



HEALTH & SAFETY POLICY

Reviewed By		Date	
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Approved By		Date	
Next Review Due			

HEALTH & SAFETY

POLICY

CONTENTS

PAGE

1.0	Sections	3
2.0	Introduction	3
3.0	Health and Safety Policy Statement	4
4.0	Organisation for Health and Safety	6
5.0	Arrangements	13

1.0

SECTIONS

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

1.1 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 Chair of Governors and Principal/Headteacher.

1.2 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.

1.3 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.

2.0

INTRODUCTION

2.1 What is a health and safety policy statement?

The health and safety policy statement sets out how the Trust manages health and safety. It is a unique document that shows who does what; and when and how they do it.

2.2 Why do we need a health and safety policy statement?

The health and safety policy statement is the Trusts starting point in managing health and safety in the workplace. By law, (Health and Safety at Work Act 1974 section 2(3)) if you employ five or more people you must have a written health and safety policy. This contains your statement of general policy on health and safety at work and the organisation and arrangements for putting that policy into practice.

Writing a health and safety policy is more than just a legal requirement – it is the Trusts commitment to planning and managing health and safety. It is the key to achieving acceptable standards, reducing accidents and cases of work-related ill health and it shows our employees that we care for their health and safety.



2.3 Who should do what?

The responsibility for health and safety rests with the Trustees, the Executive Head Teacher, the Heads of School and the Local Academy/School Boards.

However, many day-to-day tasks are delegated. This statement clearly shows how these tasks are allocated, but is still ultimate responsibility on the Trustees, Executive Head Teacher, Heads of School and the Local Academy/School Boards.

The Trustees, Executive Head Teacher, Heads of School and the Local Academy/School Boards should consult the employees about the policy statement. Everyone should be able to see from the policy statement, exactly who is responsible for different things, such as advice, reporting an accident and first aid.

2.4 When and how should they do it?

This policy statement describes the Trusts arrangements, i.e. the systems and procedures in place for ensuring employees' health and safety or provides reference to where the information can be found in other documents e.g. Academy/School' rules, safety checklists, Local Authority's Circulars such as 146 (Educational Visits), Electronic Health and Safety information (Circular 88) available from Rotherham MBC's Intranet and RGFL portal page, training programmes, emergency instructions, etc. All employees may not need to see the other documents, but they must see the policy statement itself.

2.5 How often does the policy statement need to be reviewed?

It should be reviewed and possibly revised yearly or in the light of experience or because of operational or organisational changes.

3.0

HEALTH AND SAFETY POLICY STATEMENT

Wickersley Partnership Trust recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its employees, students within its care and where appropriate, visitors to its premises, and others who could be affected by its actions.

The Policy applies to all its premises and all activities engaged in both on and off site.

Wickersley Partnership Trust will provide and maintain, so far as is reasonably practicable, working and learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work Act 1974 and associated legislation.

Whilst appreciating that ultimate responsibility rests with the Trust all Directors/Governors, Managers and Staff have to work together in the creation and promotion of a positive health and safety culture.

In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system.

To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.

Risks will be minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.

Wickersley Partnership Trust recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Health and safety performance will be subject to regular and routine monitoring, the results of which will be reviewed on an annual basis in order to maintain and improve where necessary the required standards.

The Organisation section of this document defines the duties and responsibilities of both management and staff who will implement this Policy in the manner detailed in the Arrangements.

The Governing Body/Board of Directors requires each member of staff, student and visitor to the Trust to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with the Trust and its management.

Without affecting the generality of the above statement, the Trust will pay particular attention to the implementation of the requirements of the Health and Safety at Work Etc Act 1974 and associated legislation in so far as;

- 3.1 The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
- 3.2 The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
- 3.3 The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
- 3.4 The provision and maintenance of workplaces, which are safe, and without risk to health.
- 3.5 The provision and maintenance of working environments and adequate arrangements for welfare at work.

This policy will be subject to review on an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the needs, and aspirations of the Trust

Signed		Date	
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Chairperson of the Governing Body/Board of Directors



4.1 Wickersley Partnership Trust

The trust has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteachers.

The trust has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

4.2 Board of Trustees

The Board of Trustees will adopt the guidance provided in INDG417 (rev1) “Leading Health and Safety at Work: Actions for Directors, Board Members, Business Owners and Organisations of All Sizes” (HSE, 2013) to ensure that:

- There is strong and active leadership from the top, with visible, active commitment from the Board;
- There are effective ‘downward’ communication systems and management structures in place;
- There is an integration of good health and safety management with business decisions;
- The workforce is engaged in the promotion and achievement of safe and healthy conditions;
- There is effective ‘upward’ communication in place;
- The Trust has access to competent health and safety advice;
- The Trust has a Health and Safety Policy in which management responsibility for health and safety is clearly defined;
- The appropriate organisational arrangements relating to the management of health and safety exist and are monitored and reviewed (including the identification and management of health and safety risks); and
- Sufficient resources are allocated within the Trust budget to allow for the effective implementation of the Health and Safety Policy and all related procedures. This shall include the provision of adequate funds for equipment, facilities, training, support and monitoring the effectiveness of the policy.

In addition to those responsibilities set out for all employees, all Trustees are also responsible for ensuring that:

- They set a good personal example for health and safety;
- They reprimand any member of the Trust failing to discharge satisfactorily their responsibilities for health and safety; and
- A positive attitude towards safe systems of work and accident prevention is promoted within the Trust

4.3 Headteacher

The Headteacher has overall responsibility for health and safety within the academy/School and will ensure that the academy/School is fully compliant with relevant legislation and that the Health and Safety Policy is implemented and disseminated. The Headteacher, through the management structure, will ensure that safe working and learning conditions are implemented and maintained across all aspects of academy/School provision.

