



**St Paul's Community Development Trust**

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# **Health and Safety Policy**

## Introduction

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This Health and Safety Policy is divided into three sections as follows:

**1. Health and Safety Policy Statement**

This section sets out the general aims and objectives of the Health and Safety Policy and is signed by the Chairman of Trustees and Chief Executive.

**2. Organisation for Health and Safety**

This section provides information on the health and safety management system and organisational arrangements in place for implementing the aims and objectives of the Health and Safety Policy, including specific roles and responsibilities.

**3. Arrangements for Health and Safety**

This section details the specific procedures to be adopted by staff, pupils, visitors and contractors in order to ensure that the aims and objectives outlined in section 1 are put into practice. These arrangements are supplemented by a number of co-existing Trust policies which relate to health and safety management of particular Trust activities, facilities, staff, pupils and visitors. N.B. where other related policies exist, these are clearly signposted from the 'Arrangements' section.

## Amendment Record

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Any amendments made to this Health and Safety Policy will be recorded in the table below and communicated to staff accordingly. Staff will be consulted on any significant changes to this Health and Safety Policy via the Health and Safety Committee.

Revision No.	Date	Section No.	Section Title	Details of Amendment(s) made	Amendment(s) Made by

## Policy – Statement

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It is the legal responsibility of St. Paul's Community Development Trust to ensure the health, safety and welfare of all staff, students and service users.

In accordance with the requirements of all applicable statutory requirements, it is the policy of the organisation to:

- In consultation with staff, assess hazards and risks that may be encountered in the course of work or activities carried out by the Trust or on its property.
- Take measures to mitigate or eliminate identified risks and hazards
- Provide equipment and systems of work which are safe and without risk to health
- Provide all staff with appropriate information, instruction, training and supervision
- Provide all students, learners, service users and visitors appropriate with information, instruction, training and supervision

The specific responsibilities and arrangements for health and safety are defined in the health and Safety Procedures which can be found in the Policy and Procedures section on SharePoint. The Board of Trustees has overall responsibility for health and safety. They will ensure that an effective Health and Safety Policy is maintained and that adequate resources are provided for its implementation.

All persons are responsible for implementing the Policy in respect of the areas and activities under their control, thereby ensuring the health and safety of those under their direction. The effective implementation of this Policy requires the co-operation and active involvement of staff at all levels and in all areas. Staff are required to:

- co-operate with the Trust to ensure compliance with statutory requirements by working in accordance with the Health and Safety Policy and standard operations procedures
- work safely to ensure the health and safety of themselves and that of any other persons who could be affected by their acts and omissions
- report any areas where existing safety arrangements fail to reduce risks to an acceptable level

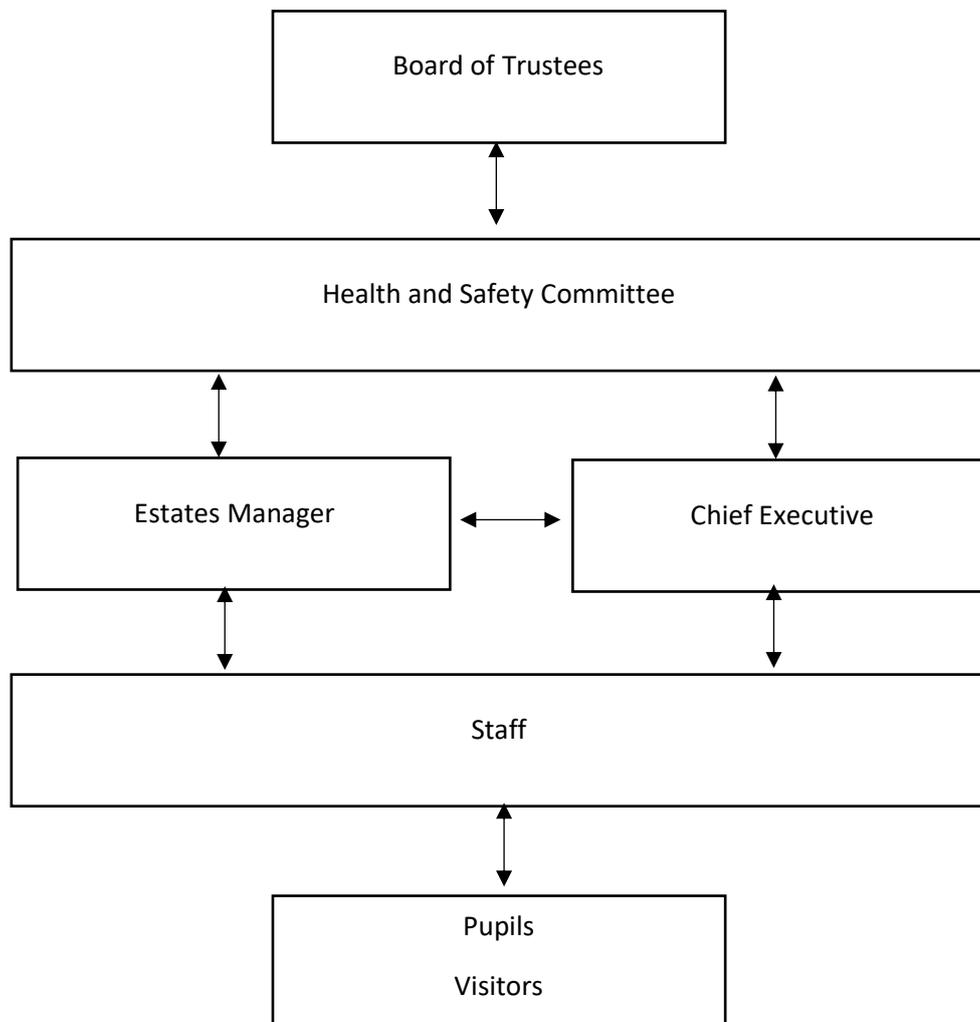
To ensure the above standards are maintained, the Trust consults with its staff on safety matters and monitors the effectiveness of the safety programme. The monitoring includes an annual audit of safety performance. The significant recommendations arising out of the safety monitoring, consultation and risk assessment programme are reviewed and prioritised for action by the Trust's Health, Safety and Environment Committee. The implementation of the recommendations is planned and reviewed by the Committee to ensure continuous improvement in health and safety performance.

<b>Name:</b>		<b>Name:</b>	
<b>Position:</b>	Chair of Trustees	<b>Position:</b>	Chief Executive
<b>Date:</b>		<b>Date:</b>	
<b>Signed:</b>		<b>Signed:</b>	

# Organisation for Health and Safety

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## Organisation for Health and Safety



## Board of Trustees

The Board of Trustees is responsible for:

- demonstrating leadership on health and safety matters both as a group and as individuals
- appointing a CEO to oversee fulfilment of the Board's health and safety responsibilities as listed below
- revising the health and safety performance at least 6 monthly by receiving reports of the annual health and safety audit and other performance measures
- agree health and safety targets and objectives for the company and monitoring their implementation
- receiving investigation reports of serious untoward incidents/work related ill health and responding effectively to those reports
- reviewing the effectiveness of measures to consult with and involve the workforce in health and safety
- considering the health and safety implications of introducing new processes, new working practices, new personnel or other significant business change, at the planning stage and taking the action necessary to mitigate any increased risk
- ensuring that no significant changes to the business are introduced without dedicating sufficient resources for health and safety purposes and managing the change effectively
- ensuring that there are arrangements in place for the Board to receive reports on the impact of health and safety performance following the introduction of significant changes
- ensure that the company has access to competent advice on health, safety and fire safety matters including access to specialist advisors where necessary.
- considering health and safety needs when deciding senior management appointments
- ensuring board members receive a briefing on health and safety requirements from a competent health and safety advisor, on appointment as a Director
- receiving regular update briefings on new and changed legal requirements and other external developments and ensuring that action is initiated to make any necessary internal changes

## Chief Executive

- take a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified
- allocate adequate resources to implement the Health and Safety Policy
- appointing a '*Senior Lead for Health and Safety*' to oversee fulfilment of the health and safety responsibilities as listed below
- agree health and safety targets and objectives for the Trust and monitoring their implementation
- reviewing the effectiveness of measures to consult with and involve the workforce in health and safety

- ensuring that the Trust has access to competent advice on health, safety and fire safety matters including access to specialist advisors where necessary
- ensure that there is an effective mechanism for consulting with employees on health and safety matters
- ensure there are appropriate arrangements for the selection and training of employees, taking into account health and safety competence and attitude requirements
- ensure that the Managers are aware of the importance of enforcing health and safety rules and leading by example by following the rules themselves
- ensure that employers liability insurance is maintained and displayed or made available to staff
- agree with the Estates Manager their specific responsibilities and review their success in meeting their obligations both on an ongoing basis and formally during their annual appraisal
- appoint the company's external health and safety consultant and other specialist advisors, as required
- receive investigation reports of serious incidents or cases of work-related ill health, and ensure an effective response is made to those reports

## Estates Manager

In addition to those responsibilities set out for all employees, the Estates Manager is responsible for:

- Liaising with an external, professional consultant regarding health and safety matters as required to ensure that, so far as is reasonably practicable, the Trust discharges its duty under the health and Safety at Work etc. Act 1974;
- Coordinating day to day health and safety arrangements within the Trust and maintaining health and safety documentation;
- Ensuring that arrangements are in place to bring health and safety documentation to the attention of all staff;
- Coordinating in-house safety representatives and identifying specific safety responsibilities of employees as required;
- Advising on training needs of employees to undertake their health and safety responsibilities of employees as required;
- Undertaking and also coordinating relevant staff to undertake risk and COSHH assessments to identify measures to reduce risks associated with Trust activities. Liaising with external professionals for support with this as required.
- Undertaking sufficient training as is required to undertake these duties.
- Ensuring that they set a good personal example for health and safety.
- Reprimanding any member of The Trust failing to discharge satisfactorily their responsibilities for health and safety; and
- Ensuring that a positive attitude towards safe systems of work and accident prevention is promoted within the Trust.

## Heads of Department/Managers

Heads of Department/Managers need to act as Health & Safety Managers for their area of responsibility and the staff that they manage, and actively lead the implementation of this Health and Safety Policy.

