in 10-day requirement for RIDDOR reports</p> <p>Section 8 Fire policy added in paragraph to cover visitors</p>
V4	August 2021	L Burton	<p>Updates made to Electrical Safety Section</p> <p>Updates made to reporting incidents to include CEO and COO</p>
V5	September 2022	L Burton	<p>Throughout changed COO to Deputy CEO</p>
V6	November 2022	L Burton	<p>Added section 3 Arrangements and communication, first aid risk assessments, Fire door surveys, fire registers from Inventory system/</p> <p>Added in section 3.12 Driver safety for company vehicles and use of own vehicle on company business</p> <p>Added in 3.13 Young persons</p> <p>Added in 3.14 PPE</p> <p>Added in 3.15 Workplace regulations</p> <p>Added in 3.17 Employee wellbeing</p>
V7	September	C Long	<p>Moved onto new policy template</p> <p>Removed references to caretakers</p> <p>Change job title from Business Support Officer to Personnel Manager</p> <p>Reordered numerical system and bullet points</p>



			<p>2.0 Amended title of safeguarding and child protection policy</p> <p>3.9 Added labels to warning signs</p> <p>8.0 Added reference to business manager</p> <p>9.0 Added reference to reportable complaints and bsafe</p> <p>11.0 Added in Secondary specific procedures and interpretations</p> <p>20.0 Changed name of Staff health and wellbeing policy</p> <p>21.0 Spelling mistake corrected</p>
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## Introduction

As the employer, Exceed Learning Partnership (ELP) has the overall responsibility for the health, safety and welfare of all staff and pupils in the academies. ELP recognises that decisions about workplace health and safety should take into account the views/priorities of the workforce and the management.

ELP will support its academies in putting in place clear policies that focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfil ELP's monitoring role and to initiate and review health and safety policies and procedures, the Board of Directors will review and approve all Trust Wide policies, which will cover all the academies within ELP.

The Directors Board meets termly and has a balanced management membership, Academy based Local Governing Board will be required to formally adopt Trust wide policies on behalf of their Academy.

Although overall accountability for health and safety lies with Exceed Learning Partnership, the Principal is responsible for the day-to-day health and safety of staff and pupils in individual academies. The Principal will then delegate some functions to other staff, in particular the Academy Business Managers/ Site Managers/Supervisors etc.

The Local Governing Boards of academies within Exceed Learning Partnership are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Principal and Senior Management Team of the academy and other staff of the Trust to support and promote good health and safety management.

**The following Health and Safety Policy, Procedures and Guidance is required for adoption by all Exceed Learning Partnership academies.**

## 1. General Statement of Intent

It is the aim of Exceed Learning Partnership and all Local Governing Boards to comply with, The Health and Safety at Work etc. Act 1974 and all subsequent legislation.

The Local Governing Board of all academies are committed to taking effective action '*so far as is reasonably practical*' to ensure the health, safety and welfare of all the academy staff, employees, pupils, visitors, contractors and any other person affected by its activities including: -

- To implement the requirements of the Exceed Learning Partnership Health and Safety policy
- To provide adequate control of health and safety risks arising from our work activities
- To make adequate arrangements for the health, safety and welfare of staff and pupils
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction, and supervision for employees
- To communicate any changes to policy to all employees within the organisation
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To consult with our employees on matters affecting their health and safety
- To co-operate with North Yorkshire Council in matters related to Health and safety



- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals

The Local Governing Board of all academies will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, the Local Governing Board will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

Exceed Learning Partnership has commissioned the services of North Yorkshire County Council as responsible body for providing Health and Safety support to its academies.

All employees must follow policy, procedures and guidance to ensure the maintenance of high standards of health and safety in all academy premises and activities.

This Health and Safety Policy Statement of Intent and Organisation and Arrangements that support it will be reviewed annually or more frequently, where there have been significant changes to the Exceed Learning Partnership.

## 2. Organisation

The academy will adopt Exceed Learning Partnership's Health and Safety Policies, Procedures and Guidance, or if/where necessary, establish its own individual policies where Trust-wide policies do not cover the academy requirements. The academy policies will be in addition to Exceed Learning Partnership - wide policies, procedures and guidance.

Any Exceed Learning Partnership -wide Health and Safety Policies, Procedures and Guidance **must not be amended, either to add to or remove, in any way**, apart from inserting the name of the individual Academy on the General Statement of intent (see page 3 and 4).

Any review proposals raised by the Local Governing Board will be required for the approval by Exceed Learning Partnership.

This Health and Safety Policy should not be used in isolation, other policies and procedures relating to health and safety should also be referred to where appropriate i.e.

- Hot Works Policy
- Lone Working Policy
- No Smoking Policy
- Staff Stress Management Policy
- Risk Assessments
- Lockdown Policy
- Safeguarding and child protection policy
- Educational Visits Policy
- Fire Safety policy and Procedure
- First aid and Medicines policies



If you are unsure of a procedure or require support relating to health and safety you should always contact the Trusts central team for advice on 01709 805175 or NYCC responsible person Mr Dale Barton on 01609 532545.

### **Responsibilities of the Local Governing Board**

The Local Governing Board will ensure that:

- The Principal produces any required Academy specific addendums to the Trust Wide health and safety policy for approval and adoption by the Governing Board
- Suitable and sufficient risk assessments of buildings and work activities are undertaken and a written record of the assessments are kept and appropriate control measures required are implemented '*so far as is practicable*'
- Sufficient funding is allocated for health and safety e.g., in respect of training, protective equipment, any remedial work/service and maintenance of building
- Termly safety inspections are undertaken
- Inspection reports, including those from trade union health and safety representatives are considered and acted upon
- Health and Safety is a standing item on all agendas
- An annual health and safety report is published following the annual health and Safety check/walk round carried out by the responsible Governor for Health and Safety
- A positive health and safety culture is established and maintained

### **Responsibility of the Principals**

The Principal will ensure that:

- To produce for approval and adoption by the Governing Board any Academy specific addendums to the Trust Wide health and safety policy and ensure these addendums are regularly reviewed and revised annually
- To report any Accidents/Incidents/Near Misses as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- To complete an accident/incident/near miss investigation where appropriate and implement actions required to eliminate/reduce the risks to the health and safety of people and buildings/equipment etc.
- Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change of circumstances –
- For high-risk activities, safe systems of work are identified via a risk assessment
- Adequate and appropriate first-aid provision is in place
- Information and advice on health and safety is acted upon and circulated to staff and governors
- Regular inspections are carried out with reports submitted to the Governing Board and Exceed Learning Partnership's Directors
- An annual report is provided to the Governing Board
- There is co-operation with Exceed Learning Partnership in meeting its legal requirements in respect of monitoring of health and safety practices and procedures
- Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons
- Staff are provided with equipment and other resources to enable their work to be undertaken safely
- Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties
- Appropriate tasks are delegated to the Academy's Site Manager/Supervisor and other premises staff





- Health and Safety is covered in weekly briefing meetings and communications/notes displayed for all employees to view

### **Responsibilities of all Senior Managers**

Vice / Assistant Principals and Academy Business Managers may be required to undertake any of the Principal's duties which have been reasonably delegated to them which may include responsibility for health and safety management.