In addition to those responsibilities set out for all employees, the Headteacher is also responsible for ensuring that:

- Supporting the development and implementation of an effective health and safety strategy
- Ensuring that there is an effective health and safety policy and that it is reviewed on a regular basis according to the needs of the business
- Determining health and safety objectives and assigning clear responsibilities for meeting them
- Allocating resources to implement the health and safety policy, achieve health and safety objectives and avoid personal injury and property damage so far as is reasonably practicable through a structured risk assessment programme
- Ensuring that health and safety responsibilities are clearly communicated to employees
- Assisting in the establishment of a system of monitoring and performance measurement that ensures effective implementation and working of the academy/School's health and safety policy and strategy.
- They set a good personal example for health and safety;
- They reprimand any member of the Academy/School failing to discharge satisfactorily their responsibilities for health and safety; and
- A positive attitude towards safe systems of work and accident prevention is promoted within the Academy/School.
- Coordinating day to day health and safety arrangements within the academy/School 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;
- Manage all external trips to ensure they are fully risk assessed and approved



4.4 Heads of Department/Managers

Heads of Department/Managers need to act as Health and 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 and safety inductions;
- Ensuring that any accidents, incidents, near misses and/or incidences of confirmed occupational disease are reported
- 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 Headteacher 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 staff and pupils are provided with adequate information, instruction, supervision, and training in 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 Headteacher.
- 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 a 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 Academy/School 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 Academy/School.
- Advising on training needs of employees to undertake their health and safety responsibilities, as required;
- Undertaking and also coordinating relevant staff to undertake risk and COSHH assessments to identify measures to reduce risks associated with academy/School activities. Liaising with external professionals for support with this as required.
- Manage all external trips to ensure they are fully risk assessed and approved

4.5 Senior Caretaker/Site Manager/Caretaker

In addition to those responsibilities set out for all employees and Heads of Department/Managers, the Senior Caretaker/Site Manager/Caretaker is responsible for:

- Ensuring that all academy/School buildings and grounds are maintained in a safe condition;
- Ensuring that all electrical installations, gas appliances, pressure systems/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 for defects within the academy/School buildings or on academy/School 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.

4.6 Fire Marshals

Fire marshals will:

- Participate in all required fire marshal training
- Know who works in their allotted area
- Ensure that all employees in their area are familiar with their assembly points, and nearest escape routes.

4.7 All Employees

All staff have legal obligations under the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 as summarised below:

- To take reasonable care of the health and safety of themselves and of other persons who may be affected by their actions or omissions;
- To co-operate with the academy/School to ensure that it meets its objective of providing a safe, healthy and supportive environment;



- Not to interfere with or misuse any equipment or facilities provided in the interests of health and safety (e.g. use fire extinguishers to prop open fire doors or remove the batteries from the closure fittings on doors);
- Any employee must inform the Headteacher of –
 - Any work situation which a person would reasonably consider represented a serious and immediate danger to health and safety; and/or
 - Of any matter which a person with the employee's training and instruction would reasonably consider represented a shortcoming in the academy/School protection against arrangements for health and safety (e.g. unsafe conditions/working practices/tools/equipment etc.).

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 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 in line with academy/School requirements, together with any other health and safety training as directed by their Manager;
- Identifying to their 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 Student & Family Welfare Team (First Aid) and their 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 via the Facilities Helpdesk (or via telephone to the Senior Caretaker/Site Manager/Caretaker for urgent issues), any defects in the premises which they observe;
- Reporting immediately to their Manager any suspected defects in plant, equipment, machinery; and
- Informing their 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.

4.8 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 practice at all times.

In addition to the responsibilities of all employees (as detailed above), teaching 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 documents (e.g. HSE, CLEAPSS, DfES guides etc.);
- 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 protective 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.

4.9 Contractors

All contractors must:

- Report to reception and sign in upon arrival to the academy/School 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 academy/School safeguarding procedures;
- Submit their health and safety policy, insurance documents and risk assessments/method statements to the academy/School 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 academy/School's Health and Safety Policy;
- Use safety equipment and personal protective equipment/clothing as required by the academy/School 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 academy/School where relevant);



- Report all accidents, incidents, near misses and incidences of confirmed occupational disease to their supervisor (and also inform the academy/School 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 academy/School.

4.10 Students

It is the responsibility of each individual student 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 students 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, incidents, 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 academy/School 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.

4.11 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;
- Wear their visitor 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.

5.0

ARRANGEMENTS

5.1 Introduction

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 of this Health and Safety Policy are put into practice. These arrangements are supplemented by a number of co-existing School/Trust policies which relate to health and safety management of particular academy/School activities, facilities, staff, pupils and visitors. N.B. Where other related policies exist, these are clearly signposted from this 'Arrangements' section.

5.2 Accident, Incident, Near Miss, and Occupational Disease Reporting and Investigation

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 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.

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 Headteacher/Trust CEO 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

A separate First Aid Policy is available.

Investigations

All reported accidents, incidents, near misses and occupational disease are reviewed by the Line 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 Trust Head of Estates & Facilities 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. For a summary of reportable occupational diseases, please visit: www.hse.gov.uk/riddor/occupational-diseases.htm

Staff must report any suspected work-related ill health to 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 Trusts Head of Estates & Facilities is responsible for reporting the matter to the relevant Enforcing Authority within the required timescales, and for completing the appropriate online form available at: www.hse.gov.uk/riddor/report.ht

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: www.hse.gov.uk/riddor/reportable-incident.htm and advice specific to schools/academy is available at: 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 at 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 (please refer to above links for details).

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 a period equal to their date of birth + 22 years.

Monitoring

All new accidents, incidents, near misses and incidences of occupational disease are reviewed termly by the Governor in charge of health and safety in conjunction with the Headteacher, and are reported to the Board of Trustees at the Board meetings.

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

5.3 Asbestos

All sites within Wickersley Partnership Trust have an Asbestos Management Plan, survey and risk assessment which is maintained by the Site Manager/Senior Caretaker/Caretaker in conjunction with the Trust Head of Estates & Facilities. All staff that manager asbestos on site have gone through the correct training and this training is refreshed every two years.

Staff are briefed on the hazards of asbestos and the locations of any asbestos in the school and what action to take if they suspect they have disturbed it. All contractors attending site have an induction and as part of that induction they will be made aware of any asbestos on the premises and what the procedures are if they discover or disturb any asbestos.

5.4 Building Maintenance and Alterations



All building maintenance and/or alterations are organised via either the trusts Head of Estates & Facilities or Senior Caretaker/Site Manager/Caretaker. Staff must not attempt to carry out any building maintenance and/or alterations without prior consultation with the Head of Estates & Facilities or Senior Caretaker/Site Manager/Caretaker.

Wickersley Partnership Trust are developing an annual plan which identifies areas for upgrade, refurbishment or repair, whether it involve buildings, grounds or work equipment.

A termly survey of the whole site is undertaken by the caretaking team, who carry out a visual inspection to identify any maintenance or repair requirements. Major capital expenditure projects are part of the annual plan, maintained by the Head of Estates & Facilities.