In addition to those responsibilities set out for all employees, Heads of Department/Managers are responsible for:

- Ensuring that all of their staff are aware of and fully understand their responsibilities as outlined in this Health and Safety Policy;
- Ensuring that new staff are provided with a suitable health and safety induction;
- Ensuring that all pupils within their area receive suitable health inductions;
- Ensuring that any accidents, incidents, near misses and/or incidences of confirmed occupational disease are reported to the Estates Manager;
- Encouraging staff to report all accidents, incidents, near misses, occupational disease and/or hazards;
- Ensuring that risk assessments are carried out and recorded for all relevant areas, activities, events and outings/educational visits within their area of responsibility; and that these are reviewed annually, following any significant changes, and/or following any accidents, incidents or near misses;
- Ensuring that a COSHH register is in place listing any hazardous substances used/stored within their area, and that COSHH assessments have been completed and recorded;
- Ensuring that any hazardous substances are correctly used, stored and labelled;
- Ensuring that staff (and where relevant, pupils) are briefed on the key content of risk and COSHH assessments;
- Bringing to the attention of the Estates Manager any high-risk activity which cannot be adequately controlled by use of existing departmental resources;
- Ensuring that safe systems of work exist in line with recognised procedures;
- Ensuring that safe working procedures, in particular ensuring that there are adequate levels of supervision in place for pupils – especially for practical activities and educational visits;
- Ensuring that all plant, machinery and equipment is in good and safe working order, maintained as appropriate, adequately guarded and that all reasonable steps are taken to prevent unauthorised or improper use;
- Ensuring that appropriate personal protective equipment and clothing is available and used (where necessary), and that staff and pupils are instructed in its use;
- Setting health and safety objectives and standards for their area;
- Ensuring that health and safety is a rolling agenda item for team meetings;
- Ensuring that any health and safety issues that they are unable to remedy are reported to the Estates Manager for action;
- Ensuring that their staff attend/complete mandatory health and safety training in line with Trust requirements;

- Identifying any specialist health and safety training that may be required for themselves and/or their staff to ensure that they are competent to perform their work in safe manner;
- Ensuring that staff co-operate with fire drills;
- Ensuring that they set a good personal example for health and safety;
- Reprimanding any member of the Trust failing to discharge satisfactorily their responsibilities for health and safety; and
- Ensuring that a positive attitude towards safe systems of work and accident prevention is promoted within the Trust.

## Maintenance

In addition to those responsibilities set out for all employees and Heads of Department/Managers, Maintenance is responsible for:

- Ensuring that all Trust buildings and grounds are maintained in a safe condition:
- Ensuring that all electrical installations, gas appliances, pressure system/vessels, lifting equipment, fire detection and alarm systems, and emergency lighting systems are inspected and maintained in line with statutory requirements;
- Controlling and supervising the work of contractors in line with the Construction (Design and Management) Regulations 2015 (CDM);
- Maintaining a reactive maintenance system (via the online maintenance task reporting system) for defects within the Trust buildings or on Trust grounds and prioritise any hazardous defects for early action; and
- Acting as the responsible person with day-to-day responsibility for fire, asbestos, and legionella.

## Catering Manager and Cleaning Supervisor

In addition to those responsibilities set out for all employees and Heads of Department/Managers, the Catering manager and Cleaning Supervisor are responsible for:

- Ensuring that, so far as is reasonably practicable, Trust discharges its duties under the Food Hygiene (England) Regulations 2006;
- Identifying training needs of cleaning and catering employees to undertake their health and safety and food safety responsibilities, as required and
- Undertaking sufficient training as is required to perform these duties.

Employees are also responsible for:

- Setting a good personal example for health and safety;
- Maintaining a good standard of housekeeping within their area (e.g. floors, doorways, working areas, etc are kept clear and free from obstructions);
- Reading and complying with this Health and Safety Policy and associated policies/procedures;
- Completing risk assessments and COSHH assessments, as directed by their Line Manager;

- Complying with all relevant risk assessments, COSHH assessments and safe systems of work;
- Using plant, equipment and/or substances only when authorised to do so and in accordance with instructions and training;
- Only lifting loads that are within their personal capability;
- Attending/completing mandatory health and safety training as directed by their Line manager;
- Identifying to their Line Manager any health and safety training that they feel they require;
- Co-operating with fire drills;
- Reporting any accidents, incidents, near misses, and/or confirmed cases of occupational disease to the Estates Manager and their Line Manager, seeking medical treatment/first aid where appropriate, and ensuring that an entry is made in the Accident Record Book;
- Ensuring that unauthorised or improper use of plant and machinery does not occur in their area of work;
- Using the correct equipment and tools for the job and any protective clothing and safety equipment as directed;
- Ensuring that any hazardous substances are correctly used and stored;
- Reporting immediately to Maintenance/Estates Manager any defects in the premises which they observe;
- Reporting immediately to their Line Manager any suspected defects in plant, equipment, machinery; and
- Informing their Line manager of any change to their state of health, either temporary or permanent which might affect their working ability or their suitability to carry out any particular task or tasks;

## Teaching Staff

The health and safety of pupils is the responsibility of the person teaching them whilst they are in the learning environment. It is imperative that teaching staff set an example with regards to health and safety and that they demonstrate best practices at all times. In addition to the responsibilities of all employees (as detailed above), staff are also responsible for:

- Ensuring that their pupils are adequately supervised;
- Ensuring that all pupils receive a suitable health and safety induction;
- Encouraging their pupils to report all accidents, incidents, near misses, illness and/or hazards to a member of staff;
- Ensuring that safe teaching practices are developed and implemented in line with relevant safety document;
- Ensuring that pupils are informed of health and safety regulations, rules and procedures and that pupils and other staff in their area of work apply these effectively;
- Briefing pupils on the key points of all relevant risk/COSHH assessments prior to the start of practical sessions; and

- Ensuring that pupils are wearing appropriate personal equipment (PPE), where relevant, and that they are instructed in its use.

Each time a pupil is introduced to a new hazardous activity (e.g. use of a tool, use of a hazardous substance etc.), it is the responsibility of the teacher to ensure that all the hazards and control measures are explained to them. The teacher must be confident that pupils have understood the risks before they are permitted to commence the activity.

## Contractors

All contractors must:

- Report to reception and sign in upon arrival to the Trust site, and sign out prior to leaving;
- Take reasonable care of their own health and safety and of those who could be affected by their acts or omissions (e.g. staff, pupils, visitors, other contractors etc);
- Comply with the Trust's Safeguarding Code of Conduct;
- Submit their health and safety policy, insurance documents and risk assessments/method statements to the Trust for approval. If they do not have a health and safety policy in place (i.e. if they have <5 employees), then they must agree to abide by the Trust's Health and Safety Policy;
- Use safety equipment and personal protective equipment/clothing as required by the Trust and as specified in the risk assessment for the activity that they are undertaking;
- Maintain all plant and work equipment to ensure that it is safe for use, including ensuring that any portable electrical equipment has a current PAT test certificate;
- Report any hazards and/or defective plant/equipment to their supervisor (and also inform the Trust where relevant);
- Report all accidents, incidents, near misses and incidences of confirmed occupational disease to their supervisor (and also inform the Trust where relevant);
- Ensure that their employees only use equipment for which they have been suitably trained;
- Observe the fire evacuation procedure and position of all fire equipment and not obstruct means of escape or fire exits; and
- Provide adequate welfare and first aid arrangements unless otherwise agreed with the Trust.

## Pupils

It is the responsibility of each individual pupil to take reasonable care of their own health and safety and not to act in a manner that places others in danger.

In particular, all pupils must:

- Comply with fire and emergency evacuation procedures;
- Assist staff in maintaining good standards of housekeeping;
- Use plant, machinery and equipment only when authorised to do so and in accordance with instructions;

- Wear the appropriate personal protective equipment for the task (as directed by their teacher);
- Report immediately to their teacher, any defects in the premises, plant, equipment and first aid facilities which they observe; and
- Report immediately to a member of staff, any accidents, near misses or illness.

Pupils must not interfere with or misuse anything provided in the interests of health, safety or welfare (e.g. misuse/discharge of fire extinguishers) and/or engage in horseplay that could put themselves and/or those affected by their actions at risk. Such behaviour should be dealt with appropriately i.e. disciplinary action.

The Trust will provide an induction covering health and safety aspects (and area specific health and safety inductions where appropriate) to ensure that pupils are aware of their health and safety responsibilities.

## Visitors

It is the responsibility of all visitors to take reasonable care of their own health and safety and not to act in a manner that places themselves and/or others in danger.

In particular, visitors must:

- Report to reception upon arrival and sign in;
- Read and sign the safeguarding Code of Conduct (as per the Trust's Code of Practice for Visitors);
- Wear their visitors badge at all times;
- Comply with instructions given by members of staff;
- Not tamper with emergency equipment;
- Bring to the attention of staff any health and safety issues (e.g. accidents, incidents, near misses, hazards etc);
- Wear personal protective clothing/equipment where indicated; and
- Sign out and return their visitor badge prior to leaving the site.

## Accident, Incidents, Near Miss and Occupational Disease Reporting and Investigation

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Our primary aim is to prevent all accidents, incidents and/or occupational disease from occurring.

We want to protect all employees, pupils, visitors, and others that may be affected by our activities so that everyone goes home safely at the end of the working day. In our efforts to achieve this, we record all accidents and occupational diseases, and actively encourage the reporting of incidents and near misses.

### **Accidents**

An accident can be defined as any unplanned, unwanted event (including an act of non-consensual physical violence) that results in personal injury or; damage to, or loss of, property, plant or materials, or damage to the environment.

N.B. all accidents, no matter how trivial they may seem, need to be reported and recorded. This can range from a small cut or bruise, to the fracture or amputation of a limb, or death.

### **Incidents**

An incident can be defined as any unplanned, unwanted event that is not an accident or near miss but that has negative consequences e.g. an incident of verbal abuse or threatening behaviour against an employee.

### **Near Misses**

A near miss can be defined as an unplanned event that does not result in personal injury, death or damage, but has the potential to do so. For example, a shelving unit coming away from the wall and falling, narrowly missing a pupil or member of staff.

### **Reporting and Recording**

Staff are responsible for reporting any accidents, incidents, or near misses involving themselves, and/or any accidents, incidents, near misses that are reported to them by others (e.g. pupils, visitors, contractors etc.) to the Estates Manager or First Aider as soon as possible and where necessary, their Line Manager; who will ensure that an entry is made in the Accident Book. This will include the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease. This information may then be required for investigation purposes and where necessary, for notification to the appropriate Enforcing Authority. Accident Books are held in the Kitchen, Nursery, Pre-Prep and Estates Manager's Room.

If the accident is serious (i.e. if the injured person has been taken to hospital, or an employee is likely to require time off work), the Estates Manager must also be informed as soon as possible. Staff and pupils are instructed on this Policy as part of the induction process.