### **Responsibilities of the Site Manager/Supervisor**

The Site Manager/Supervisor will ensure that:

- Safe means of access and egress are maintained
- The premises are kept clean and that adequate welfare facilities are provided
- Safe working arrangements are in place when contractors are working on the premises
- Adequate security arrangements are maintained
- Adequate fire safety arrangements are implemented
- Regular testing and maintenance of electrical equipment including portable equipment takes place
- Communication takes place with staff to alert them of any specific Health and Safety concerns in their working area
- Adequate systems are in place for the management of asbestos (where relevant) and for the control of legionella
- All premises-related accidents/incidents/near misses are recorded and investigated
- Regular visual inspections of all areas of the premises to take place at least half termly. With safety representatives invited to take part and records kept
- Boiler room annual inspection
- A copy of the Health and Safety Law poster is displayed in an easily accessible location

### **Responsibilities of all employees:**

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

All staff employed by the academy will act responsibly to ensure that:

- They are familiar with, and comply with, the academy Health and Safety Policy, procedures and guidance
- They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities
- They report immediately, to the Principal, Business Manager or to their line manager any serious or immediate danger of which they become aware
- They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Principal or to their line manager
- There is no misuse of anything that has been provided for health and safety purposes
- They use the correct equipment and tools for the job and any protective equipment that may be necessary

### **All pupils should be encouraged:**

- To follow safe practices and observe safety rules including:
- To follow instructions issued by a member of staff in case of emergency

- They do not intentionally interfere with safety equipment, e.g., fire extinguishers and fire alarms
- To inform a member of staff of any situation, which may affect their safety or that of another pupil

### **Local Governing Board**

The academy's Local Governing Board will report to Trust Board of Directors. It is essential that the Local Governing Board work with the Principal and the Academy team to support management and trade union representatives working together to ensure not only compliance with the law, but to develop a positive health and safety culture within the workplace. The academy recognises that when employees are pro-actively engaged in health and safety, workplaces have lower accident rates.

### **The Academy Health and Safety Management Team shall consist of:**

- Management and employee representative with the number of management representatives not exceeding the number of employee representatives

Management participants should include people with senior management responsibilities for health and safety include:

- Principal (or their representative) and other representatives with the necessary knowledge, expertise and management authority to play a full role
- 'Link' governor(s) for health and safety
- The school workforce contingent should include the health and safety representatives from each union
- The employee representatives will include the accredited safety representatives from the teaching and support staff trade unions
- Membership of the health and safety management team is regarded as part of an individual's normal work

### **Local governing Board shall include the following functions:**

- Promoting co-operation between management and employees on matters of health, safety and welfare at work
- Studying accident and absence statistics (including absence levels due to stress) in order that unsafe conditions, acts and practices can be identified and consideration given to the formulation of policies and guidance to eliminate the hazard and/or reduce the risk
- Assisting in the development of safety guidance and safe systems of work
- Monitoring the effective implementation of Exceed Learning Partnership Trust Wide health and safety policies and procedures
- Monitoring the effectiveness of the safety content of employee training
- Developing policies and arrangements that will safeguard the health and safety of persons other than employees such as pupils, visitors, and contractors
- Participating in periodical joint inspections
- Monitoring action taken following trade union, NYCC Health and Safety Officers and management site inspections

Furthermore, see the Organogram in Appendix A.



### 3. Arrangements

Exceed Learning Partnership and Bentley High Street Primary School follow the “Plan, Do, Check, Act” approach with the intent on delivering effective arrangements.

PLAN, DO, CHECK, ACT	HEALTH AND SAFETY MANAGEMENT	PROCESS SAFETY
<b>PLAN</b>	Determine your policy / plan for implementation.	Define and communicate acceptable performance and resources needed.
<b>DO</b>	Profile risks / organise for health and safety / implement your plan.	Identify and assess risks / identify controls / record and maintain process safety knowledge.
<b>CHECK</b>	Measure performance (monitor before events, investigate after events).	Implement and manage control measures
<b>ACT</b>	Review performance / act on lessons learned.	Measure and review performance / learn from measurements and findings of investigations.

The company will discuss the effectiveness of its Health and Safety Policy and procedures at its Management meetings. Any items requiring attention will be given priority and allocated to a responsible entity.

### 4. Communication and Consultation

Exceed Learning Partnership and all academies are committed to maintaining effective communications at all levels. Responsibilities ensure communication channels can be maintained and that relevant information relating to health, safety and welfare is distributed to staff.

Exceed Learning Partnership and all academies encourages daily discussions relating to health, safety and welfare. More formally, employee health, safety and welfare consultation occur during performance reviews.

Exceed Learning Partnership and all academies aim to provide clear instructions, information and adequate training to ensure employees are competent to do their work.

### 5. Induction

All new employees will complete an induction; this will be provided by their relevant line manager at the beginning of their employment (unless there are extenuating circumstances).

**For further information on Staff Induction please see the Exceed Learning Partnership Staff Induction policy.**



## 6. Health and Safety Communication Channels

Exceed Learning Partnership and all academies appreciate that employers must consult employees, either directly or through appointed or elected representatives, on health and safety matters.

Exceed Learning Partnership and all academies aim for an efficient and effective process between employees and their Health and Safety Representatives by utilising the following methods:

- talk to one another
- listen to one another's concerns
- raise concerns and solve problems together
- seek and share views and information
- discuss issues in good time
- consider what everyone has to say
- make decisions together

Exceed Learning Partnership and all academies recognise that talking to, listening to and involving employees benefits the business and helps to:

- make your workplace healthier and safer
- improve performance
- raise standards

Exceed Learning Partnership and all academies believe that successful worker involvement is based on:

- trust
- respect
- co-operation
- joint problem solving.

Communication channels will be established for the exchange of health and safety knowledge and information. these communications will include: -

- Senior leadership team meetings and staff meetings
- Trust Directors and Members meetings
- Local Governing Board meetings
- Meetings of the Academy Health and Safety group
- Meetings of the Academy Risk Register working party
- Provision of information relating to safe systems of work and risk assessments
- Training
- Communication of health and safety bulletins or information from North Yorkshire Health and Safety Team
- Communications with relevant specialist advisors/committees and bodies
- Staff notice boards providing information on Health and Safety arrangements and updates
- The use of posters/ email communication/training events
- The provision of information in alternative languages
- The provision of information in different formats for staff with additional needs to aid the receipt of the communications



Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

### **Health and Safety Representatives**

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the academy in writing when a health and safety representative has been appointed and, where this is the case, the academy will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The academy will consult in good time with health and safety representatives on any measures, which may affect the employees represented by the health, and safety representative.