When planning maintenance work or minor alterations, we will 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 will 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 will put in place temporary arrangements and provide additional instruction as required to ensure that building users can still occupy the building safely.

Where work is carried out which involves breaking through walls, floors or ceilings, the Trust will 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 (CDM) 2015 and the Head of Estates & Facilities takes the lead in ensuring that we are compliant.

We undertake risk assessments of in-house maintenance activities and devise safe systems of work, and the work of contractors is managed as described within our arrangements for 'Control of Contractors'. Permits to work are also used to formally authorise activities with the potential for higher risk, such as hot works.

For all construction work carried out in-house, regardless of scale, we ensure that:

- The work is managed and supervised by a competent manager/ supervisor;
- Workers are briefed in the reasons for the work and the expectations, including any safety requirements;
- The work does not begin until there is an adequate construction phase plan in place;
- Suitable welfare facilities for workers are in place;
- Workers are competent for the tasks that are delegated to them;
- Sufficient time and resources are allowed;
- Any design or specification work undertaken by an organisation 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.

The construction work is segregated from the other activities taking place on site where necessary for health or safety - either by scheduling the work out of hours or by physical separation.

5.5 Children and Young Persons

Wickersley Partnership 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 school 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 Academy/School 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 academy/Schools 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 controls 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 procedure 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 Head of Estates & Facilities, Head of PE etc.

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

- Child Protection/Safeguarding.
- Pupil 'contact'.
- Self-Harm.



- Safer Recruitment and Selection.
- Whistle-blowers.
- Missing Pupil.

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

5.6 Competence and Training

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 the Line Manager 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 Senior Caretaker/Site Manager/Caretaker, and specific training for specialist roles such as fire wardens and first aiders. Training will also be provided at the introduction of new equipment, new 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 academy/School and implementation of the training programme is carried out by the Line Manager/Headteacher.

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 HR.

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.

5.7 Consultation with Employees

Wickersley Partnership 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;
- Arrangements 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 should 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.

All staff are expected to report any health and safety concerns immediately when they have them, rather than waiting for the next staff meeting. The active involvement and input of employees at every level of the Trust is highly valued, and we are committed to this culture of open and effective communication to assist in the continual improvement of our health and safety performance.

5.8 Control of Contractors

Wickersley Partnership Trust recognises its duty to help ensure that no-one is harmed during work undertaken by contractors (e.g. electricians, plumbers, building contractors, cleaning/maintenance contractors etc.), and that its buildings and grounds are safe to use and maintain.

When planning maintenance work or minor/major alterations, we will schedule the work so far as possible to avoid risks to staff and others who would normally be present in the area.

Wickersley Partnership Trust recognises that the majority of work undertaken by contractors will be deemed as 'construction work,' and will therefore fall under the Construction (Design and Management) Regulations 2015, whereby the Trust has duties as a client to:

- Appoint the right people at the right time, including checking competence of all appointees;
- Issue a client brief (where relevant) outlining the purpose, aims and expectations of the work;
- Allow sufficient time and resources for the design, planning and construction work to be undertaken properly;
- Provide information to the designer and contractor(s) as soon as is practicable;



- Communicate with the designer and contractor(s);
- Ensure that there are suitable management arrangements in place for the work including the provision of welfare facilities for use by contractors/staff;
- Ensure that the contractor (or where there is more than one contractor, the Principal Contractor) has drawn up a suitable Construction Phase Plan before the work starts;
- Keep the health and safety file;
- Protect members of the public, including employees, pupils, visitors etc.;
- Ensure that arrangements for the management of health and safety are maintained and reviewed throughout the project;
- Ensure workplaces are designed correctly;
- For projects involving more than one contractor and/or designer:
 - Appoint a Principal Designer (PD) and Principal Contractor (PC) as soon as is practicable, and in any case before the construction phase begins;
 - Take reasonable steps to ensure that the PD and PC comply with their duties;
 - Ensure the PD prepares a health and safety file;
 - Keep the health and safety file up to date and available for inspection at a later date, and passing it to a new owner if the interest in the structure is disposed of; and
- Notify the Health and Safety Executive (HSE) if the construction project is likely to last longer than 30 working days and have more than 20 workers working simultaneously at any point, or exceed 500 individual worker days;

When working on school premises it is considered that contractors are joint occupiers for that period and therefore we have joint liabilities. In order to meet our legal obligations, we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

All contractors are organised via either the Senior Caretaker/Site Manager/Caretaker or Head of Estates & Facilities. Staff must not attempt to engage any contractors without prior consultation with the Senior Caretaker/Site Manager/Caretaker or Head of Estates & Facilities.

Using the Contractor Assessment Form, the following factors will be considered as part of our procedures for vetting contractors:

- The contractor's Health and Safety Policy, risk assessments, method statements etc., as applicable;
- Confirmation that all workers are suitably qualified and competent for the work (including a requirement for viewing of evidence where relevant);
- Evidence showing that appropriate Employers' and Public Liability Insurance is in place;
- Clarification of the responsibility for provision of first aid and fire extinguishing equipment;
- Details of articles, hazardous substances, plant and equipment intended to be bought to site, including any arrangements for them;
- Clarification for supervision and regular communication during work including

arrangements for reporting problems or stopping work where there is a serious risk of injury, and;

- Confirmation of DBS (Disclosure and Barring Service) checks where relevant.

N.B. If the contract is short and the work will not create hazards of any significance, then not all of these checks may be made.

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

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to the Site Manager/Caretaker/Senior Caretaker immediately.

Contractor Induction

On arrival at our site, contractor's representatives are questioned and briefed by the Senior Caretaker/Site Manager/Caretaker using the Contractor Induction Checklist and issued with essential information, such as:

- Information about risks which could not be eliminated at the design stage;
- Any restrictions on the time or location in which the work is done;
- Access, parking and road traffic rules;
- Information about other people who could be present in the premises or could be at risk in the vicinity of the works;
- Restrictions applying to the storage of goods, materials, skips, site huts and containers;
- Rules regarding the storage of waste awaiting collection and removal of waste from site;
- Smoking restrictions;
- Rules about work on the electrical installation or use of electrical equipment;
- Requirements for work on the gas system;
- General rules about the need to maintain escape routes and access to firefighting equipment;
- Any particular hazards within the premises (e.g. presence of asbestos, confined spaces, fragile roofs etc.) within work areas likely to be used by the contractors;
- Restrictions on the introduction of certain high hazard equipment or processes, unless they are controlled under a permit to work;
- Restrictions on the use of our welfare facilities e.g. toilets, washing facilities, kitchens;
- Requirements for supervision and quality assurance for sub-contractors;
- The availability of our first aid facilities and personnel, or the requirement to provide their own;
- DBS check arrangements and/or supervision requirements;
- Requirements to report all accidents, incidents, and/or near misses to the Senior Caretaker/Site Manager/Caretaker; and
- Contact details of our representative responsible for coordinating the work, who can be contacted for further information.