## **First Aid/Medical Assistance**

Staff are responsible for seeking medical treatment/first aid from the Estates Manager or First Aider where appropriate. The Trust has a separate First Aid policy which sets out responsibilities and procedures for first aid and medical assistance. This must be read in conjunction with this Health & Safety Policy.

## **Investigations**

All reported accidents, incidents, near misses and occupational disease are reviewed by the Estates Manager, to determine the immediate, underlying and root causes, with a view to ensuring that effective remedial actions are taken to prevent recurrence.

Where the accident/incident/near miss caused, or had the potential to cause, serious injury, the investigation is conducted by the Estates Manager together with other relevant staff (e.g. Head of Department, Manager, Teacher etc.) and recorded on the Accident/incident/Near Miss Investigation form. The Investigation will include taking photographs (where relevant), obtaining signed witness statements, and collating copies of all relevant documentation (e.g. training records, risk assessments, maintenance records etc.). Findings of the investigations will be communicated to relevant staff, and discussed at Health and Safety Committee meetings.

## **Occupational disease**

An occupational disease is a work-related disease or condition as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which has been confirmed by a medical practitioner, e.g. occupational dermatitis.

Staff must report any suspected work-related ill health to both the Estates Manager and their Line Manager, who will ensure that an entry is made in the Accident Book. This will then be investigated in a similar way as other untoward incidents, with further medical advice being sought where necessary.

## **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**

Where the accident, incident, near miss, or occupational disease falls under the scope of RIDDOR 2013, the Estates Manager is responsible for reporting the matter to the relevant Enforcing Authority within the required timescales, and for completing the appropriate online form. A copy of the RIDDOR report made should be printed out and attached to the Accident Book form.

Information on the types of accidents, incidents, near misses, and occupational diseases that are reportable under RIDDOR 2013 is available at:

<http://www.hse.gov.uk/riddor/reportable-incidents.htm> and advice specific to Trusts is available at: <http://www.hse.gov.uk/pubns/edis1.pdf>

Generally, RIDDOR 2013 requires the reporting of work-related accidents that result in:

- The death of any person;
- Specified or Major injuries to workers (e.g. fractures, amputations etc. Please refer to above links for full guidance);
- Over 7-day incapacitation of a worker; and
- An injury to a member of the public (or any other person not a work) whereby the person is taken directly from the scene of that accident to a hospital for treatment to that injury. N>B. this includes pupils.

RIDDOR also requires the reporting of:

- Occupational diseases as outlined in the regulations (please refer to above links for details); and
- Dangerous occurrences as outlined in the regulations.

The Estates Manager is responsible for reporting all such incidents, and any other incidents of a similarly serious nature, to the insurers.

### **Record Keeping**

All records relating to accidents, incidents, near misses and occupational disease are filed confidentially and retained for a minimum of three years, with records of accidents involving children (i.e. those under the age of 18) being retained for period equal to their date of birth + 22 years.

### **Monitoring**

All new accidents, incidents, near misses and incidents of occupational disease are reviewed termly by the Estates Manager and are reported to the Chief Executive.

Findings of investigations will be communicated to relevant staff and discussed at Health and Safety Committee meetings where relevant.

# Asbestos

Where St. Paul's Community Development Trust are responsible for the maintenance or repair of premises that they operate from, or substantially remodelled or refurbished, a specialist asbestos survey has been undertaken by the landlord.

Where an asbestos survey has identified locations that contain, within the buildings structure, asbestos or asbestos containing materials (ACM), further action has been taken, often including removal by a licensed contractor who has certified the area as clear. In some cases, these materials are left in situ, have been made safe by, for example, encapsulation. They would also have been clearly labelled and are closely managed to prevent the accidental release of fibres.

A risk assessment has been undertaken for remaining ACM, and an asbestos management plan produced as a result. A record of the location of ACM, details of those which have been removed, the risk assessment and the management plan is held by the Estates Manager.

The condition of remaining materials is reviewed formally, on an annual basis, by the Estates Manager. The risk assessment and management plan are also reviewed at the same time, and updated when there are changes in the matters to which they relate.

Where work is to be undertaken which is likely to disturb materials which have not been inspected as part of an asbestos survey, we will ensure that the materials are examined and where materials are suspected of containing asbestos, or are of unknown construction, we will arrange for a sample to be collected and tested by a UKAS accredited surveyor. Before any refurbishment or demolition work is undertaken we will arrange a refurbishment or demolition survey to detect any inaccessible asbestos before such works take place.

Any contract work that may disturb the ACMs, is notified of the location of the materials and provided with a copy of the asbestos register; confirmation would also be sought that they have attended asbestos awareness training.

Work on ACMs is only carried out by licensed contractors whose credentials have been checked with the HSE's database.

## Building Maintenance and Alteration

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When planning maintenance work and minor alterations we schedule the work so far as possible to avoid risks to staff and others who would normally be present in the area. Where an area, includes hazardous equipment or activities either on a permanent or temporary basis, we ensure that physical barriers are utilised including locks and signage where necessary, to prevent access by unauthorised persons.

If work is likely to compromise an occupied building's fire escape routes or fire protection facilities, and it has been determined that it is safe to continue, we put in place temporary arrangements and provide additional instruction as required to ensure that building users can still use the building safely.

Where work is carried out which involves breaking through walls, floors or ceilings, we check whether the work is likely to compromise fire compartments and make repairs with suitable materials to return the structure to the designed level of fire resistance.

We recognise the requirements of the Construction (Design and Management) Regulations and the Estates Manager takes the lead in ensuring that we are compliant. This includes identifying when projects are likely to exceed 30 working days or more than 500 person days of construction work, and therefore fall within the additional requirements described in Part 3 of the regulations.

The work of contractors is managed as described within our arrangements for the 'Control of Contractors'.

Permits to work are used to formally authorise activities with the potential for higher risk such as hot works and roof work.

The general safety of plant and service areas is a priority for the Trust and these are kept clean, tidy, free from the build-up of combustible materials and with clear access to all control mechanisms and switches.

A planned preventative maintenance programme has been devised to identify all of the routine maintenance and inspection activities to maintain our premises and equipment in good order. Records are kept of inspections, maintenance, repairs and servicing activities.

We undertake risk assessments of in-house maintenance activities and devise safe systems of work as a result.

## Children and Young Persons

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The Trust recognises that it has an increased duty of care to children (i.e. those persons aged 15 and under) and young persons (i.e. those persons aged 16 or 17); whether they are pupils, visitors or are attending the Trust as part of a work experience placement. This is due to the increased level of risk posed by children and young persons as a result of their:

- Lack of experience;
- Lack of knowledge;
- Lack of risk perception;
- Physical immaturity;
- Emotional immaturity, and
- Likelihood of engaging in horseplay.

The Trust will ensure that the additional risks posed by children and/or young persons are considered in the relevant area, activity, event and educational visit risk assessments (as per the Trust's Risk Assessment Policy) to ensure that risks are eliminated where possible, or where they cannot be eliminated completely; reduced so far as is reasonably practicable through the use of control measures.

Typical control measures that may be introduced include:

- Ensuring that there are adequate supervision ratios in place, particularly for practical activities and educational visits;
- Training and instruction, e.g. providing health and safety inductions, briefing pupils on the key elements of risk and COSHH assessments, practical demonstrations etc;
- Developing and implementing a code of conduct to minimise the risk of dangerous horseplay, particularly for practical activities and educational visits;
- Introducing prohibitions, e.g. areas, activities etc;
- Physical control to prevent unauthorised use/access, such as: locking labs, kitchens, workshops and hazardous chemical stores when not in use; or lockable isolators on machinery in workshops etc; and
- Use of the disciplinary procedures for any pupils engaging in dangerous horseplay.

Arrangements for preventing injury or ill health to pupils will be implemented and communicated to pupils and also to parents where applicable.

Risk assessments and significant findings will be recorded and communicated to relevant staff e.g. the, Departmental Heads etc. Risk assessments will be reviewed in line with the requirements of the Trust's Risk Assessments Policy, which must be read in conjunction with this Health and Safety Policy.

The Trust has a number of separate policies regarding the health, safety and welfare of pupils.

- **Child Protection Policy** (Children and Young People Policy)
- Pupil contract
- Self-Harm
- Safer Recruitment and Selection
- Whistle -blowers
- Missing Pupil

These policies must be read in conjunction with the Health and Safety Policy.

The Trust also has a separate Work Placement Health and Safety Policy in place, which must be read in conjunction with this Health and Safety Policy.

## Competence and Training

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At recruitment, we assess the skills, experience and previous training of the applicant in order to appoint the most suitable person for the job.

Where specific health and safety skills or competencies are required this is defined within job descriptions.

Training needs are reviewed at recruitment of new starters and then formally on an annual basis during appraisals. Training needs are also identified on an ongoing basis for example, as a result of risk assessments or accident investigations; through site inspections or audits; and arising from changed legislation or standards.

All employees and sub-contractors are inducted in the contents of this policy with particular emphasis on their personal responsibilities. All new employees also receive basic induction training on general health and safety matters, including:

- Their legal duties, as set down in both criminal and civil law
- The findings of risk assessments
- Arrangements for first-aid
- Fire, evacuation drills and other relevant emergency procedures
- Expected standards of behaviour and housekeeping
- How to report accidents, incidents and 'near-misses'
- How to report unsafe conditions or other safety concerns
- Any special hazards and control arrangements affecting the workplace.

The general safety induction is carried out by Line Managers using a checklist which is kept as a signed and dated record that the training took place.

Where an individual takes on specific health and safety responsibilities they will receive relevant health and safety training in their responsibilities, for example this applies to the Estates Manager and Personal Assistance/Administrator, and specific training for specialist roles such as fire wardens and first aiders. Training will also be provided at the introduction of new equipment, and technology or work procedures.

All health and safety training is provided by competent instructors and takes place during paid working hours. The identification of training needs is a Line Management function but responsibility for the Trust and implementation of the training programme is carried out by the Estates manager.

The effectiveness of training is evaluated by the use of end of course assessments and management reviews.

Records of training including the date, name of delegate, tutor details and contents of the course, are held by the HR department.

Where we do not have the necessary in-house competence to undertake a specific task or specialist work, we will utilise specialist contractors who have been assessed for their competence.

## Consultation with Employees

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The Trust recognises its duties under the Safety Representatives and Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996 to consult with employees on the following matters:

- The introduction of any measure which may substantially affect their health and safety at work, e.g. the introduction of new equipment or new systems of work;
- Arrangement for getting competent people to assist in complying with health and safety laws;
- The information we must give our employees on the risks and dangers arising from their work, measures to eliminate or reduce these risks, and what employees would do if they are exposed to a risk;
- The planning and organisation of health and safety training; and
- The health and safety consequences of introducing new technology.