The academy will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

### **Display board**

The office will have a display board containing the following information, providing mandatory and useful and relevant information:

- H&S Law poster
- Employers Liability insurance policy
- Responsible Person (Fire)
- Appointed Person (First Aid)

### **Sharing information with those with a limited knowledge of the English language**

Exceed Learning Partnership and all academies understand the following can help to involve and consult with such employees:

- Ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond to you.
- Encourage employees to express their views in their preferred language by using interpreters.
- Ask a work colleague to interpret, although these employees may need training if they are asked to undertake this role.
- Get information translated and check that this has been done clearly and accurately by testing it with native speakers. Tip: make sure it is clear in English first.
- Use pictorial information and internationally understood pictorial signs where appropriate
- Where information has to be in English, use clear and simple materials, and allow more time
- Committees and representatives should reflect the workforce they represent.
- Consider ESOL courses (English for Speakers of Other Languages) as an improved grasp of English will help communication in the workplace and on health and safety.
- Be aware of cultural differences and take these into account when consulting employees - there may be some employees who do not feel able to speak up about health and safety matters.



## 7. Monitoring and Review of Health and Safety

Exceed Learning Partnership and all academies understand that formal review and monitoring of health and safety performance is essential; it allows the Trust to establish whether the essential health and safety principles – strong and active leadership, worker involvement, and assessment and review – have been embedded in our organisation and tells us whether our systems and procedures are effective in managing risk and protecting people.

Our process for monitoring reviewing and reporting on our policy and procedures include the following:

- Health and Safety premises audit / inspection
- Health and Safety paperwork audit / inspection
- Annual Fire Risk assessments
- Half termly business and operations report
- Principal reports to Governing Board
- Risk assessment
- Risk registers and risk management
- Statistical reviews of Health and safety information, accident reporting, near miss, absence, health and wellbeing
- Benchmarking
- Staff communication and feedback

### Health and safety audits

Exceed Learning Partnership commission a third party to undertake regular inspections on the premises and paperwork so as to assess the effectiveness of the health and safety arrangements set out in this policy. Any non-conformities raised by the Health & Safety Advisor are discussed in the management meeting and rectification actions are discussed to ensure a solution is agreed upon.

### Risk assessment

Exceed Learning Partnership acknowledge the requirement that employers must assess the health and safety risks to which employees and others are exposed to within the work environment.

A risk assessment has been developed for activities such as; manual handling; use and storage of hazardous substance (COSHH); slips and trips, work equipment / DSE and lone working. The hazards associated with all tasks will be continuously analysed to identify potential and inherent hazards, and the risks related to the hazards will be eliminated or reduced to the lowest practicable level.

## 8. Training and Competence

The Health and Safety at Work etc. Act 1974 places a duty on the employer to provide information, instruction, training and supervision. All employees are required to cooperate with the academy and Exceed Learning Partnership in undertaking their legal duties.

The HSE's describes competence as 'the combination of training, skills, experience and knowledge that a person has and their ability to apply to perform a task safely'. Other factors, such as attitude and physical ability, can also affect someone's competence.

Someone's level of competence only needs to be proportionate to their job and place of work.

The academy appoints competent people to assist them in meeting their health and safety duties.

Where members of staff do not have the necessary training to complete a task e.g., carrying out risk assessments, then appropriate training will be provided. Or it may be that manual handling training, or DSE training is required in order for someone to complete so far as is reasonable' their tasks in a safe manner.

The completion of mandatory on-line training for all staff is required. Modules include:

- Why it is important to work safely
- Identify everyone's responsibilities in relation to safety, health and wellbeing in the workplace
- Define key terms in safety and health
- Identify workplace hazards and risks, their impact and how to control them
- Identify ways safety, health and wellbeing are managed and improved within the workplace

For those deemed responsible (i.e. Principal, Academy Business Manager, Site Manager/Supervisor), up-to date Asbestos Awareness and Management training is required. **See also the Managing Asbestos Policy.**

### **Health and Safety information and training records**

**Inductions:** On completion of the health and safety induction, the employee will be required to sign the induction form to say that they have been provided with, and understand the information provided.

**On-line training:** Certificates will be awarded to employees who have completed the training and records of these should be kept by the employee and Academy Business Managers/Office Manager (training records may alternatively be hosted on National College site)

**Face-to-face delivery of health and safety training:** Certificates will be given to all employees who have attended and successfully completed the course.

Checks of such records are included in the inspection regime.

## **9. Reporting of Accidents/Incidents/Near Misses**

A faulty process or management system invariably is the root cause of accidents/incidents/near miss (AINs) and must be the focus for improvement. History has shown repeatedly that most AINs producing events both serious and catastrophic were preceded by warnings or near miss incidents. Recognising and reporting of AINs can significantly improve worker safety and enhance our organisation's safety culture.

It is the understanding of Exceed Learning Partnership that the definition of accident/incident/near miss are:

- **Accident** - any unplanned event that results in personnel injury or damage to property, plant or equipment
- **Incident** - an unexpected and usually unpleasant event that has happened. Including acts of aggression/verbal abuse
- **Near miss** - is an unplanned event that did not result in injury, illness, or damage, but had the potential to do so. Other familiar terms for these events are a "close call," a "narrow escape," or in the case of moving objects, "near collision" or a "near hit"



Exceed Learning Partnership and the Academy collects personal information about the injured person(s) on the form in relation to Accidents/injuries/diseases/Near Misses and Dangerous Occurrences arising out of or in connection with work. Information collected on reportable Accidents, will be transferred to the on-line Bsafe accident reporting portal for safe-keeping.

Information will be collated by the relevant persons:

- Trust Accountable person: COO
- Trust Responsible person: Personnel Manager
- Academy Accountable person: Principal
- Academy Responsible person: Academy Business Manager

We may be required to share such information with NYCC and the Health and Safety Executive to ensure that we meet our legal responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. *Note: The Data Protection Act 2018 requires that employee's personal information must be kept secure after the form has been completed. This will be done by the transfer of the report information onto the secure, electronic, Bsafe system.*

AINs will be reviewed and trends assessed to ensure control measures are appropriate and prevent future occurrences.

**There will be a AIN breakdown for each academy which is reported in the half termly Business and Operations report**

## **RIDDOR**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of, or in connection with work.

### **What needs to be reported?**

Under RIDDOR the 'Responsible Person' in control of the premises must report:

- Accidents which result in death or a specified injury must be reported without delay (see reportable specified injuries) and always within 10 days of the incident.
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident
- Any disease specified under RIDDOR that affects an employee and that a doctor confirms in writing must be reported as soon as the person receives the diagnosis
- Any work-related deaths and certain injuries to the self-employed people that take place while they are working on the premises/site

Note: Deaths or injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway, under RIDDOR are not reportable. As these are class as road traffic incidents and are investigated by the police.

- **Reportable Specified Injuries, including:**
  - Fractures, other than to fingers, thumbs and toes
  - Amputations





- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding), which: cover more than 10% of the body; or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which: leads to hypothermia or head-induced illness; or requires resuscitation or admittance to hospital for more than 24 hrs.
- **Physical Violence**
  - Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable because it rises out of or in connection with work.
- **Reportable Occupational Diseases** includes (which a doctor confirms in writing):
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis e.g., from work involving strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma e.g., from wood dust and soldering using rosin flux
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to biological agent
- **Incidents to Pupils and other People who are not at Work (only reportable under RIDDOR if the accident results in):**
  - The death of the person, and arose out of or in connection with a work activity
  - An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)

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

There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.