As mentioned above, for particularly hazardous work, a Permit to Work may be required. For example:

- Work on live electrical equipment;
- Hot work (e.g. welding, soldering, cutting, brazing, grinding, blow lamps, bitumen boilers etc.);
- Confined space work;
- Work at height (i.e. above 2m);

A Permit to Work form for Hot Work is available within 2. Implementation / Permits to Work. All other Permit to Work templates are held by the Senior Caretaker/Site Manager/Caretaker for use as and when required.

The Senior Caretaker/Site Manager/Caretaker identifies work which will require a permit and acts as the Authorised Permit Issuer, completing 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 permit is closed by sign off from both parties to indicate that the work is finished and the work area is safe, or an extension sought where necessary.

Monitoring

All work by contractors is monitored periodically to:

- Review progress and check the quality of the workmanship;
- Check that the workers on site are those expected, and who have signed in;
- Identify problems or unanticipated risks at an early stage;
- Check that work is restricted to the agreed areas and does not involve unauthorised work;
- Check that method statements and agreed control measures are being followed, and that contractors are complying with site rules and generally working in a safe manner.

Where monitoring detects poor standards, this is addressed with the contracting company concerned and, if necessary, monitoring frequency is then increased. Where appropriate, work is stopped whilst a solution is found.

Contractor Review

On completion of works, the Senior Caretaker/Site Manager/Caretaker ensures that we receive the required certification, operating instructions, product guarantees and other necessary health and safety information. The Senior Caretaker/Site Manager/Caretaker will also ensure that ongoing inspection and maintenance requirements of new equipment are identified and scheduled.

The Senior Caretaker/Site Manager/Caretaker also leads a contract review process to evaluate satisfaction with the contractor's work and identify any other concerns which may have arisen. In particular, the review covers:

- Quality of the work;
- Compliance with rules and general attitude towards health and safety;
- Effectiveness of communications;

- Decision whether to add or delete the organisation from the preferred contractor list;
- Any improvements required to the policy and procedures for contractors.

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

5.9 Control of Substances Hazardous to Health (COSHH)

Introduction

Wickersley Partnership 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.

This guidance note provides a framework to be adopted to ensure compliance with the COSHH regulations.

Summary of Actions

- Complete an inventory identifying all hazardous substances used in your premises and obtain material safety data sheets for these.
- Ensure that a documented risk assessment is made for the use of any substances which present a significant risk to health.
- Ensure that controls are in place and are adequately monitored for effectiveness.
- Ensure that any equipment required for controlling risk is being adequately maintained
- Ensure all staff have received information, instruction and training where required
- Ensure records of assessments are being kept on the premises.

Legal Framework

The aim of the COSHH Regulations 2002 is to ensure that where a need for the use of a hazardous substance is required, that the situation is assessed and appropriate control measures are taken.

Specifically, they require employers to:

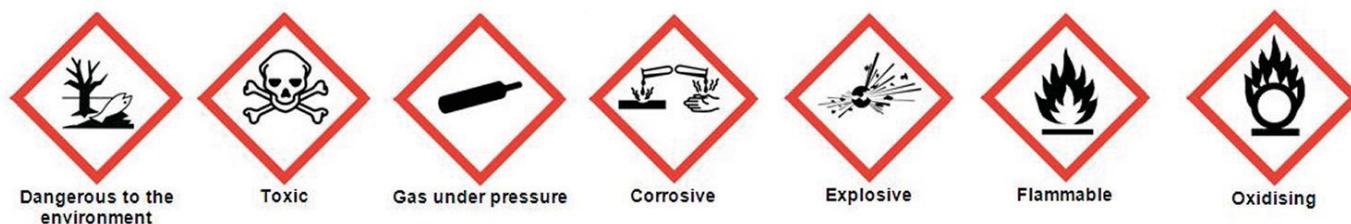
- Assess the health risks which arise from hazardous substances in their work activities and;
- Ensure that the exposure of personnel to substances hazardous to health is either prevented or adequately controlled;
- Ensure that any equipment provided to control the risk e.g. Local exhaust ventilation, fume cupboards, personal protective equipment (PPE) is adequately maintained
- Provide information, instruction and training to staff and others who may be affected on the level of risk and how it is to be controlled.
- Provide adequate and appropriate health surveillance when required; *

Substances Hazardous to Health

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



- Substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and carry the pictograms detailed below.



- Biological agents directly connected with work including micro-organisms.
- Dust of any kind when present as a substantial concentration in the air.
- Substances which have a Workplace Exposure Limit (WEL) assigned to them by the Health and Safety Commission. (Examples include wood dusts and chlorine.)
- Any other substance not specified above which may create a comparable hazard to a person's health.

The only exceptions are those things which are already being controlled by their own specific legislation, for example, radioactive substances.

Such substances may be hazardous through inhalation, ingestion, and/or absorption through the skin or skin contact.

In the Academy/School these substances will generally be found in laboratories, practical workshops, print rooms etc. Caretakers and cleaners' stores are also likely to contain such substances.

It should be remembered that substances hazardous to health can also be created by practical work (e.g. wood dust, products of chemical experiments, work with micro-organisms). In such situations, prevention or effective controls may be required to minimise the risks to health.

Establishments should ensure that an inventory of all hazardous substances used/generated on site is compiled; this inventory should then be used to identify those substances which present a significant hazard and thus require an individual risk assessment.

Risk Assessments

The primary requirement for the control of hazardous substances is to conduct a COSHH Risk Assessment before the use or generation of any such substances.

Any process which is liable to expose staff, children or visitors to substances hazardous to health should not be carried out unless a "suitable and sufficient" assessment has been made of the risks to health and measures are in place to eliminate, or adequately control exposure to such substances.