Consultation will take place via:

- The Health and Safety Committee (please see section 3.20 of this Health and Safety Policy for details); and
- The Health and Safety Group (please see section 4.21 of this Health and Safety Policy for details).

## Control of Contractors

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We recognise that when we engage contractors to work on our premises, we have obligations to plan, monitor and control their work for the safety of everyone who could be affected by their activities. The contracting Trust also holds similar responsibilities and it is therefore our policy to work together with our carefully selected competent contractors to ensure that our workplace remains safe and without risk to health.

The majority of contract work falls within the definition of 'construction' and as a client we recognise our responsibilities under the Construction (Design and Management) Regulations for:

- Checking the competence of all appointees including contractors
- Ensuring there are suitable management arrangements for the project including the provision of welfare facilities for use by contractors/staff
- Allowing sufficient time and resources for all stages of the project
- Providing pre-construction information to designers and contractors.

We also have obligations to control contract works under other legislation including the Management of Health and Safety at Work Regulations 1999.

We recognise that larger projects falling within the requirements of Part 3 of the CDM regulations are notifiable to the Health and Safety Executive and involve additional responsibilities. This policy is not intended to cover the detailed health and safety arrangements for such projects which would be determined on a case by case and for which responsibility would be shared with the Principal Designer and/or Principal Contractor.

This policy sets out our approach to managing contractors involved in projects which are not notifiable under the CDM Regulations but also includes how we identify those larger scale projects which are notifiable.

### **Coordination of Contract Works**

In the case of non-notifiable contract works, the individual responsible for coordinating the work on our behalf will:

- Define the work that has to be done including the task, the place of work and associated issues
- Consider the hazards that are likely to be introduced by the work and any risks arising from our business affecting the contractors
- Determine whether it is reasonably practicable to segregate the contractors' work from the other activities taking place on site either by scheduling the work out of hours or by physical separation identify potential contractors using the approved contractors list, which is maintained by the Estates Manager/Maintenance?

- Ensure that any design or specification work undertaken by our Trust on our behalf is undertaken by competent persons who are able to eliminate hazards and control risks within the design, and meet their obligations under the Regulations
- Obtain and provide essential health and safety information about the site, the activities, the work (including any residual risk identified by designers) and safety rules, to enable the contractors to take these matters into account in their tender
- Discuss detailed work plans with the successful bidder and review their risk assessment and method statement for the work
- Ensure that health and safety requirements are included in the contract
- Undertake or review risk assessments for the workplace to determine any new or changed risk controls to be introduced for the duration of the work and after it is completed
- Ensure that a responsible person is appointed to meet the contractor's representatives, ensure that they sign in/out and brief them with essential health, safety and emergency information
- If the work is particularly hazardous ensure that there are arrangements for issuing permits to work
- Monitor the evacuation for the work to ensure that it is being carried out safely
- Lead a contract review to ensure that any problems are identified and recurrence is prevented by changes to procedures.

## **Competence Assessment**

We select contractors based on technical competence, experience and suitability for the work to be done. In particular our assessment process involves a review of requested information from the contractor including:

- Track record of experience in similar contracts
- Membership of reputable trade bodies or approved contractor schemes (and verification of membership)
- Legally required registrations (e.g. GasSafe Register)
- Health and safety policies and practices
- Health and safety performance (number of accidents etc.)
- Qualifications, training and skills of staff and managers
- Selection procedures for sub-contractors
- Example safety method statements of risk assessments for similar work
- Supervision arrangements
- Arrangements for consulting their workforce
- References from previous clients
- Review HSE's notices and prosecution database ([www.hse.gov.uk/enforce/index.htm](http://www.hse.gov.uk/enforce/index.htm)) to determine if the contractor has been subject to any formal legal sanction

Once the above checks have been made and competence has been established, successful contractors will be added to an approved contractors list, which is maintained by

the Estates Manager. Any contractor whose work is unsatisfactory will be removed from the list.

### **Receiving Information from Contractors**

Once the contractor is selected, detailed work plans are discussed and the contractor's risk assessment and method statement are reviewed.

Any risk created by the contractor affecting other persons on the premises are taken account of in our own risk management arrangements for the duration of the project.

### **Authorisation/Permits**

Each representative is briefed on essential health and safety requirements and is required to sign that they understand our health and safety rules for contractors.

For particularly hazardous work, a Permit to Work is required. This includes:

- Hot works
- Confined space work
- Work at height/work on roofs
- Work on or near water
- Work on live electrical equipment

Our representative identifies work which will require a permit and completes the document with details of the work to be undertaken, foreseeable hazards, the precautions to be implemented by the contractors and the start and finish time of the permit. Both parties sign to indicate that particular work methods and precautions have been agreed.

Contractor's representatives are required to keep a copy of their permit at the place of work which may be inspected by our managers. At the end of the permitted time, the period is closed by sign off from both parties to indicate that the work is finished and the work area is safe.

### **Contracts**

In the conditions of contract, we stipulate that the contractor and all of their employees must:

- Adhere to the contractor's safety rules which we have issued
- Comply with their own method statements or where this is not practicable for any reason, to agree changes with our client representative in advance
- Comply with all health and safety laws applicable to the work undertaken

## **Induction Briefing**

As described within the Authorisation/Permits section above, on arrival at our site contractor's representatives will sign in and, at this point, they will be briefed by the Estates Manager, on the following matters:

- The need to sign in on arrival and sign out before leaving
- Parking and road traffic rules
- Toilet location and any other welfare facilities for their use
- The availability (or otherwise) of our first aid facilities and personnel
- Information about people who could be present in the premises, or could be at risk, including more vulnerable persons such as children, the elderly, the disabled and those with special educational needs
- Any hazards arising from our own activities/premises which may affect him/her
- A reminder of the locations of any known asbestos containing materials, or confirmation that there are no known asbestos containing materials in the building
- The fire procedure including: raising the alarm, sound of the alarm, assembly point, exit routes, identity of the fire marshals, location of extinguishers for use (if trained)
- Confirmation on the agreed safe method to protect the contractor and others, and any protective equipment that is required to be worn/used
- Specific activities requiring a permit to work and how this will be issued and by whom, before the contractor commences work
- Any restrictions on the time or location in which the work is done
- The importance of the contractor not doing any work which has not been previously agreed
- General rules about the need to maintain escape routes and access to fire equipment, plus any specific rules in relation to the project
- Restrictions which will apply to the storage of goods, materials, skips, site butts and storage containers
- Rules regarding the storage of waste awaiting collection, and for removal of waste from site
- Smoking rules and restrictions
- Requirements to report all accidents and incidents to the service manager, or other staff member
- Restrictions or rules on the use of sub-contractors
- The contact details of our representative responsible for coordinating the work, who can be contacted for further information.

## **Monitoring**

All work by contractors is monitored periodically to:

- Review progress and check the quality of workmanship
- Check that the workers on site are those expected and who have signed in
- Identify any problems or unanticipated risks at an early stage

- Check that work is restricted to the areas anticipated and not creating additional risks by spreading beyond the agreed area
- Check that method statements are being followed, that the contractors are complying with site rules and that they are generally working in a safe manner.

The degree of monitoring depends on the type of work involved e.g. regular activities such as window cleaning are checked a few times a year, whereas building alterations might be checked several times a day. Where monitoring detects poor standards, this is addressed with the contractor concerned and, if necessary, monitoring frequency is then increased. Where appropriate, work is stopped until a solution can be found.

### **Contract Review**

On completion of works our Estates Manager ensure that we receive required certification, operating instructions, product guarantees and other necessary health and safety information. He/she also ensures that ongoing inspection and maintenance requirements of new equipment are identified and scheduled.

The Estates Manager also leads a contract review process to evaluate satisfaction with the contractor's work and identify any other concerns which may have arisen. The review covers in particular:

- Quality of the work
- Compliance with health and safety rules and with the method statement
- Effectiveness of communications
- Any improvements required to the policy and procedures for control of contractors.

This process takes place on completion of the work or, in the case of contracts for regular work, takes place at least annually.

Where the review indicates that the contractors standards are below those required, we would normally avoid using the contractor for future work by removing them from our approved list of contractors.

## Disabled Persons including Temporarily Disabled

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Where we employ persons with disabilities, or where existing employees become disabled, we ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from our workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice.

We ensure that the needs of disabled staff are taken account of within risk assessment and if necessary, undertake an individual risk assessment for the work of the particular employee, taking into account their abilities and disabilities. The risk assessment covers not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations.

We also develop a personal emergency evacuation plan (PEED) to cover persons with mobility problems or other issues which would inhibit their ability to escape in the event of a fire, bomb threat, gas leak or other emergency event requiring evacuation from the premises.

Relevant risk assessments and PEEP's will be reviewed at frequencies which take account of any change in the person's health condition.

## Display Screen Equipment (DSE)

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Display Screen Equipment (DSE) is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved. It includes both conventional display screens and those used in emerging technologies such as laptops, touch-screens and other similar devices.

This policy is aimed at those employees classed as DSE Users, i.e. those employees that

- a) Normally use DSE for continuous or near-continuous spells of an hour or more at a time; and
- b) Use DSE in this way more or less daily; and
- c) Have to transfer information quickly to or from the DSE; and also need to apply high levels of attention and concentration; or are highly dependent on DSE or have little choice about using it, or need special training or skills to use the DSE.

The Trust recognises its duties under the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. All reasonable steps will be taken by the Trust to secure the health and safety of employees and pupils who work with display screen equipment. To achieve this objective the Trust:

- Identifies those employees who are users as defined by the regulations;
- Ensures that all users complete the DSE Workstation Checklist available at: <http://www.hse.gov.uk/pubns/ck1.pdf> as soon as possible upon employment and following any changes (e.g. a change of desk or office move);
- Reviews all completed Workstation Checklists and implements necessary measures to remedy any risks found as a result of the assessment (this is the responsibility of the IT Department);
- Endeavours to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity;
- Reviews software to ensure that it is suitable for the task and is not unnecessarily complicated;
- Arranges for the provision of free eye tests for DSE Users (up to a maximum of £25 per eye test) when requested, at regular intervals (every two years) thereafter and/or where a visual problem is experienced. Request should be made in writing to IT Department;
- Arranges for the supply of corrective appliances (glasses or contact lenses up to a maximum of £45) upon request where these are required specifically for working with display screen equipment, and have been prescribed by an optician. Requests should be made in writing to the Estates Manager.
- Investigates any discomfort or ill-health believed to be associated with the use of DSE and takes appropriate remedial action;
- Makes special arrangements for individuals with health conditions that could be adversely affected by working with DSE.