- **Dangerous Occurrences** in schools typically include:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

### **Who should report and who to report to?**

All cases of serious injury or dangerous occurrence must be reported in the first instance to the CEO or Deputy CEO who will advise and support on the actions to be taken.

The RIDDOR reporting system is only for notification of those incidents which require reports under the RIDDOR regulations. Reports should only be submitted by the 'Responsible Persons' i.e., Principal with duties under these regulations, in control of work premises where incidents occur. It is not appropriate for injured persons, members of the public or others who do not have duties under RIDDOR to use this reporting system.



The Principal at each academy may delegate reporting to the Academy management team.

You can report all incidents to our current health and safety provider - **NYCC Health and Safety section on 01609 532589 or 01609 532545** who will advise on any further action required.

Alternatively, you can report all incidents online: <http://www.hse.gov.uk/riddor/report.htm> where you will find the appropriate form.

There is a telephone service for reporting fatal and specified injuries only:

Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

All cases of serious injury or dangerous occurrence must be reported in the first instance to the CEO or Deputy CEO who will advise and support on the actions to be taken.

#### **Records must be kept for:**

- Any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR
- All occupational injuries where a worker is away from work or incapacitated for more than seven consecutive days
- If a worker is away from work or incapacitated for more than three days a record must be kept
- These records must be kept for at least three years after the incident

#### **Reporting Requirements of other Regulators**

There may be other reporting requirements placed on schools by other regulators in the education sector e.g., Ofsted and Local Child Protection Agencies. The requirements of these other regulators are separate to and distinct from the legal duty to report incidents under RIDDOR.

## **10. First Aid**

The Health and Safety (First-Aid) Regulations 1981 require employers to provide 'adequate and appropriate' provision to ensure their employees receive immediate attention if they are injured or taken ill at work.

The above regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, it is **strongly recommended** by the HSE, and it is the academy's policy that provision is made for them.

#### **First Aid Risk Assessment**

Exceed Learning Partnership and all academies therefore undertake an **Assessment of First Aid Needs**. This involves consideration of workplace hazards and risks, the size of the academy and other relevant factors to determine what first-aid equipment, facilities and personnel should be provided. Points to Consider/Impact on First Aid Needs include:

- The number of people at any one time that occupy the building. These should include staff, pupils, visitors, work experience students and contractors
- The type of accidents/incidents that have been identified in past



- The size of the academy
- Remote workplaces
- Higher level hazards, such as chemicals or dangerous machinery
- Lone working
- Alternative first-aid provision due to absence

Exceed Learning Partnership defines the minimum standards per Academy site as:

- A suitably stocked first aid kit(s) (determined by the first aid assessment)
- Appropriate numbers of trained qualified first aiders (determined by the first aid assessment)
- Information for employees about first-aid arrangements e.g., names of first aiders to be displayed, clearly identifiably and accessible first aid kit(s)
- Provision of first-aid needs to be available at all times to people at work

### **First Aid Boxes**

There is no mandatory list of items to put in the first aid box, it depends on what needs have been assessed. As a guide for low-level hazards a minimum stock of first aid items are:

- A leaflet giving general guidance on first aid (e.g., HSE's Basic advice on first aid at work)
- Individually wrapped sterile plasters
- Sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- Safety pins
- Large individually wrapped, sterile, unmediated wound dressings
- Medium-sized, individually wrapped, sterile, unmediated wound dressings
- Disposable gloves

**Note:** Tablets and medicines should **not** be kept in the first-aid box. Please refer to separate Policy for the dispensing of medication to pupils.

### **First Aiders**

The amount of trained first aiders depends on the assessment of the first aid needs, or where there are additional special circumstances. As an example, the HSE suggested numbers available **at all times** at work are:

- Low hazard - for more than 50 people at least one first aider-trained in every 100 employed
- Higher-hazard - for more than 50 at least one first aider-trained for every 50 employed

### **First Aiders - Training and Qualifications**

The first aider is someone who has completed training appropriate to the level identified in the assessment of first aid. All first aiders are required to attend an appropriate first aid course with a competent training provider e.g., those offering nationally recognized, regulated qualifications, voluntary aid societies (e.g., St. John Ambulance, British Red cross) and undertake appropriate refresher training.

When selecting a training provider, the following will be checked:

- Qualifications expected of trainers and assessors
- Quality assurance systems
- Teaching and standards of first-aid practice



- Syllabus content
- Certification

**First Aid Courses include:**

- First aid at work (FAW)
- Paediatric first aid training
- Emergency first aid at work (EFAW)

## 11. Fire Safety

### The Responsible Person

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the 'Responsible Person' to ensure that its fire safety management and in particular, fire equipment, fire notices and fire drills are in place and up-to-date. See Annex 1 for a fire safety checklist which should be used in conjunction with the academies Fire Safety Policy.

The 'Responsible Person', is the Principal within the academy and is responsible for ensuring that appropriate arrangements are in place to ensure the safety of the premises and occupants. Duties include, taking:

- **Measures to Reduce the Risk of Fire on the Premises and the Risk of the Spread of Fire on the Premises, including:**
  - The completion of a Fire Risk Assessment
  - Ensuring fire doors are kept closed at all times (unless they are fitted with an appropriate device which enables the door to be closed automatically in the event of a fire)
  - Daily checks\* on the premises, including security to ensure that all practical measures have been taken to reduce the risk of fire both internally and externally
  - Ensuring portable heaters are only used in extreme circumstances i.e. heating failure.
- **Measures in Relation to the Means of Escape from the Premises, including;**
  - Fire action notices to be displayed throughout the building with clear emergency evacuation instructions in the event of a fire.
- **Measures for securing that, at all material times, the means of escape can be safely and effectively used, including:**
  - Fire exit routes must be kept clear of obstructions at all times
  - Final fire exit doors must be kept clear of obstructions leading to a place of safety on the external parts of the building
- **Measures in relation to the means for fighting fires on the premises, including;**
  - Appropriate firefighting equipment must be provided
  - Relevant staff members must be trained in the use of fire extinguishers (this is to aid an escape only)
- **Measures in relation to the means for detecting fire on the premises and giving warning, including;**
  - Appropriate fire/smoke detection to be installed, in relevant locations
  - Viewing panels in doors and walls, where there are rooms within rooms



- **Measures in relation to the arrangements for action to be taken in the event of fire on the premises** including:
  - The instruction and training of employees
  - Fire Policy and Procedures to be disseminated to all staff
  - Fire awareness training to be provided to all staff on an annual basis
  - Fire Action Notices to be displayed throughout the building
  - The training of Fire Marshals
  
- **Measures to mitigate the effects,** including;
  - Do not exceed the maximum occupancy
  - Maintain fire exits and signage
  - Comply with electrical and gas regulations
  - Service and maintenance of firefighting equipment, which must be easily accessible.
  - Safe storing and using, of hazardous materials
  - Safety inspection of buildings
  - Maintenance of fire alarm systems
  - Fireproofing
  - Training of staff
  - Fire drills

### **Role of Teaching Staff**

- All teaching staff have the responsibility for the safe evacuation of children in their charge
- Teaching staff should ensure that their children line up quickly and safely and walk out of the building quietly, evacuating by the nearest safe emergency exit route

### **People with disabilities**

- Teaching staff should be aware of any child in their class that has a disability and may experience difficulties in evacuating the building by the designated escape route e.g. where there is a difference in floor level with stairs or ramps. A Personal Emergency Evacuation Plan (PEEPs) must be in place.
- Line Managers must complete a Personal Emergency Evacuation Plan for all people with a disability.