Within curriculum areas (in particular science, DT and art with pupils above the age of eleven) then heads of department are responsible for the control of substances hazardous to health and ensuring that guidance and model risk assessments contained in the relevant national publications are followed:

These were previously known as OEL's (Occupational Exposure Limits) and MEL's (Maximum Exposure Limits)

Science

Wickersley Partnership Trust is a member of CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) All information is available on the CD-ROM/Website which should have been received in the Academy/School (annually), updates are available from their website. www.cleapss.org.uk

- CLEAPSS Academy/School Science Service Laboratory Handbook
- CLEAPSS Hazards
- Safeguards in the Academy/School laboratory 11th edition, ASE 2006. www.ase.org.uk
- Association for Science Education's (ASE) "Topics in Safety"

For all Academy/Schools with children below the age of eleven, guidance is contained in: www.ase.org.uk/resources/health-and-safety-resources/revised-topics-in-safety

Design and Technology

- DATA risk assessment in secondary Academies www.data.org.uk
- CLEAPSS Risk assessments in technology
- BS 4163:2014 Health and Safety for Design and Technology in Academies and Similar Establishments

Art

- National Society for Education in Art & Design (NSEAD) www.nsead.org/hsg/index.aspx

Where model assessments are used it should be ensured these are also incorporated into schemes of work, planning etc. and adapted to local circumstances where necessary. e.g. where equipment may differ from that specified in the model assessment, difficult pupils etc.

Where generic COSHH risk assessments are not available Line Manager's / Headteachers must ensure the risks posed are adequately assessed by a 'competent' person. Further guidance and the COSHH risk assessment forms are available from the responsible person listed below, along with the procedures relating to COSHH.

A competent person is one with sufficient:

- Knowledge and experience of work activities;
- Knowledge of substances used, generated;
- Ability to determine effective control measures

Material safety data sheets should be obtained from the manufacturer of the product. The supplier must provide these on request.

These data sheets are not by themselves a suitable and sufficient COSHH risk assessment.

The information in the data sheet must be compared to the particular task and circumstances in which the substance is to be used and a decision made about the measures necessary to adequately control exposure.

Controls

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



In all cases personal protective equipment (PPE) should only be used where it is not reasonably practicable to adequately control exposure by other means. For example, fume cupboards in science labs and local exhaust ventilation systems on woodworking machinery should always take precedence over masks.

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

Where PPE is identified as necessary for use by staff and pupils it should be ensured 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 risk assessment and must wear appropriate PPE (lab coat, eye protection, gloves etc.) where this is identified as required. Adequate information and training must be provided on its use and maintenance.

Maintenance, Examination and Testing

Where controls such as fume cupboards, dust extraction for wood working equipment etc are provided it is necessary to ensure that they are properly maintained. This will require visual and operational checks pre-use in addition to a thorough examination and tests of engineering controls.

In the case of local exhaust ventilation, tests for fume cupboards, woodworking extraction etc. should be carried out at least every fourteen months. A record of the results of all examinations must be kept for at least 5 years.

An anemometer should be used to enable the Academy/School to conduct their own face velocity checks of fume cupboards.

All PPE must be kept clean, in good repair and stored correctly to prevent contamination. Respiratory protective equipment (RPE) should be inspected regularly (Monthly) and a record of inspections kept for at least 5 years.

Health Surveillance

Health surveillance is typically only required in certain circumstances and is dependent on individual circumstances.

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

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

Advice should be sought from Occupational Health if there is any uncertainty regarding the need for health surveillance.

Information, Instruction and Training

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

Furthermore, information must be provided about the results of monitoring and collective results of any health surveillance that may be necessary. It should be noted that the requirements relating to assessments, monitoring records and health surveillance records apply to all hazardous substances and not just carcinogens.

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 – Senior Caretaker/Site Manager/Caretaker
- Cleaning – Cleaning Supervisor
- Catering – Catering Manager
- Science – Director of Science
- Art – Art Teacher
- Design Technology – Director of Technology

5.10 Disabled and Temporarily Disabled Persons

The school has a number of separate policies regarding the health, safety and welfare of disabled persons. These policies must be read in conjunction with this Health and Safety Policy.

5.11 Display Screen Equipment (DSE)

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;

- Normally use DSE for continuous or near-continuous spells of an hour or more at a time; and
- Use DSE in this way more or less daily; and
- 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.

Wickersley Partnership 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: 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 Finance and Business Manager);
- 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;
- 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: 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 concern believed to be associated with the use of DSE (this information will be treated confidentially).

5.12 Driving for Work

Wickersley Partnership trust is committed to reducing the risks to its staff, pupils and others when driving/travelling in the Trusts minibuses, 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 Principal/Headteacher 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. This is usually done in the summer holidays by the Senior Caretaker/Site Manager/Caretaker in conjunction with the minibus leasing company;
- The minibuses are correctly licensed (e.g. section 19 permit);
- All trust vehicles have a suitably equipped first aid box on board; and
- The minibuses are covered by breakdown and recovery support.

Driver Competence

Wickersley Partnership 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).

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 Trusts Minibus Policy, which must be read in conjunction with this Health and Safety Policy.

5.13 Drugs and Alcohol

No illegal drugs will be tolerated on Trust sites at any time. No alcohol will be tolerated on Trust sites for personal use during the Academy/School working day. Anyone who presents themselves to the Trust premises or at any Trust event during Academy/School 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.

5.14 Electricity

Wickersley Partnership 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 Senior Caretaker/Site Manager/Head of Estates & Facilities);
- Ensure employees/ contractors who carry out electrical work are competent to do so and that contractors carrying out electrical works are NICEIC approved;
- Ensure that lightning protection is inspected annually by a competent person (these will be arranged by the Senior Caretaker/Site Manager/Head of Estates and Facilities);
- 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 Academy/School activities whether provided by the Academy/School, on hire, or leased or loaned from another Academy/School, or belonging to individuals (these will be arranged by the Senior Caretaker/Site Manager/Head of Estates and Facilities);
- 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 conductors 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.

Wickersley Partnership 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 the Senior Caretaker/Site Manager/Caretaker. 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 Senior Caretaker/Site Manager/Caretaker (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 electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage;
- Never run extension leads under carpets or through doorways;
- Not daisy-chain extension leads to make a longer one 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.

5.15 Emergency Procedures

It is the policy of the Academy/School that suitable and sufficient emergency procedures are in place in order to facilitate effective evacuation, or other appropriate action, and to ensure that employees', pupils', visitors' and contractors' health and safety is not unduly put at risk during the course of such action.