**Employees that are DSE Users must:**

- Complete the DSE Workstation Checklist available at <http://www.hse.gov.uk/pubns/ck1.pdf> as soon as possible upon employment, and following any changes (e.g. a change of desk or office move);
- 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 Line Manager of any disability or health condition which may affect their ability to work using DSE or be affected by working with DSE (this information will be treated confidentially); and
- Report to their Line Manager any discomfort or health concerns believed to be associated with the use of DSE (this information will be treated confidentially).

## Driving for Work

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The Trust is committed to reducing the risks to its staff, pupils and others when driving/travelling in the Trust minibus or people carrier, and/or when driving/travelling in any other vehicle on behalf of the Trust (e.g. private cars). As such, the Trust has arrangements to ensure that:

- Only persons authorised by the Chief Executive operate Trust vehicles;
- All Trust vehicles, unless they are not required to travel on public roads e.g. tractors, have valid insurance covers, tax, registration and MOT test certificates;
- All Trust vehicles are well maintained and regularly serviced in line with the required legal standard to ensure that they are safe for use.
- The minibus is correctly licensed;
- All Trust vehicles have a suitably equipped first aid box on board; and
- The minibus and people carrier are covered by breakdown and recovery support.

### **Driver Competence**

The Trust also has procedures in place to ensure that all drivers are legally permitted and competent to drive Trust vehicles and/or their own vehicle on Trust business, and carries out checks on licences, convictions, medical conditions etc. upon employment and annually thereafter via completion of a Driver's Assessment and Authorisation Form (please refer to the Minibus Policy for details). The Trust also provides additional driver training where deemed necessary via an external training provider (e.g. D1 licence or competence test for minibus drivers etc.).

Drivers are also given responsibility for carrying out certain pre-use checks on vehicles to ensure their safety, and for planning their journey (e.g. adequate rest stops, suitable number of drivers etc.). Drivers are responsible for ensuring that their vehicles are correctly loaded, that loads are secure and do not exceed their capacity, and that all passengers are wearing seatbelts.

All of these arrangements, as well as additional rules and responsibilities for use of Trust vehicles, are outlined in the Trust's Minibus Policy which must be read in conjunction with this Health and Safety Policy.

## Drugs and Alcohol

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No illegal drugs will be tolerated on the site at any time. No alcohol will be tolerated on the Trust site for personal use during the Trust working day. Anyone who presents themselves to the Trust premises or at a Trust event during Trust hours under, or apparently under, the influence of illegal drugs or alcohol will be refused entry to the workplace. They will additionally be susceptible to be referred to the disciplinary procedure.

For their own safety, that of their colleagues, pupils and members of the public any member of staff believing that another is under the influence of drugs or alcohol should report this to their direct Line Manager immediately.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct Line Manager must be informed of that circumstance.

## Electricity

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The Trust recognises its responsibilities under the Electricity at Work Regulations 1989 and will take all reasonable steps to secure the health and safety of employees, pupils and others who use, operate or maintain electrical equipment.

### **To ensure this objective the Trust will:**

- Ensure electrical installations and equipment are installed in accordance with IET Wiring Regulations;
- Maintain the fixed wiring installation in a safe condition via periodic inspections in line with the recommended intervals stated within the IET Wiring Regulations, and completion of remedial works identified as being required (these will be arranged by the Estates Manager);
- Ensure employees/contractors who carry out electrical work are competent to do so and that contractors carrying out electrical works are NICEIC approved;
- Inspect and test portable and transportable electrical equipment annually, or as often as required to ensure safety (i.e. PAT testing). This includes all portable electric equipment used in the course of Trust activities whether provided by the Trust, or hire, or leased or loaned from another Trust, or belonging to individuals (these will be arranged by the Estates Manager);
- Maintain test equipment and ensure that it is calibrated on an annual basis;
- Maintain detailed records and copies of all electrical test certificates;
- Ensure that no person in its employment is allowed to work on or near any live conductor, except where the live conductor is insulated so as to prevent danger. Contractors will be used and the following factors will be considered when determining whether work with live conductors is justified:
  - When it would not be practicable to carry out work with the conductor's dead (e.g. testing purposes);
  - The need to comply with other statutory requirements; and
  - The level of risk involved in working on the live equipment and the effectiveness of the precautions available set against the economic need to perform that work.

The Trust recognises that statutory legislation only permits persons at work to be near live conductors if it is not feasible to do the work at a safe distance from the live conductors. Additionally, persons whose presence near the live conductors is not necessary should not be so near the conductors that they are at risk of injury.

## **Employees must:**

- Visually check electrical equipment for damage before use (e.g. damaged leads, plugs, casings, sockets etc.);
- Report any defects found in electrical appliances to their Line Manager. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and immediately withdrawn until it has been tested and declared fit for use by a qualified person;
- Report any suspected defects found in the electrical system (e.g. damaged plug socket etc.) to the Maintenance Assistant (N.B. for minor defects posing no immediate risk, this can be reported via the online maintenance task system);
- Not use defective electrical equipment;
- Not use any electrical equipment marked with a 'failed' test sticker;
- Not carry out any repair to any electrical item unless qualified and authorised to do so;
- Switch off non-essential equipment from the mains when left unattended;
- Not use any electrical item that they bring onto Trust premises until it has been tested and recorded;
- Not leave electrical 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 or increase the number of power sockets;
- Not use square adapter sockets – devices that plug into mains sockets to increase the number of outlets; and
- Ensure that electrical items are made available for PAT testing upon request.

## Fire

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This section of our policy sets out our fire emergency plan to demonstrate how we have complied with requirements of the Regulatory Reform (Fire Safety) Order 2005.

The person with overall responsibility for fire safety is the Estates Manager. Day to day tasks such as testing and monitoring fire safety systems are completed by Maintenance and firefighting equipment, emergency lighting and fire doors are completed by the Maintenance.

The coordination of fire drills and emergency evacuation procedures are carried out by the appointed fire marshals.

Our Estates Manager arranges the fire safety risk assessment to be undertaken for the premises and ensures they are reviewed on an annual basis. The risk assessments are held within the Estates Office.

Fire hazards are identified within the fire safety risk assessment and recommendations implemented to control them.

We have ensured our premises are covered by comprehensive fire alarm systems incorporating a combination of automatic fire and smoke detection and manual call points. The alarm systems are all serviced routinely on a six-monthly basis and tested by the fire marshals on a weekly basis by activating a different alarm call point each time in rotation. During the alarm test, the opportunity to check audibility of the alarm throughout the premises and also to test the correct operation of equipment connected to the alarm e.g. doors which are held open on devices designed to release automatically on sounding of the alarm, locks which release on sounding the alarm.

The results of alarm testing and servicing are recorded and held in the fire log book with the Reception in each building.

An installed emergency lighting system incorporating battery back-up to all locations, which activate on the failure of the lighting circuit. The systems are subject to monthly activation test and annual full discharge tests by an external contractor and Maintenance.

The results of emergency lighting tests are recorded and held in the fire log book.

Directional fire escape signs are displayed throughout the St Paul's Community Development Trust office to indicate the location of emergency exits. Signs are also displayed:

- To identify the location of the assembly point
- To describe the type and function of fire extinguishers
- To describe the correct operation of exit door hardware (i.e. 'push bar to open')
- To show 'fire action' required

- To identify fire doors which must be kept shut
- To provide the names of fire marshals
- To designate the building as non-smoking in accordance with smoke free law
- To indicate on each lift landing 'in the event of fire do not use lift'

All signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996. As part of our routine monthly checks fire safety signs are reviewed to ensure they are in place and visible. The results of these checks are recorded and held in the fire log book at each location.

Structural fire separation is provided by protected routes surrounded by fire resistant walls, ceilings, and fire doors. Where building alterations take place, which could result in damage to the fire protection, we ensure that the project includes measures to provide temporary protection during the work and to reinstate fire protection to the required level.

Fire doors are kept by self-closing devices. Where designed to be held open, fire doors are kept clear so that they can close correctly.

Informally on a daily basis, and as part of our monthly checks, all escape routes are checked to ensure they are clear, that exit doors are functioning correctly and that fire doors are either kept shut, kept clear or locked shut, as required. The results of this are recorded on the monthly safety inspection checklist, along with confirmation of any defects to the doors, such as; the presence and condition of door closers, intumescent and smoke seals.

We have selected suitable numbers and types of fire extinguishers and located these in accordance with the findings of the fire safety risk assessment. Our fire marshals have been trained in the practical use of extinguishers and the circumstances when they can be safely used and when they should not be used. Fire extinguishers are subject to an annual servicing contract.

On a monthly basis, Maintenance checks that fire extinguishers are correctly located and appear to be in good condition. The results of these checks are recorded in the fire log book at each location.

We develop a personal emergency evacuation plan (PEEP) to cover persons with mobility problems or other issues which would inhibit their ability to escape in the event of a fire. PEEP's will be reviewed at frequencies which take account of any change in the person's health condition.

Fire drills are carried out every term at each location and a proportion of drills are undertaken whilst simulating the lack of availability of at least one exit. Records of drills are held in the Fire Logbook.

New starters are provided with information on emergency procedures on their first day of employment including the location of escape routes, the sound of the alarm and the location

of the assembly point. Staff with particular fire safety roles such as fire marshals are provided with instruction in their responsibilities.

The Estates Manager will coordinate and cooperate with those other parties on all fire safety measures, including emergency evacuation plans and procedures.

Contractors working on the premises are briefed inessential fire safety matters including location of escape routes, the sound of the alarm and the location of the assembly point. We ensure that contractors working on gas and electrical systems are suitably qualified. Where contractors need to conduct 'hot works' we ensure that fire risks are adequately controlled and apply a permit to work system. Further details of our arrangements for the control of contractors are included within a separate section of this policy.

## First Aid

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We have undertaken an assessment of first aid needs to determine the numbers of first aiders and the first aid facilities required across the Trust.

This assessment is reviewed on an annual basis to confirm that it remains fit for purpose, and that we are still complying with the provisions set out therein.

As a result of the assessment, training is provided and first aiders appointed. In addition, first aid kits and equipment has been purchased and installed in our premises.

First aid arrangements for employees who work away from the main St. Paul's Community Development Trust locations include being provided with a 'travel first aid kit' and basic first aid training.