### **All staff members**

- Must take reasonable care for their own health and safety at work and that of other persons who might be affected by their acts or omissions
- Should follow evacuation procedures

All staff are required to take mandatory fire awareness training.

### **Fire Risk Assessment**

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The fire risk assessment should demonstrate that, as far as is reasonable, the needs of relevant persons including the disabled have been identified.



A suitable and sufficient fire risk assessment must be completed by a competent Fire Risk Assessor and reviewed at least every 12 months, or sooner if there have been significant changes e.g., in the layout of the building, if there are contractors working on site that may pose a hazard.

### **Competence of a Fire Risk Assessor**

The academy defines as a minimum that a competent Fire Risk Assessor to be as follows:

- Be a member of the Institution of Fire Engineers
- Hold at least the NEBOSH National Certificate in Fire Safety and Risk Management, or equivalent
- Has demonstrable experience in completing school/college Fire Risk Assessments
- Has a current DBS check

Exceed Learning Partnership have contracted with North Yorkshire Council as the competent body to provide our annual Fire Risk Assessment in all academies within the Trust.

Exceed Learning Partnership have contracted Pyro Fire to undertake annual fire door surveys.

### **Housekeeping**

Good housekeeping is essential to reduce the risk and spread of fire within the school building and outbuildings.

- Combustible, materials should be kept to a minimum, do not allow waste to build up
- Aerosols must not to be kept on site
- Empty waste bins regularly
- Do not store skips and waste bins near to the school property
- Ensure large amounts of contractor's materials are stored safely away from the buildings (wherever possible)
- Keep flammable materials away from sources of ignition

### **Display materials and decorations**

An evaluation of the material(s) used in displays and decorations should be made sprayed with fire intumescent protector - paper, cardboard and plastic provide a means for the rapid spread of fire.

To reduce the risk of fire spread:

- Avoid the use of 3D displays in corridors and foyers
- Minimise the size and number of display areas to discrete, separated areas
- Do not put displays down stairways, which are part of the designated escape route or where there is only one direction of escape i.e., dead-end conditions
- Treat displays with proprietary flame-retardant sprays
- Avoid the use of display boxes
- Keep displays away from curtains, light fittings and heaters
- Keep displays away from ceiling voids, which may lack fire barriers
- Ensure that there are no ignition sources in the vicinity
- Ensure displays do not obstruct escape routes or obscure fire notices, fire alarms, call points, firefighting equipment or escape signs

### **Fire Safety Management (FSM) Checks**



To ensure compliance with fire regulations, checks must be made to reduce the risk of fire at the academy. These tasks are delegated by the 'Responsible Person' the Principal to the Site Manager/Supervisor/Caretaker at the academy.

**FSM checks Daily/weekly/monthly/three-monthly/six-monthly/annual checks must be made and records kept.**

Each Academy has its own maintenance agreement for the Fire Fighting Extinguishing and Fire Alarm system.

### **Fire Marshalls**

Staff expected to undertake the role of Fire Marshalls (often called fire wardens) would require comprehensive training. Their role may include:

- Performing a supervisory/managing role in any fire situation
- Assisting those on the premises to leave
- Checking the premises to ensure everyone has left
- Using firefighting equipment if safe to do so
- Liaising with the fire and rescue service on arrival
- Shutting down vital or dangerous equipment

### **Safe Emergency Evacuation Procedures**

Under no circumstances are lifts to be used for evacuation purposes in the event of a fire, unless the lift is clearly identified as an emergency evacuation lift, and this may only be used for disabled people.

Fire Action notices must be displayed in appropriate locations throughout the buildings next to fire call points. These will include clear instructions on what to do it when raising the alarm and information regarding the nearest fire exit and assembly point(s).

All staff must be aware of emergency procedures. Including:

- Fire Action notices
- The locations of fire alarms
- How to activate the fire alarm as a means of raising the alarm
- Locations of Fire Extinguishers (fire extinguishers must only be used to aid escape in event of a fire)
- Emergency exit routes/final exit fire doors
- Fire assembly points

### **On Sounding or Hearing the Alarm**

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly in a calm manner.

### **On discovering a fire**

- Sound the alarm by pressing one of the emergency fire alarms
- Call the Fire & Rescue Service telephone 999
- Leave the building by the most direct route
- Attack the fire using fire extinguishers **only if** your escape route is blocked by the fire and in order to enable a safe evacuation

### **On hearing the fire alarm**

- Leave the building by the most direct route, closing all doors behind you
- Report to the assembly point for the building
- Do not take risks
- Do not return to the building for any reason until authorised to do so by the Fire & rescue Service

### **Fire drills**

Fire drills are intended to ensure, by means of training that:

- People who may be in danger act in a calm and orderly manner
- Those with responsibilities carry out their tasks to ensure the safety of all concerned
- Escape routes are used in accordance with a predetermined and practiced plan
- Evacuation of the building is achieved in a speedy and orderly manner
- People will react rationally when confronted with a fire or other emergency at school

### **How often to carry out a fire drill?**

It is the policy of the academy to carry out fire drills at the beginning of each term; these should be carried out on different days and times of the day.

### **Should you inform staff before a fire drill?**

The advantage of informing all staff of fire drills beforehand is that firstly they will not panic, which avoids potential injuries that could be caused in a rush to exit a building. Secondly if the alarm sounds without a prior warning, there will be no ambiguity as to if it is a drill or not and people will behave appropriately.

### **Preparing for a fire drill**

When planning a fire drill decide on something specific that will be monitored. This could be a specific aspect of the escape plan that has been highlighted as needing improvement or a more general goal, such as reducing the amount of time it takes for everyone to exit the building.

Amongst the staff, a team of fire marshals with a chief fire marshal should be appointed to supervise fire drills and check that everyone gets out safely. All marshals will require special training so that they can carry out their duties safely and effectively.

### **Informing the fire service of a fire drill**

If the academy has a system that automatically informs the fire service when the alarm is triggered, appropriate measures must be taken to stop this from causing the fire service a wasted journey. Take any systems off line before the fire drill but be sure to get them back up and running once the drill has finished.

### **During the fire drill and/or Emergency Evacuation**

To monitor fire drills, observers should be placed at points around the building in areas such as stairwells to look for good and bad practices. Any room for improvement can be noted and then discussed at the debriefing meeting after the evacuation.