The academy/School has a number of separate policies relating to emergency procedures as follows:

- Disaster Response and Recovery Plan;

- Emergency Evacuation Plan;
- First Aid Policy; and
- Lockdown Policy

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

5.16 Fire

Responsibilities

The person with overall responsibility for fire safety in our premises is the Headteacher.

The Senior Caretaker/Site Manager/Caretaker is responsible for: ensuring that routine maintenance is carried out to the Fire Alarm system, weekly tests are conducted, monthly fire safety checks are undertaken and remedial works carried out where required, producing and maintaining fire evacuation documents and being the point of contact with the fire brigade in the event of an evacuation.

The Headteacher is responsible for: ensuring that the monthly fire safety checks are completed, producing and maintaining the Emergency Evacuation Plan, arranging fire drills in conjunction with the Senior Caretaker and ensuring that the recommendations highlighted in the Fire Risk Assessment are completed.

Fire Safety Risk Assessment

Wickersley Partnership Trust has undertaken a fire safety risk assessment of our premises and reviews this on an annual basis. Copies of the risk assessment are held in the Offices of the Finance & Business Manager and Site Staff. Head of Estates & Facilities is responsible for ensuring that the recommendations arising from the assessment are implemented.

Fire Prevention

Fire hazards are identified within the fire safety risk assessment and recommendations implemented to control them. In particular, we have implemented risk control measures in response to the risks potentially arising from the hazards of: lighting, waste accumulation, storage of combustibles, neighbouring premises activities and the control of contractors.

The fire prevention measures which have been implemented include, for example: electrical inspection and testing, control of hot work, gas safety inspections, regular removal of waste, locking of external bins, smoking rules, fire separation from neighbouring premises, fire doors/stopping and the correct storage of flammable liquids.

Alarm System

Our premises are covered by a fire alarm system incorporating automatic fire and smoke detection and manual call points. The alarm system is serviced by an external contractor routinely on a six monthly basis. The alarm system is tested by the Site Staff on a weekly basis by activating a different alarm call point each time in rotation. The results of alarm testing and servicing are recorded and held in the Site Office.

Emergency Lighting

An emergency lighting system incorporating battery back-up is installed, which activates on failure of the lighting circuit. The system is subject to a monthly activation test and an annual full discharge test organised by the Senior Caretaker/Site Manager/Caretaker. The results of emergency lighting tests are recorded and held in the Site Office.



Signage

Directional fire escape signs are displayed throughout the building to indicate the location of emergency exits. Other signs are also displayed where required, including;

- 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', 'turn to exit', break to exit);
- To show the correct operation of gas shut off valves;
- To show 'fire action' required;
- To identify fire doors which must be kept shut (or kept clear);
- 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.

Escape Routes and Exits

Structural fire separation is provided by protected routes surrounded by fire resistant walls, ceilings, and fire doors. Fire doors are kept closed by self-closing devices and/or kept locked shut where designed to be.

On a weekly basis the site team check that all escape routes are clear, that exit doors are functioning correctly and that fire doors are either kept shut, kept clear, or locked shut as required. The condition of each fire door including the presence and condition of door closers, intumescent and smoke seals is checked monthly. The results of escape route and fire door checks are recorded and held at Site Office.

Fire Extinguishers

We have selected suitable numbers and types of fire extinguishers and located these in accordance with the findings of the fire safety risk assessment. A full range of fire extinguishers e.g. water, Co2, are available around the Academy/School, along with fire blankets in many offices and work rooms. Our fire wardens 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 the site team check that fire extinguishers are correctly located and appear to be in good condition. The results of these checks are recorded in the Site Office.

Fire Procedure

Action on discovering a fire

Any one discovering a fire or suspicious device will immediately operate the nearest alarm call point and then proceed to the assembly point. A fire may be attacked if possible, with appliances available but without taking personal risks.

Action on hearing the alarm

Fire Marshalls

The trained Fire Marshalls are to leave the building (taking their zone board with them) via their designated route clearing their zone as they do so. They are to ensure that any visitors are safely directed to the assembly point.

Teaching Staff

The prime duty of staff is to ensure the safety of themselves, Students and visitors within their departments. They must direct students and visitors out of the classroom via the designated route to the respective assembly points. Staff must then report to their own designated assembly point.

Students

Students should line up at the designated area of the assembly point in their form groups in registration order in a sensible and orderly manner.

Principal/Headteacher

The Headteacher or designated stand in is to take control of the assembly point and keep the Senior Caretaker/Site Manager/Caretaker informed of the status of the checking procedure.

Senior Caretaker/Office Staff/Site Manager

The Senior Caretaker is the member of staff in charge of the evacuation. They are the direct link between the emergency services and the Academy/School

Disabled Persons and Others Requiring Assistance

A PEEP will be established for any student or member of staff unable to use the stairs in the event of an evacuation.

Fire Drills

Fire drills are carried out at least every six months. Records of drills are held in the Site Office.

Training for all Staff/Volunteers

New staff/volunteers are provided with information on emergency procedures on their first day of employment/volunteering, including the location of escape routes, the sound of the alarm and the location of the assembly point. This is included as part of the general H&S induction, which is carried out by the Line Manager using an Employee/Volunteer H&S Induction Checklist (Appendix 3) which is kept as a signed and dated record that the induction training took place.

All staff/volunteers receive annual refresher training in fire safety and fire procedures which is recorded on the H&S training log.

Training for Fire Marshalls

Any staff/volunteers nominated as Fire Marshalls have received training in their role, which is refreshed periodically.

Cooperation and Coordination

Contractors working on the premises are briefed in essential 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. Further details of our arrangements for the control of contractors are included within a separate section of this policy.

5.17 First Aid

A First Aider is a person who has been trained and has a valid certificate in either First Aid at Work (3-day course) or Emergency First Aid at Work (1-day course). First Aiders need to attend refresher training every 3 years in order for their certificate to remain valid.

An Appointed Person is the person assigned to take control of the situation when someone is ill or injured, including calling for an ambulance. They are responsible for first aid equipment and keeping first aid boxes stocked.

We have undertaken an assessment of first aid needs to determine the numbers of First Aiders (and/or Appointed Persons) and the first aid facilities required.

When staff are taking students off-site for trips, sporting fixtures etc. they must take a first aid kit and ensure that at least one member of staff, accompanying the trip, has completed a first aid course.