**Each department has designated person** responsible for ensuring that a monthly check of the first aid kits at each location is undertaken and that they are replenished as necessary.

In temporary and exceptional circumstances when the first aiders/appointed persons is/are from the premises the most senior manager present will take charge in a medical emergency.

First aid training is arranged as required by the 'assessment of first aid needs' and, in selecting training providers, account is taken of HSE guidance. Re-training is arranged to take place prior to the expiry of first aiders' certificates.

New starters are provided with information about the first aid arrangements including the names of first aid personnel, as part of their induction. Notices are also displayed indicating the names and contact details of first aiders.

## Control of Substances Hazardous to Health (COSHH)

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The Trust recognises its duties under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and is committed to ensuring that all reasonable steps are taken to prevent exposure of employees, pupils and others to substances hazardous to health, or where exposure cannot be prevented, that it is controlled within statutory limits.

### **The Trust ensures that:**

- An inventory of all hazardous substances used/stored at the Trust is held on site and maintained, and includes copies of the relevant safety data sheets;
- All activities which involve, or may involve, exposure to substances hazardous to health are assessed and appropriate control measures are taken if elimination or substitution of the substance is not possible;
- Competent persons are appointed (where necessary) to carry out risk assessments of the exposure to substances hazardous to health and advise on their control;
- Personal protective equipment (PPE) is provided and maintained as determined by COSHH assessment;
- COSHH assessments are reviewed periodically (i.e. annually), or if there are changes to the operation or any hazardous substances used, and/or following any accidents, incidents, or near misses;
- Qualified professionals, where necessary, carry out health surveillance and that employee's health records of all exposures to substances hazardous to health are kept for a minimum of 40 years;
- All employees, and where necessary pupils, are provided with understandable information and appropriate training on the nature of the hazardous substances they work with;
- No new hazardous substances are introduced into the Trust without prior assessment and sign off.

### **Substances Hazardous to Health**

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

- a) Substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning labels and carry the pictograms detailed on the COSHH Assessment Form;
- 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; and/or
- e) Any other substance not specified above which may create a comparable hazard to a person's health.

Hazardous substances can take a variety of forms, including solids (e.g. powders, granules etc.), liquids, dusts gases, vapours, mists and fumes etc.

## **Principles of Control**

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

In all cases personal protective equipment (PPE) is used where it is not reasonably practicable to adequately control exposure by other means. Where PPE is identified as necessary for use by staff and pupils, it is ensured that it is suitable for the purpose.

Employees have a duty to make full and proper use of all control measures identified as required in the COSHH 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**

Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the COSHH assessment shows that health surveillance is appropriate for the protection of employees then this is carried out.

## **Information, Instruction and Training**

Information, instruction and training is given to employees who may be exposed, about the risks to health and precautions to be taken.

## **Responsible Persons**

The persons responsible for identifying hazardous substances, maintaining the inventory, obtaining Safety Data Sheets and completing the COSHH assessments are:

- Maintenance and Grounds – Maintenance
- Cleaning – Cleaning Supervisor
- Catering- Catering Manager
- Science – Teacher Head of Science
- Art – Art Teacher

## Legionella

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The Trust recognises its duties under the Health and Safety at Work etc. Act 1974 and Control of Substances Hazardous to Health Regulations 2002 to prevent the risk of legionella bacteria to staff and others, so far as is reasonably practicable.

All reasonable steps will be taken to identify potential Legionellosis hazards and to prevent or minimise the risk of exposure. At-risk systems include the hot and cold water storage and distribution system. The Trust will:

- Ensure that Legionellosis Risk Assessment is carried out by a competent and qualified external contractor;
- Prepare a written scheme/plan for preventing or controlling the risk of Legionella;
- Implement and manage the scheme/plan; and
- Keep records for minimum of 5 years (these are held in the Estates Manager's office)

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the Estates Manager. To achieve control of Legionella bacteria, the Trust has implemented the following:

- Avoidance of Condition Favouring Growth of Organisms
  - As far as practicable, water systems are operated at temperatures that do not favour the growth of legionella. The use of materials that may provide nutrients for microbial growth are avoided.
  - Corrosions, scale deposition and build-up of bio films and sediments are controlled.
- Monitoring and recording
  - Temperatures of water outlets (i.e. all taps and shower heads) are checked weekly by the cleaning staff. The cleaning staff check that:
- The release of water spray is properly controlled by running devices and report maintenance issues to the Estates Manager;
- Materials that encourage the growth of legionella and other bacteria (e.g. static water baths) are removed and/or cleaned; and
- Hot and cold water systems are adequately controlled by storing hot water above 60oC and distributing it at above 50oC – and keeping cold water below 20oC if possible.  
This is monitored on a monthly basis by our outside contractors to ensure compliance.
  - Tanks are tested annually, and samples are taken by an external contractor. Action is taken if required.
- Disinfection
  - Shower heads are disinfected by the cleaning staff on a termly basis to remove any scale and bacteria.
  - Showers are flushed weekly by the cleaning staff.

- Tanks are disinfected on an annual basis by an external contractor.

## Lone Working

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The Health and Safety Executive (HSE) defines lone workers as ‘those who work by themselves without close or direct supervision.’

In our business we have identified lone working situations which include staff working alone within St Paul’s Community Development Trust premises and working remotely from other members of staff.

We have undertaken risk assessments of these lone working activities and put in place risk control measures including; making colleagues aware of the timing and location of all appointments, and systems of monitoring staff movements, having a means of communication available at all times, access control in buildings, arranging additional support for potentially ‘high risk’ situations, carrying of identification, guidance to staff on driving/travelling alone to meetings, guidance for staff on attendance at clients meetings to ensure their safety, and the availability of an ‘out of hours’ duty service to advise of lone working outside of normal hours.

Where, as a result of the risk assessments, we have identified tasks that may not be undertaken as a lone worker, staff will be instructed accordingly by their line manager.

Our staff are instructed that they must immediately leave any situation in which they feel uncomfortable or at risk, and that such action has the support of management.

## Manual Handling

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Manual handling can be defined as the transporting or supporting of a load by hand or by bodily force, including lifting, lowering, carrying, pushing or pulling. This includes the use of manual handling aids such as trolleys, sack trucks etc. a load can include a person (e.g. nursery child) or animal, as well as inanimate objects, but not an implement, tool or equipment while in use for its intended purpose.

The Trust recognises its responsibilities under the Manual Handling Operations Regulations 1992, as amended in 2002 to:

- Avoid the need for hazardous manual handling, so far as its reasonably practicable;
- Assess the risk of injury from any hazardous manual handling that cannot be avoided; and
- Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

### **Risk Assessment**

Heads of Department/managers will assess the risk to their staff members and pupils. This is done by firstly identifying and listing tasks with a potential to cause injury from manual handling.

If the activity cannot be eliminated, a risk assessment is carried out in line with the guidance provided by the Health and Safety Executive (HSE) available at <http://www.hse.gov.uk/pubns/indg143.pdf> and control measures implemented to reduce the risk so far as is reasonably practicable.

Risk Assessments are reviewed annually, where there is a significant change to the activity, and/or following any accidents, incidents or near misses.

### **Training and Supervision**

The Trust ensures that adequate guidance, information and training is provided to persons carrying out manual handling activities.

### **Injuries**

Any injuries or incidents relating to manual handling are recorded and investigated, with remedial action taken when necessary.

To reduce the risk of injury, the Trust implements the following control measures where possible:

- Mechanical assistance (e.g. manual handling aids such as trolleys, sack trucks etc.);
- Redesigning the task;

- Reducing risk factors arising from the load;
- Improvements in the work environment; and/or
- Employee selection.

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

### **Persons at Increased Risk**

New and expectant mothers, those with health conditions which place them at additional risk (e.g. pre-existing back conditions etc.) and persons below the age of 18 years (including pupils), are generally prohibited from carrying out hazardous manual handling activities. Where an individual in these categories, has duties which would ordinarily involve manual handling, their Line manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

## New and Expectant Mothers

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Many women work while they are pregnant and my return to work while they are breastfeeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their children. Therefore, working conditions normally considered acceptable may no longer be so during pregnancy and/or while breastfeeding.

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

- Employees are instructed at induction to inform their Line Manager of their condition at the earliest possible opportunity and that the highest level of confidentiality will be maintained at all times;
- On receiving written notification from an employee that they are pregnant or breastfeeding, the Estates manager will assess specific risks to the new/expectant mother and will do what is reasonably practicable to eliminate, reduce or control those risks. The risk assessment will be recorded and retained on file, and reviewed following any changes.
- 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 full pay;
- 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 themselves and/or their child and the control measures taken to protect them;
- New and expectant mothers are not permitted to work with chemicals of a mutagenic/teratogenic classification;
- New and expectant mothers are not permitted to undertake hazardous manual handling activities;
- Any adverse incidents are immediately reported and investigated;
- Appropriate training etc. it 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 conditions; and
- Where relevant, a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm.

## Noise

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Work activities, especially those carried out by the maintenance and grounds maintenance teams, include some processes which produce high levels of noise. The Trust recognises its responsibilities under the Control of Noise at Work Regulations 2005 to:

- Take action to reduce the noise exposure;
- Provide employees with personal hearing protection;
- Ensure that the legal limits on noise exposure are not exceeded;
- Maintain and ensure the use of equipment provided to control noise risks; and
- Provide employees with information, instruction and training.

The Trust ensures that for activities, equipment, machinery etc. producing high levels of noise, a risk assessment is carried out and recorded. The risk assessment means more than just taking measurements of noise – measurements may not even be necessary. The risk assessment should:

- Identify where there may be a risk from noise and who is likely to be affected, including;
  - Risk to health; and
  - Risks to safety;
- Contain an estimate of employees' exposures to noise;
- Identify what needs to be done to comply with the law, e.g. whether noise control measures and/or personal hearing protection are needed, or whether working practices are safe; and
- Identify any employees who need to be provided with health surveillance and whether any are at particular risk.

Where the risk assessment has revealed a potential risk due to noise, control measures have been implemented. The purpose of these control measures is to eliminate hazardous exposure and to reduce noise exposure to as low a level as is reasonably practicable. For tasks which involve exposure above the first action level of 90dB(A), we provide personal hearing protection to staff. Ear defenders are provided to all staff in the maintenance and grounds maintenance teams and they are expected to wear them for all work with noise generating machinery/equipment, regardless of whether the upper action value of 85dB(A) has been exceeded.