In buildings where, there are more than one exit routes, the main exits should be blocked off to encourage staff to use alternative escape routes as in a real fire; parts of the building could be impassable due to fire or smoke.

Set a stopwatch to record how long the full evacuation takes, teachers, academy business managers, cleaning supervisors, senior catering staff, and fire marshals should do a roll call and tick people off to make sure everyone in their class and department(s) are out of the building.

Any visitors in the Academy at the time of the fire evacuation/drill must be escorted to the assembly point and remain with the escorting member of staff until it is safe to return to the building.

The Fire Service must be informed immediately of any person who is missing, along with their area of work. Registers of people are derived from:

- Inventory system – employee registration
- Inventory System visitors
- SIMS – pupil registration

### **Evacuation of people with disabilities - Personal Emergency Evacuation Plans (PEEPs)**

Of all the people who may be especially at risk you will need to pay particular attention to pupils, staff and visitors who have special needs, including those with a disability.

Personal need will often be modest and may require only changes or modifications to existing procedures. It may be required that a PEEP needs to be developed for that individual who frequently uses the building. This PEEP needs to be completed in consultation with the individual or in the case of a pupil with their parents/guardians and/or other relevant people, with copies provided of the PEEP and records kept.

- A PEEP should also be completed for any pupil, staff, or visitor who have a disability
- The PEEP will clearly state what actions are required in those particular circumstances

### **Assembly Points**

An area outside the school building must be designated as an assembly point. It must be clearly marked and easily identified by anyone who may be on the school premises. It must be far enough away from the school building(s) to give protection from the heat and smoke given off by a fire. It should be in a position that does not put any people at risk by emergency vehicles responding to the incident.

- Once outside and at the Fire Assembly Point, staff members should take a register to check that all children and staff members are accounted for
- If there are any staff or children missing this must be reported immediately to the Fire Service details to be provided to the Fire Service include:
  - Name of missing person
  - Place and time last seen and by whom
  - Any other information e.g., medical condition, or behavioural issues

Staff members in charge of the class are then to supervise the class and await further instructions from the Fire and Rescue Service.

For academy with split sites, the former arrangements for fire evacuation may not be suitable. Therefore a personalised evacuation plan, specific to each individual site should be written and approved by the principal. All staff members working on each site must be trained in these procedures.

## 12. Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 requirements is to evaluate and control measures. All reasonable steps will be taken to, substitute substances for safer alternatives, as is reasonably practicable, and to ensure that employees, pupils, and visitors are not exposed to substances hazardous to health.

Using chemicals or other hazardous substances at work can put people's health at risk. Even within seemingly low risk environments people can encounter a range of substances capable of being hazardous to health.







**Actions to evaluate and control risks include:**

- Completing an inventory identifying all hazardous substances used on the academy premises and obtain material safety data sheets
- Wherever possible replace hazardous substances with safer alternatives
- A risk assessment is completed for the use of any substances, which present a significant health risk
- Ensuring that any equipment required for controlling risk is being adequately maintained
- Ensuring all staff have received information, instruction and training where required
- Ensuring records of assessments are being kept on the premises and made available on request to any relevant people
- Ensure that the exposure of personnel to substances hazardous to health is either prevented or adequately controlled
- Ensure that any equipment provided to control the risk e.g., local exhaust ventilation; fume cupboards, personal protective equipment (PPE) is adequately maintained.

**Hazard symbols and hazard pictograms**









- Classified substances can be identified by their warning labels and carry the pictograms detailed below.
- You are probably already familiar with the current CHIP hazard symbols that appear on some chemical labels:

**Old CHIP symbols e.g., 1) Harmful, 2) explosive, 3) flammable, 4) toxic, 5) corrosive, 6) dangerous environment.**

					
Harmful	Corrosive	Flammable	Toxic	Corrosive	Dangerous to the environment



**New CLP symbols include: 1), 2), 3), 4), 5), 6). Note:** the harmful symbol has been replaced by an exclamation mark.

					
Carcinogenic and respiratory sensitisation.	Contains gas under pressure.	Flammable	Toxic	Corrosive	Dangerous to the environment
					
Such substances may be hazardous through inhalation, ingestion, absorption or contact through the skin.					

**Material Safety Data Sheets:** should be obtained from the manufacturer/supplier. Data sheets are not by themselves a suitable and sufficient COSHH risk assessment. The information in the data sheet must be compared to the particular task and circumstances in which the substance is to be used and a decision made about the measures necessary to adequately control exposure.

**COSHH Assessment:** will be developed for each substance using the information from the data sheet and according to the intended task. See the COSHH Assessment template.

Only competent persons shall undertake any assessment of risk, which shall consist of experience of the task at hand, training etc. During the assessment process it is important that there is suitable consultation with those carrying to ensure that all of the hazards have been identified and that the necessary precautions are understood to maximise compliance.

**Health Surveillance:** is 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 these should be carried out.

- Records relating to named individuals must be kept for 40 years
- Advice should be sought from Occupational Health if there is any uncertainty regarding the need for health surveillance

**Exceptions to COSHH Regulations:** There are exceptions to these regulations, which are already being controlled by their own specific legislation, e.g., asbestos, lead, radioactive substances.



## 13. Work Equipment

### Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 explains that the employer needs to protect employees from risks associated with DSE i.e., computers and laptops. A user is defined in the regulations as “an employee who habitually uses display screen equipment as a significant part of his/her normal work”. This is usually interpreted as continuous periods of an hour or more on most days of the week. The employees’ line manager will identify DSE users.

To comply with DSE regulations the ‘Responsible Person’ Principal or delegated member of staff must:

- Analyse workstations to assess and reduce risks
- Make sure controls are in place
- Providing information and training
- Providing eye and eyesight tests on request and special spectacles if needed
- Review the assessment when the user or DSE changes

All DSE users must complete on-line DSE training and assessment which will provide a workstation assessment and provide information and training. See the DSE Assessment form for further information.

Some DSE users may experience fatigue, eyestrain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a number of factors. Changes in activity may help users, the following is advised:

- Stretch and change position
- Look into the distance from time to time and blink often
- Change activity before you get tired rather to recover
- Short frequent breaks are better than longer, infrequent ones

### Eye test

Upon request of the DSE user, identified by their line manager, (see above) the academy will pay for a test to be carried by a qualified optician. Only "users" are entitled to receive corrective appliances paid for by the academy.

‘Normal’ corrective appliances are at the user’s own expense, but users needing ‘special’ corrective appliances will be prescribed a special pair of spectacles for display screen work only. The academy liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e. of a type and quality adequate for the user’s work.

There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.

### Inspection & Maintenance of Work Equipment (PUWER)



ELP deem the risk of DSE related work equipment significantly low and therefore understand formal inspections of equipment is not necessary. However, DSE users are encouraged to check the condition of their equipment and report any faults such as defective plug tops or frayed cables. (note. PAT testing itself is not a legal requirement)

Employees and DSE users are provided with the manufacturers manuals that contains information on the correct use and maintenance.