In temporary and exceptional circumstances when the First Aiders/Appointed Persons are away from the premises the most senior member of staff present will take charge in a medical emergency.

First aid training is arranged by the Headteacher/Line Manager. Re-training is arranged to take place prior to the expiry of first aiders' certificates.

New employees/volunteers 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 and/or appointed persons.

5.18 Gas Safety

Wickersley Partnership Trust will ensure that all work carried out on gas systems and appliances are in accordance with the requirements of the Gas Safety (Installation and Use) Regulations 1998 and related Approved Code of Practice.

Maintenance of Gas Equipment

It is the responsibility of the Senior Caretaker/Site Manager/ Caretaker to ensure that all gas appliances (e.g. boilers, ovens, Bunsen burners etc.) are serviced annually, and in accordance with the manufacturer's recommendations.

The Senior Caretaker/Site Manager/Caretaker will ensure that all work on gas appliances is carried out by an external Gas Safe Registered engineer, and will retain records of all servicing, maintenance and repairs.

Summary of Key Actions

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

- Identify all gas-fired appliances and create a maintenance schedule for each;

- Arrange for servicing by a Gas Safe registered engineer in line with the schedule and keep records;
- Prepare a gas leak emergency procedure; and
- Highlight all gas shut-off points and ensure that relevant staff are instructed in their use.

Gas Emergencies

In the event of a suspected gas leak staff should:

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

STAFF MUST NOT TURN ELECTRICAL SWITCHES ON OR OFF

If the general public in the neighbourhood are at risk staff should contact the police on 999. No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

5.19 Legionella

Wickersley Partnership Trust recognises its duties under the Health and Safety at Work etc. Act 1974 and Control of Substances Hazardous to Health Regulations 2002 (as amended) 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 Legionella hazards and to prevent or minimise the risk of exposure. At-risk systems include the hot and cold water storage and distribution system.

The Academy/School will:

- Ensure that a Legionella 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 a minimum of 5 years (these are held in the Site office).

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the Senior Caretaker/Site Manager/Caretaker. To achieve control of Legionella bacteria, the Academy/School has implemented the following:

Avoidance of Conditions 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.
- Corrosion, scale deposition and build-up of bio films and sediments are controlled and tanks are lidded.

Monitoring and recording

- Temperatures of water outlets (i.e. all taps and shower heads) are checked bi-monthly by the site staff and recorded to ensure temperature controls to prevent bacterial growth are maintained. The site staff check temperatures and run water from all taps and shower heads for at least one minute. They check that:
 - The release of water spray is properly controlled by running devices and report maintenance issues to the Finance and Business 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 60°C and distributing it at above 50°C – and keeping cold water below 20°C if possible.
 - This is monitored on a bi-monthly basis by the Senior Caretaker/Site Manager/ Caretaker 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.

Emergency procedures

- Emergency procedures have been established so that if during routine sampling/ inspection of hot and cold water systems Legionella bacteria is discovered in any systems likely to provide a medium for the spread of infection these will be shut down and the situation reported immediately to the Head of Estates and Facilities.

Training

- Legionella Awareness training has been provided to all staff who are responsible for the day to day management of the water systems.
- Legionella 'Responsible Person' training has been provided to the Senior Caretaker/ Site Manager/Caretaker.

5.20 Lifting Equipment and Lifting Operations

Wickersley Partnership Trust recognises its duties under the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 for all lifting equipment used on site and ensures that:

- All lifting equipment (including lifting accessories) is identified on a schedule which is used to ensure that each item has received the maintenance and inspection required;
- All lifting equipment has a risk assessment in place that is reviewed periodically, following any changes, and/or following any accidents, incidents or near misses;
- All lifting equipment is clearly marked with its 'safe working load' (SWL);
- Suitable storage is provided for lifting accessories to prevent accidental damage or corrosion;
- All lifting equipment is subject to a maintenance regime in accordance with good practice and taking into account manufacturers' instructions;
- All lifting equipment is subjected to a periodic Thorough Examination and Test in line with the requirements of LOLER 1998 and an inspection report held on file;
- Improvements identified through inspections/tests are undertaken as required;
- Pre-use inspections are carried out by operators of lifting equipment and the results recorded;
- Defective lifting equipment is taken out of service whilst awaiting repair or replacement;
- Lifting equipment is only used by persons that have had suitable and sufficient information and training on their safe operation and use, and any precautions or safeguards required; and
- Operators are formally authorised to use the equipment by the Senior Caretaker/Site Manager/Caretaker.

The schedule of equipment and records of maintenance and inspection are held in the Site Office. Records of training and authorisation for the use of lifting equipment are held in the Site Office.

5.21 Lone Working

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

We have identified lone working situations which include: staff working alone in the community, on another site, travelling to/from meetings/sites, or within the Academy/Trust buildings 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 controls 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' system 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 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.

5.22 Manual Handling

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.

Wickersley Partnership 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 is reasonably practicable;
- Assess the risk of injury from any hazardous manual handling that can't 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: 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

Wickersley Partnership 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.

5.23 Medication

The school has a number of separate procedures relating to medication as follows:

- Administration of Medicines;
- Allergy and Anaphylactic Shock;
- Asthma;
- Diabetes;
- Epilepsy; and
- First Aid – Accident, Incident or Sickness.

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

5.24 New and Expectant Mothers

Many women work while they are pregnant and may 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 Academy/School 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 Headteacher/Line 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, 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. is provided where suitable alternative work is offered and accepted;
- Provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition; 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.

5.25 Noise

Work activities, especially those carried out by the maintenance and grounds maintenance teams, include some processes which produce high levels of noise.

Wickersley Partnership 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 Academy/School 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:
 - Risks 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 80dB(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 controls and wearing of hearing protection.

5.26 Personal Protective Equipment (PPE)

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.

Wickersley Partnership Trust recognises its duties under the Personal Protective Equipment at Work Regulations 1992 (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 is because 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 Academy/School 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 effectively 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
- 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 Academy/School, 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: Senior Caretaker/Site Manager,



Cleaning Manager, Catering Manager or Head of Department, as appropriate, immediately.

Wickersley Partnership 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 Academy/School ensures that pupils wear such PPE and that they are briefed in the importance of wearing the PPE (e.g. safety glasses/goggles, harnesses / sports mouth guards etc.).