Employees who are issued with hearing protection are instructed in its correct use and on the storage maintenance and replacement arrangements. They are also instructed in noise hazards and the reasons for the noise control and wearing of hearing protection.

## Personal Protective Equipment (PPE)

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Personal Protective Equipment (PPE) means all equipment, including accessories, additions and clothing which is intended to be worn or held by a person at work to protect that person against one or more risks to health or safety.

The Trust recognises its duties under the Personal Protective Equipment at Work Regulations 1922 (as amended) and provides PPE when the risk presented by a work or learning activity cannot be eliminated or adequately controlled by other means. When it is provided, it becomes health and/or 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 (including suitability) are identified when carrying out risk and COSHH assessments;
- Use the most effective means of controlling risks without the need for PPE whenever possible, and only provide PPE where it is necessary as a 'last resort';
- Ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are when used separately;
- Ensure PPE is available to all staff (provided free of charge) and pupils who need to use it;
- Record who has been assigned PPE, if it is for their own personal use only (on the Personal Protective Equipment Record form provided);
- 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; and
- Review risk/COSHH assessments and reassess the need for PPE and its suitability annually, when there are significant changes, and/or following any accidents, incidents or near misses.

It is a legal requirement that employees use the PPE provided by the Trust, and ensure it is stored in the correct area for use by all personnel. If staff are found not to be wearing PPE as required they will be subject to disciplinary action. Defects or loss of PPE should be reported to the Estates Manager.

The Trust also recognises that PPE is required for pupils undertaking certain activities, as assessed through risk assessments (e.g. science experiments, sporting activities, use of DT machinery etc.). The Trust ensures that pupils wear such PPE and they are briefed in the importance of wearing the PPE (e.g. safety glasses/goggles, harnesses/sports mouth guards etc.). Trust requirements regarding mouth guards are set out in a separate Mouth Guard Policy.

## Performance Monitoring and Audit

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Proactive measurement of our performance against health and safety standards will be undertaken through:

- Formal review and audit by our external health and safety consultant
- Completion of internal audit checklists for each location
- Monitoring by Chief Executive

### **Formal Review and Audit**

Our external health and safety consultant undertake a formal audit annually of the management system, policy and procedures to determine whether the policy requires revision and to measure whether the responsibilities and arrangements set down within the Health and Safety Policy and associated procedures, are being implemented in practice. Following this audit, a report is presented analysing current performance, identifying major and minor non-conformances and making recommendations for corrective action.

On receipt of the audit report, the Estates Manager agrees the health and safety action plan and the resources necessary. They also agree health and safety performance targets and objectives for the coming year. The Estates Manager will drive forward improvements and monitor to ensure that progress is made within identified timescales, making frequent progress reports to the Board.

### **Internal Audit and Inspection**

On an annual basis the Estates Manager at St. Paul's Community Development Trust will complete a pre-prepared audit checklist on key health and safety performance standards, which will then be fed into our health and safety consultant to review as part of the annual audit and review.

Any shortcomings in these returns will be included in the action plan, as described above. Senior managers will then be responsible for implementing any actions outlined.

### **Monitoring by the Chief Executive**

Meetings include a standing item for health and safety performance monitoring and at least, on a six-monthly basis this item will be used to evaluate progress against the health and safety action plan, and to review any accidents, incidents, or general safety concerns raised by staff or via the monthly inspections.

## Risk Assessment

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We have a programme in place for the completion of general and specific risk assessments as required by legislation. Risk assessments are led by persons who have appropriate training and experience with input from individuals with experience of the work activities being assessed. They include both activities undertaken at our own premises and risks associated with offsite activities such as work at the premises of others, travel and driving.

Risk assessments are completed by Managers, who are all required to complete the Risk Assessment Training as part of their training. Where additional or specific competencies are required to complete risk assessments, additional assistance can be obtained via the Estates manager, our external health and safety consultant, or other specialists as required.

Progress on the programme of risk assessments, and the outcome of assessments are subject to consultation with employees via regular staff meetings. The significant findings of risk assessments are also communicated to staff involved via these discussions and by making available copies of the assessments within each location/department.

Risk assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

Records of risk assessments are retained for at least five years and master copies are retained with Estates Manager/Department.

## Safety Signs, Signals and Notices

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Statutory health and safety notices are displayed including no smoking signs, the health and Safety Law poster and the current employers Liability Compulsory Insurance certificates. All employees, including those who do not attend the premises regularly are also provided with a copy of the leaflet 'Health and Safety Law – What You Should Know'. A copy of the employer's liability insurance certificate is also displayed at each service and is referenced in induction training.

Signage is also displayed to indicate fire escape routes, fire actions, fire extinguisher locations and first aid details. Safety signs are also displayed where a risk assessment indicates that there are residual risks which cannot be adequately controlled by other means and are used to give warnings, prohibit certain actions and communicate safety rules.

Signs comply with the colour way and pictogram requirements of the Health and Safety (Safety signs and Signals) Regulations.

We check that the signs remain in place, visible and in good condition through our monthly safety inspections.

Audible signals such as the fire alarm are tested periodically to ensure that they are clearly audible in relevant areas and that staff are familiar with the sound.

Employees are instructed in the meaning of safety signs and signals which they find in our workplace and will commonly find when working on other sites.

## Slips, Trips and Falls

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The Trust recognises that slips, trips, and falls are the highest cause of injuries within the education sector, and therefore we have reviewed all of our premises for slips, trip and fall hazards and have acted to resolve the issues identified and recorded these in our risk assessments.

The prevention of slip and trip accidents in the workplace relies on the involvement of all staff and everyone is encouraged to deal with hazards as soon as they are identified. Staff are instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.

Housekeeping standards and the condition of flooring, steps, stairs etc. are regularly reviewed, and staff are encouraged to report any defects as soon as possible via the online maintenance task system. Where an immediate repair is not possible or practical, the area will be sealed or blocked off to prevent access whilst repairs are awaited.

We aim to ensure that storage areas are of sufficient capacity, are well managed and are under the control of an identified person.

Steps and stairs are equipped with handrails. Step edges are kept in good condition. External step edges are highlighted with yellow or white paint where necessary for visibility.

Our cleaning regimes are designed to ensure that dust, grease and other slip hazards are well controlled, with all hard flooring cleaned at least once per week. If there is a spillage, staff are responsible for ensuring that it is cleaned up promptly and any wet floor is clearly highlighted. Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable.

Cleaning staff also remove waste on a daily basis to ensure that it does not accumulate and cause a trip hazard.

Staff working in certain areas, such as the kitchens, or cleaners who are likely to be mopping hard floors regularly, are encouraged to wear sensible non-slip footwear that minimizes the chance of them suffering an accident.

Suitable and sufficient lighting is provided for normal tasks, and emergency lighting is provided to aid escape in case of lighting failure. All lighting is routinely checked as part of our workplace monitoring regime.

Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in our external areas.

## Smoking

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Smoking is not permitted within our building including the smoking of e-cigarettes.

Signs are displayed at entrances in accordance with statutory requirements. Smoking is also not permitted in any private vehicle when used on company business if it is being used to carry passengers.

All staff and sub-contractors are prohibited from smoking within any customer premises or within any place where 'no smoking' signs are displayed.

## Stress

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Stress is defined as ‘the adverse reaction people have to excessive pressure or other types of demand placed on them’. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

We encourage a supportive culture where colleagues assist each other to ease peaks in work load. The nature of our work demands regular communication between managers and staff and plenty of opportunities for staff to share problems and seek additional support if needed. The Trust encourages staff from working excessive working hours and has implemented HR procedures to ensure compliance with the Working Time Regulations.

We offer support through managers and the HR team. We intend that all staff will be properly resourced and trained to undertake their role. Our thorough selection processes assist us in matching individuals to the demands of each job junction. Through ongoing management reviews, new starter induction procedures and annual staff appraisals, we identify and manage training and development needs. We believe in offering developmental opportunities to staff where possible and where the member of staff desires it.

Management staff receive effective training which includes ‘mindfulness’, management skills and personal resilience guidance. If the business is intending to implement organisational or procedural changes, we ensure that managers communicate and consult with staff at an early stage.

Poor performance and attendance is actively managed to identify causes and solutions, including providing additional training or moving individuals to more suitable roles where necessary and possible. This approach also reduces the burden on other staff who would otherwise have an additional workload.

Bullying, harassment and discrimination are not tolerated and the Trust has HR policies in place in respect of these issues together with a grievance policy. All of these policies have been publicised to employees.

## Violence at Work

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Violence at work is defined by the Health and Safety Executive (HSE) as ‘any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to his or her employment’.

Whilst we do all that we can to avoid it, we recognise that staff are at risk of violence perpetrated by other members of staff, pupils, visitors and/or contractors. To manage these risks, we have undertaken risk assessments of relevant work activities, particularly for the purpose of identifying violence risk factors and ensuring that control measures are implemented to reduce the risk so far as is reasonably practicable.

Training is provided for all teaching staff as part of their vocational training, in order to better equip them for dealing with violence perpetrated by pupils, or other persons. Where a pupil has a known tendency towards behavioural challenges, a specific plan will be devised.

With regards to violence between the pupils of the Trust, all break times and all areas within the Trust are supervised by staff members. Staff are also instructed on avoiding physical confrontation or restraint of pupils, so far as is reasonable to ensure the safety of themselves and other pupils. The Trust has separate Behaviour Management, Restrain of Pupils and Anti-Bullying Policies in place. These must be read in conjunction with this Health & Safety Policy.

We robustly investigate any reported incidents of violence to our staff, and learning points are incorporated into working procedures and future premises designs as applicable. Management and occupational health support is offered to those who have suffered from verbal abuse, threatening behaviour, and/or physical assault and it is our policy to involve the Police and seek a conviction of any person who assaults our staff.

## Welfare Facilities

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The Trust will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 in order to promote an organisation wide culture of health, safety and welfare in the workplace.

### **Maintenance of Workplace, Equipment, Devices and Systems**

All equipment, devices and systems which fall under the scope of these regulations, including the workplace itself, will be maintained (including being cleaned as appropriate) in an efficient condition and in a good state of working order and repair. Where appropriate this will include such items being subject to a suitable system of maintenance.

### **Ventilation**

Effective and suitable provision will be made to ensure that every enclosed work and teaching space is ventilated by a sufficient quantity of fresh or purified air. For Health and safety purposes, any plant used to achieve this purpose will include an effective device to give visible or audible warning of any failure of the plant e.g. IT departments etc.