## 14. Manual Handling

The Manual Handling Operations Regulations 1992 (MHOR), (as amended in 2002) apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person or inanimate, such as a box.

The MHOR establish a clear hierarchy of measures for dealing with risks from manual handling:

- Avoid hazardous manual handling operations, 'so far as is reasonably practicable'
- Assess any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury, so far as is reasonably practicable

ELP recognise that manual handling problems often come from poor workplace environment or job design.

Hazardous activities include:

- Lifting heavy or awkward loads
- Using excessive force
- Repeated handling of heavy loads
- Poor posture and twisting when handling

The responsible person, the Principal, or their delegated member of staff is responsible for the following:

- Manual handling risk assessments will be completed for moving loads that cannot be avoided.
- Where possible Information, instruction and training will be provided to employees
- Wherever possible the load to be moved will be reduced e.g., is it possible to split the load into smaller units?
- Use appropriate equipment for reducing the need for manual handling; e.g., trolleys to eliminate/or reduce the risk of injury

The following **guidelines** should not be exceeded and each individual must be aware of their own physical capabilities and should not attempt to move any object that is beyond their capabilities.

- Force to stop or **start the load Male 20kg, Female 15kg**
- Sustained force to **keep the load in motion Male 10kg, Female 7kg**

All employees must complete on-line manual handling training or attend a hands-on training session with a reputable provider arranged via your Business Manager in the academy.

## 15. Driver Safety



ELP recognise that as an employer, we have a responsibility under Health and Safety legislation to ensure, so far as reasonably practicable, the health and safety of their employees and others who may be affected by their work activities. This includes the activity of driving (or riding) on public roads whether it's your own vehicle or a company vehicle.

ELP refer all employees to the UK's road traffic legislation that imposes specific requirements in respect of vehicle use and maintenance.

ELP endeavour to protect workers from the hazards associated with driving by:

- providing employees with relevant training (online course) if they are required to drive a company vehicle
- providing employees with relevant information on vehicles including breakdown arrangements, fuel, insurance and familiarisation with the vehicle
- planning journeys so they are safe for employees
- keeping employees safe
- protecting employee's health and wellbeing

ELP require a Vehicle Safety Checklist to be carried out prior to use of the vehicle.

## 16. Young Persons

ELP recognise that young people may lack the experience and maturity at work of their colleagues, so could be more at risk. There are particular factors ELP consider for this group of new starters in the workplace:

- When employing a young person under the age of 18, ELP acknowledge that they have the same responsibilities for their health, safety and welfare as they do for other employees.
- A tailored risk assessment specific to the young person and the type of work they are enrolled to undertake will be undertaken to ensure that young persons employed will be protected in accordance with the provisions of such regulations.

## 17. PPE

ELP understand that the requirement for PPE will be determined by an activity-specific risk assessment or COSHH Assessment. The most common users of PPE will be Site Managers and those working in Science Labs.

ELP will ensure that adequate supplies of all necessary protective clothing and equipment are available.

## 18. Workplace Regs

ELP will provide all employees with a safe place of work and working environment therefore workplace health and safety inspections (see **Premises Inspection Reports**) are undertaken regularly to identify potential hazards before any harm is caused. Inspections cover:

- Lighting
- Temperature
- Ventilation



- Legionella

## 19. Legionella Control

In order to comply with HASAW, the Principal or their delegated person who is the duty holder is to ensure the following in relation to the risk of legionella:

- **Identify and assess the sources of risk** for which employees, pupils or visitors may be exposed to within the academy. The assessment should include a survey to identify whether there are conditions present that will encourage bacteria growth this includes legionella
- **Identify the hot and cold-water temperatures** throughout the buildings water storage and distribution system to locate any systems or areas where water may be stored or distributed between 20-45 °C
- **Identify all areas or services** capable of releasing an aerosol such as showers, spray taps and where necessary measures put in place to control the risks
- **Identify whether there are susceptible individuals** present that may be exposed to such aerosols

In order to manage the risk, the following guidance should be followed:

### Weekly tasks

- Weekly flushing of any outlets and showers that are infrequently used (less than once per week). Precautions should be taken to minimize aerosol release when implementing a flushing programme

### Monthly tasks

- Water temperatures should be recorded at the nearest and furthest outlets from the storage tanks and water heaters
- Water temperatures in the flow and return pipes to be monitored and recorded.
- Hot water temperatures should be recorded from outlets after 1 minute of operation. Cold water should be tested after 2 minutes of operation
- A programme should be set to ensure that all the taps within the building are checked at least once, annually

### Quarterly

- All showerheads and hoses should be dismantled, cleaned and descaled on a quarterly basis. This action should be recorded

### Six monthly

- The cold-water storage tanks should be inspected and temperatures recorded to cover storage, supply and distribution temperatures and general conditions

### Annually

- The condition of the tanks should be reviewed annually. Where the presence of organic material, vermin and water quality deterioration is identified etc. Remedial actions should be conducted. Where required a sample should be taken from the drain outlet



### **Schools holidays, low occupancy periods. Six-week summer break**

- It is extremely important to manage the risk of legionella during school holidays and periods of low water usage or closures. Such times will provide the perfect opportunity for bacterial growth and proliferation including the growth of legionella within the academies water systems and services.

The following actions should be recorded:

- When the school is occupied but at a significantly lower capacity to normal then the outlets which are used less than once per week should be flushed weekly
- When the school is not in use at all during the holiday periods outbuildings and sports halls/gyms etc.) Then all tanks, calorifiers and associated outlets should be thoroughly flushed prior to the commencement of the new term. This should be recorded. Water samples should also be considered for collection prior to the start of the new term.

All testing of legionella areas must be completed and records kept on file and are easily available for inspection.

## **20. Work-related health and wellbeing**

Each Academy manages work-related health issues via risk assessments (**See the Employment Health Check Form & Work Health Assessment**). See; **Staff Stress Management Policy**.

**For Behaviour and the Drugs & Alcohol policy – see: Code of Conduct Policy**

For Health and wellbeing implications arising from pupil behaviour, see **Staff Stress Management Policy and the Staff Health and Wellbeing Policy**.

## **21. Building Safety Management (BSM)**

The 'Responsible Person' has a duty to provide and maintain a working environment that is safe and without risk to health. Information required in the BSM records are:

- Installations that are currently in place
- Testing/check/service/maintenance regime
- Competent persons completing testing/check/service/maintenance regime/s
- Names and job title where relevant

All such information will be recorded in the Parago system. Evidence of visits and contractor visit reports will be scanned and uploaded to the system as evidence of compliance.

### **21.1 Electrical safety**

The Electricity at Work Regulations 1989 also set out specific requirements on electrical safety. The following apply in schools:

- **Competent Persons to undertake maintenance or repair of electrical installations and Portable Appliance Testing (PAT)**





Only people who have the necessary professional training and skills required should carry out more complex work on testing and maintenance. Without exception, such work should be allocated to an individual with appropriate training and expertise.