### **Temperature in indoor places**

Although no values are accorded to temperatures in the regulations, the Trust ensures that, during working hours, the temperature inside buildings is reasonable, i.e. has achieved 16oC within one hour of work commencing. To achieve a reasonable indoor temperature the Trust will not use a method of heating or cooling which results in the escape into the workplace of fumes, gas or vapour which could cause injury or offensive to any person.

### **Lighting**

Every workplace inside the Trust should have suitable and sufficient lighting suitable to the tasks performed. Such lighting will, as far as is reasonably practicable, be natural and emergency lighting will be provided in any room in circumstances where occupants would be exposed to dangers in the event of the failure of artificial lighting. All employees should inform the Estates Manager if lighting is not adequate.

### **Cleanliness, Floors, Traffic Routes and Waste Materials**

All work areas, classrooms, furniture, furnishings and fittings are kept sufficiently clean. Surfaces of walls, floors and ceilings of all work and teaching spaces inside buildings will be capable of being kept sufficiently clean. As far as is reasonably practicable, waste materials are not allowed to accumulate in any work and teaching spaces except in suitable receptacles.

The construction of all floors and traffic routes are suitable for the purpose for which it is used, including the absence of unevenness, holes (unless suitably guarded to prevent

falls), slopes (unless suitably hand railed) and slippery surfaces that constitute a risk to health and safety. All floors have an adequate means of drainage where necessary.

So far as is reasonably practicable all floors and traffic routes are kept free of obstructions, articles and substances that may cause a person to slip, trip or fall.

All traffic routes which are staircases are fitted with suitable and sufficient handrails and where appropriate, guardrails, unless a handrail cannot be provided without obstructing the traffic route.

### **Window, and ~Transparent or Translucent Doors, Gates and Walls**

Where necessary for reasons of health and safety, any window or other transparent or translucent surface in a door or gate are of safety material or are protected against breakage, and are appropriately marked or incorporate features so as to make it apparent.

### **Windows, Skylights and Ventilators**

No window, skylight or ventilator which is capable of being opened is likely to be opened, closed or adjusted in a manner which exposes any person performing such an operation to a risk to their health or safety and no window, skylight or ventilator is permitted to be in a position that, when open, exposes any person in the Trust to a risk to their health and safety (e.g. limiters fitted where necessary).

All windows and skylights in a workplace are designed or constructed so as to be able to be cleaned safely. Where this is not the case alternative arrangements have been devised so as to render the window cleaning operation safe and without risks to health.

### **Doors and Gates**

Doors and gates are suitably constructed (including being fitted with safety devices where appropriate) and:

- Any sliding door or gate will be fitted with a device to prevent it coming off its track during use;
- Any powered door or gate will have suitable and effective features to prevent it causing injury by trapping any person, and where necessary for reasons of health and safety, can be operated manually unless it opens automatically in the event of a power failure;
- Any door or gate which is capable of opening by being pushed from either side will be constructed so that there is vision on both sides.

### **Drinking Water**

An adequate supply of wholesome drinking water will be provided for all persons in the workplace. Additionally, suitable and sufficient drinking vessels will be provided unless the supply of drinking water is in a jet from which persons can drink easily.

### **Staff Facilities for Rest and to Eat Meals**

Suitable and sufficient rest facilities, in the form of rest rooms or rest areas, will be provided at readily accessible places, including suitable facilities to eat meals. Rest rooms and/or areas will include arrangements and facilities for pregnant women or nursing mother to rest.

### **Filing and Storage**

Incorrectly used filing cabinets can become unstable. If too many drawers are opened at one time they may topple over. All filing cabinets are to have the lowest drawer loaded first and only one drawer is to be opened at a time.

All racking shall be of adequate strength for the loads placed upon them and shall be rigidly secured to adjacent racks or the wall of the building. Steps or ladders are to be used to gain access to the higher levels of shelving. Heavy items shall not be placed on the higher shelves.

Prior to the installation of racking or filing cabinets, the floor strength is to be ascertained to ensure that the floor is capable of withstanding the load to be applied to it.

## Work at Height

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The Trust recognises its duties under the Work at Height Regulations 2005 to:

- Avoid work at height where it is reasonably practicable to do so;
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment; and/or
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

The Trust ensures that:

- All work activities that involve work at height are identified and risk assessed;
- The need to undertake work at height is eliminated whenever it is reasonably practicable to do so;
- All work at height is properly planned and organised;
- Employees are competent to use the access equipment required, and are familiar with the need to carry out pre-use safety checks;
- Regular inspections of all stepladders, ladders or other access equipment are undertaken and recorded on the Work at Height Equipment Inventory and Checklist;
- Any contractors on Trust property comply with this policy; and
- Ladders and stepladders are secured to prevent unauthorised use.

### **Risk Assessment for Work at Height**

A risk assessment is conducted by either the Maintenance or Estates Manager and the findings recorded for all activities involving work at height and communicated to relevant staff. The assessment considers both the work to be done and the most appropriate access equipment to be used to achieve a safe system of work, and control measures are determined. The detail of the assessment will depend on the level of risk involved. Assessments will be reviewed by the Maintenance Assistant or the Estates Manager if no longer valid, or there is significant change in the matter to which it relates, and/or following any accidents, incidents or near misses.

### **Using Ladders (including stepladders)**

Ladders should:

- Not be used simply because they are readily available, the risk assessment determines if a ladder or stepladder is appropriate for the task;
- 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. Otherwise and alternative is sought;
- Only be used by those persons who have been trained to use ladders safely;
- Be secured against unauthorised use; and

- Always be checked prior to use to ensure that they are 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; and
- The ladder can be secured to prevent slipping.

### **Prohibitions**

Staff must not under any circumstances use chairs, tables/desks or other furniture as an item of access equipment.

## Work equipment

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All work equipment at the Trust used in the course of Trust activities, whether provided by the Trust, on hire, on lease, or belonging to individuals, should be safe for use, suitable for the task and properly maintained in accordance with current legislation and the manufacturers/supplier's instructions.

The Provision and Use of Work Equipment Regulations (PUWER) 1998 apply to all items of "work equipment" provided for "use" or "used", either by employees or the self-employed. In practice the Trust recognises that this extends to equipment used by pupils whose health and safety is protected under the general duty of care to persons other than their employees, as set out in the Health and Safety at Work etc. Act 1974. The following definitions are relevant:

**Work equipment** – covers all machinery and tools, from a major item of construction plant to a screwdriver; and includes equipment such as ladders, scaffolding and sports/play equipment.

**Use** – Includes its cleaning, repair, modification, maintenance and servicing.

Employers have a duty to ensure that equipment provided for their employees complies with the Regulations as follows:

### **Suitable for Intended Use**

Equipment selected must be suitable for the particular work it is provided to do, i.e. both for the operation concerned and for the conditions under which it will be used. Equipment must be maintained in a safe working order and in good repair.

### **Safe for Use**

The extent of maintenance required may vary with the complexity of the equipment, but even the simplest hand tools should be subject to a visual check for defects before use. Complex equipment is likely to require routine maintenance and planned preventive maintenance, which is carried out by the Trust's maintenance staff in accordance with manufacturer's recommendations.

### **Used only by people who have received adequate information, instruction and training**

All relevant health and safety information and written instructions on the use of work equipment is kept either in the area of the equipment e.g. DT workshop, grounds maintenance sheds, or in the Estates Manager's office. Pupils must be briefed on the safe use of equipment.

The information and written instructions cover all the health and safety aspects of use that are likely to arise and any limitations on these uses, together with any foreseeable difficulties that could arise and the methods to deal with them. Any omissions are resourced through the Estates Manager's office e.g. by contacting the relevant manufacturer/supplier.

Information can be verbal or in writing, but whichever method is chosen, the Trust will ensure that the workforce properly understands the instructions. For example, the Estates Manager meets regularly with the maintenance and cleaning staff and all staff members are encouraged to write (usually by email) to the Estates Manager highlighting the need for instructions. All Supervisors are made aware of their responsibilities to adequately train and induct staff or request additional support or training e.g. external support. Training is recorded for all personnel on the central staffing database with alerts for re-training issues.

Adequate training in the use of work equipment must be given to the "operators" by existing staff if appropriate or by manufacturers/external trainers etc. The need for training should be identified by Line Managers as soon as possible, i.e. upon employment and prior to the use of any new equipment/machinery.

### **Accompanied by suitable safety measures e.g. markings and warnings**

All work equipment is marked with appropriate health and safety warning signs and notices such as:

- The maximum safe working load on lifting equipment
- Identification of gas cylinders by colour
- Hazard symbols on dangerous substances

Warnings are normally in the form of notices or signs. The latter should conform to the Health and Safety (Safety Signs and Signals) Regulations, 1996. Warning devices, e.g. reversing alarms on site mechanical plant, must be clear and easily understood.

### **Lighting for Work Equipment and Machinery**

Any place where work equipment is used is suitably and sufficiently lit. The need to provide additional or special lighting will depend on the circumstances and types of task to be performed.

### **Inspection Requirements**

An inspection is required for work equipment when it has been installed or assembled in a new location to ensure that it has been installed correctly and is safe to operate. All other work equipment must be assessed to determine if an inspection is needed and how often.

The minimum inspection regime should be set by the owner/supplier of the equipment based on manufacturers' information and other statutory obligations. Additional inspection requirements will be identified by the user of the equipment.

Factors that must be considered by the user include the work being carried out, any site-specific risks that may affect the condition of the equipment, and the intensity of use of the equipment.

An inspection may include visual checks, functional tests and a strip down of the equipment. Advice should be sought from manufacturer's instructions and a competent person for guidance on what an inspection should include for each piece of equipment.

### **Types of Inspection**

Low risk equipment used for low risk activities will not require a formal inspection. Visual checks are required by the user prior to each use to ensure it is in good condition, e.g. it should be checked that the head of a hammer is not loose, a ladder should be checked for rungs, split stiles and other defects etc. The person carrying out these checks must be competent i.e. should be trained and confident in the use of the equipment they are checking. There is no need to record the results of the visual check by the operative.

Equipment that is of a higher risk, and equipment with moving parts, should have a visual check before each use, and may require a more formal check at specified intervals, as determined by a risk assessment.

Inspection of equipment that poses a significant risk, i.e. MEWP's mobile scaffold towers, pressure systems/equipment, lifting equipment etc. will need to be considered by a person who is competent to determine a suitable inspection regime e.g. someone who has read and understood the instructions and methods for use. These inspections are in addition to the pre-use checks by the operator and must be carried out by a competent person.

For the majority of site equipment used it is recommended that a formal inspection will be undertaken weekly/monthly and the results recorded in a appropriate Trust inspection register.