Under no circumstances will academy staff work on live electricity, unless they have received the appropriate training and have the level of skills and experience required to do so safely and competently. Certification of the training is required as proof.

Day to day testing of electrical equipment could be the task of a delegated member of staff e.g., Site Manager/Supervisor/Caretaker who have had the necessary training and equipment for this task.

- **Risk Assessment**

Risk assessments on electrical safety must take account of the requirements of the Electricity at Work Regulations, which cover electrical apparatus as well as the mains supply.

- **Visual inspections and tests**

All portable appliances should be visually inspected at the beginning of each term, but more frequently if its use or environment suggests this e.g., checking for loose cables or signs of fire damage, and if possible, checking inside the plug for internal damage, bare wires and the correct fuse.

Whilst using electrical equipment all staff should be aware of the requirement to report any instances where equipment appears to be faulty or unsafe to use.

All earthed portable equipment such as drills, saws, irons, hand lamps etc., should be subject to a detailed inspection and test at a frequency dependent upon the use of the equipment and Determined by a competent person. Items, which are rarely unplugged e.g., refrigerators will need inspecting and testing infrequently.

PAT must be carried out by someone with the necessary knowledge and experience to carry out a test and interpret the results should be completed in accordance with the findings of the risk assessment. All our academies have an annual inspection of all portable equipment carried out by approved contractors.

A written record of the tests, in the form of a logbook or register are maintained and available for examination and the equipment itself should be marked with some form of Identification, with the date of the most recent test included on a label.

All damaged or faulty equipment must be removed from use and either repaired by someone competent or disposed of to prevent its further use. The item must be labelled with a 'DO NOT USE' sticker attached until it is suitably repaired. If the item is to be disposed of, the plug must be removed and disposed of safely.

The Site Supervisor/Academy Business Manager is responsible for the safe disposal of faulty equipment. All equipment deemed to be requiring disposal must be recorded on the Parago Asset management system and kept until authorisation has been given for the item to be disposed.

- **Fixed Electrical installations**

The HSE advises that fixed electrical installations (including the mains system, sockets, lights and heaters provided they have been adequately maintained), should be inspected by a competent person at least every five years. A more frequent inspection and testing will be necessary if the installations are subject to damage and abuse.



A test certificate should be prepared showing the date and results of the inspection and test. A copy will be kept at the school.

Equipment should always be visually checked before use in particular the condition of power cables and their terminations, as these can often be damaged, wrenched and jerked, which may loosen their connections.

**Note:** Any accidents/incidents/near misses involving electricity may need to be reported under The Reporting of Injuries, Diseases, Occurrences Regulations (RIDDOR).

- **Preventing accidents with electricity**

In the prevention of accidents and fire the academy will not accept gifts or second-hand electrical appliances.

Staff must not bring in their own appliances from home, unless a competent person has tested the equipment and records provided of the test (PAT).

## 21.2 Gas Safety

The Gas Safety (Installation and Use) Regulations 1998 requires employers and self-employed persons to ensure that any gas appliance, installation, pipework or flue installed at any place of work under their control is maintained in a safe condition, so as to prevent risk of injury to any persons.

No person may work on gas fittings or appliances unless they are competent to do so. The requirements apply to both natural and liquefied petroleum gas (LPG). The work on gas fittings must be carried out by someone on the Gas Safe Register.

Although registration is deemed a basic indication of competence, it must be noted that not **all** engineers are qualified for **all** gas work. Registered engineers are issued with a unique license number and a photo identification card. The card will list specifically the types of work that the engineer is qualified to undertake. The School Business Manager or their delegated person must ensure that any contractor engaged to work on gas fittings is Gas Safe Registered and appropriately qualified for the work to be carried out.

You can check this by contacting the **Gas Safe Register online or by calling them on 0800 408 5500**

Gas works includes:

- The installation, repair or service of a gas boiler
- Installation or repair of a gas fire, gas cooker, hob or water heater
- Any other work on heat producing appliances involving the gas supply pipework, flues, or combustion chambers if connected to either a natural gas or LPG supply

The Gas Safe Register will periodically monitor the work undertaken by registered gas engineers to ensure that they understand and continue to work to the standards set out in legislation and in accordance with the rules of registration. They will also investigate complaints about unsafe gas work.

The Principal or their delegated employee will ensure:

- All gas systems and appliances are operated and maintained so as to prevent, so far as is reasonably, danger to persons or property
- Only persons authorised to work on gas installations do so e.g., Gas Safe Registered engineers with the technical knowledge and experience to prevent injury, see above 'Competence'.
- Use a competent engineer to install, maintain or repair appliances



- Ensure that gas pipework, appliances and flues are regularly maintained
- Check all rooms with gas appliances have adequate ventilation – do not block air inlets to prevent draughts, and do not obstruct flues and chimneys

**If you suspect a gas leak:**

- Turn off the supply and immediately call the National Gas Emergency Service on 0800 111 999 for natural gas
- For LPG call the supplier if in doubt, evacuate the building and inform the police as well as the National Gas Emergency Service or your gas supplier
- Do not turn a gas supply back on until a leak has been dealt with by a Gas Safe Registered engineer

**Maintenance**

All gas appliances, flues; pipe work and safety devices will be maintained in a safe condition. The Principal or their delegated person will ensure that they are inspected by a competent person who is a Gas Safe Registered engineer, in accordance with current industry practice. Periods between inspections may vary depending on the equipment and its use and should follow manufacturer's recommendations. Annual inspections will be a minimum frequency.

- Equipment should be designed, operated and maintained to make sure dangerous levels of carbon monoxide (CO) are not produced
- It should not be used in poorly ventilated spaces
- There should be enough ventilation to remove combustion products
- Operators are fully trained – use a safe procedure for purging, lighting up and shutting down.

**21.3 General repair and maintenance checks**

Checks should be completed daily by the Premises Manager, and any repairs and maintenance that are identified must be reported to the Principal or their delegated person. The report should include:

- Date the work/actions were identified
- Description of work/actions required and/or what immediate actions were taken (if any)
- Photos of the works done
- Name of the person reporting
- Date work was completed

All daily/weekly/monthly repairs and maintenance /compliance checks will be recorded in the Parago System.

**21.4 Constructions/Building work/Refurbishment or Demolition**

Under no circumstances must plans for/construction/building work/refurbishment or demolition on academy premises begin without consulting with the Principal /CEO/Deputy CEO or Directors of Exceed Learning Partnership.

The person responsible for contractors on academy premises is the Principal or their delegated staff member and/or where applicable the CEO or the Deputy CEO.

The person responsible or delegated person should complete the suitability check\* of all contractors to ensure that they have taken all reasonably steps possible.

\*see suitability check form



Contractors must be aware of their duties and comply with the CDM Regulations.

**See Site Rules that must be provided to the contractor prior to works commencing.**

Policy Agreed: September 2023

*B.A. Nixon*

Signed Chief Executive Officer:

Signed Chair of Directors:

*[Signature]*

Policy to be reviewed: September 2024



**Exceed Learning Partnership**  
• EVERY CHILD • EVERY CHANCE • EVERY DAY •