5.27 Pressure Systems and Equipment

Wickersley Partnership Trust recognises its duties under the Pressure Systems Safety Regulations 2000 and Pressure Equipment Regulations 1999 for all pressure systems/equipment on school site (e.g. boilers, autoclaves, pressure cookers, steam ovens etc.).

The metal from which the pressure vessels are constructed may become corroded. Pressure vessels include some mechanism for regulating the pressure of steam that builds up internally; normally steam is released to maintain a constant working pressure. Severe corrosion and failure of pressure-regulating and other safety valves could lead to an explosion.

To ensure the safety of the pressure vessels used and to meet the requirements of the legislation the school will:

- Establish the safe operating limits of the equipment;
- Provide adequate instructions to ensure the equipment is operated safely, and instructions for procedures to be followed in case of emergency;
- Ensure that the equipment is properly maintained;
- Have a suitable written scheme drawn up or certified by an external competent person for the examination, at appropriate intervals, of the equipment; and
- Arrange to have examinations carried out by an external competent person at the intervals set down in the scheme and keep adequate records of the examinations.

5.28 Risk Assessment

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 and itinerant activities such as work at the premises of others, travel and driving.

Risk assessments are completed by all specific persons undertaking, managing or controlling the event/activity; all of whom are required to complete Risk Assessment Training. Where additional or specific competencies are required to complete risk assessments, additional assistance can be obtained via the Head of Estates & Facilities, 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.

5.29 Security

Wickersley Partnership Trust and all staff will endeavour to ensure the Academy/School is a secure environment for all who work or learn here.

All external doors will be protected by locking or by the use of code locks as appropriate. External fire doors will have security locks appropriate to ensure external security while opening from the inside to allow exit in emergency.

All adult visitors to the Trust who arrive in normal Academy/School hours will be required to sign in using the door entry system in the reception area, and to wear an identification badge at all times whilst on the Academy/School premises.

Teachers will not allow any visitor to enter their classroom if the Academy/School visitor's badge does not identify them.

If any adult working in the Academy/School has suspicions that a person may be trespassing on the Academy/School site, they must inform a member of the senior leadership team immediately.

The Headteacher, or a member of the senior leadership team, will warn any intruder that they must leave the Academy/School site straight away. If the Principal/Headteacher or member of the senior leadership team has any concerns that an intruder may cause harm to anyone on the Academy/School site, s/he will contact the police.

Any incident involving physical violence against a teacher will be reported to the Health and Safety Executive and the teacher in question may, if he or she wishes, have the matter to be reported to the police.

5.30 Slips, Trips and Falls

Wickersley Partnership Trust recognises that slips, trips, and falls are the highest cause of injuries within the education sector, and therefore we have reviewed our premises for slip, trip and fall hazards and have taken action 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 Facilities Helpdesk.

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 provided with 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

5.31 Smoking

Smoking (including the use of e-cigarettes) is strictly prohibited across the Trust sites. This policy applies to all employees, pupils, contractors, and visitors. Appropriate 'No Smoking' signs are clearly displayed at the entrances to and within the premises, and in all work vehicles.

5.32 Stress

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. Wickersley Partnership Trust discourages staff from working excessive working hours and has implemented HR procedures to ensure compliance with the Working Time Regulations.

We offer support through managers; 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 function. 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.

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.

5.33 Vehicles on Site

Car parking at the beginning and end of the Academy/School day is a problem at most Academies/Schools. Children and parents arrive and depart in a relatively short period of time and this causes congestion and danger for both drivers and pedestrians.

All employees must adhere to the following rules regarding parking, and ensure that others (e.g. parents, contractors, visitors etc.) do the same in order to keep the pupils and other pedestrians safe:

- Cars entering the Academy/School site at peak times when pupils are arriving/leaving should proceed with extreme caution and not exceed 5 miles per hour within the Academy/School boundary;
- Cars should not stop or park on the restricted yellow marked areas; and
- Cars should not stop or park on the road outside Academy/School which is extremely narrow.

Additionally:

- All parents have been advised to drop off/collect their children from outside the Academy/School site;
- All pupils are to enter/leave the Academy/School site via the pupil path, to avoid contact with vehicles;
- Pupils should not walk through the Academy/School car park;
- Pupils are regularly reminded through tutor time and assemblies to be respectful of local residents

All staff should park in a designated parking bay.

Workplace Road Conditions

Workplace roads are level and provide a good surface for traction. Pedestrians and traffic must be separated and where there is a requirement to cross a road then suitable crossing facilities shall be put in place. Extra care should be taken at the beginning and end of each working day to ensure vehicles entering the site do so safely and with regard to the Academy/School rules.



A maximum speed limit will be established on site and shall not exceed 5 mph.

5.34 Vibration

Wickersley Partnership Trust recognises its duties under the Control of Vibration at Work Regulations 2005 to:

- Ensure that risks from vibration are controlled;
- Provide information, instruction and training to employees on the risk and the actions being taken to control risk; and
- Provide suitable health surveillance where required.

The vibration risk is assessed as part of the machinery risk assessments completed for all maintenance and grounds equipment to ensure that levels of Hand Arm Vibration (HAV) and/or Whole Body Vibration (WBV) are reduced so far as is reasonably practicable, and that in any case staff are not being exposed to levels of vibration over and above the Exposure Limit Value (ELV) as stipulated in the regulations. Control measures include; purchasing reduced vibration tools, limiting exposure time and encouraging job rotation between staff where practical, changing work patterns to introduce more breaks and eliminate prolonged working, more regular equipment maintenance, and providing additional PPE to keep workers warm and dry etc.

Risk assessments are reviewed at least every 12 months and in any case when there are changes in the equipment used or work patterns.

Information and training is provided to affected employees on:

- The health effects of vibration, and how to recognise and report symptoms;
- Sources of vibration and the actions we have taken to reduce risks;
- Risk factors and ways to minimise the risk.

5.35 Violence at Work

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 Academy/School, all areas within the Academy/School are supervised by staff members at break and lunch times. 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 Academy/School has separate Behaviour Management, Restraint of Pupils and Anti-Bullying Policies in place. These must be read in conjunction with this Health and 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.

5.36 Welfare Facilities

Wickersley Partnership 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. DT and 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 16°C within one hour of work commencing. To achieve a reasonable indoor temperature, the Academy/School will not use a method of heating or cooling which results in the escape into the workplace of fumes, gas or vapour which could be injurious or offensive to any person. Thermometers are available to monitor temperature. These are available from the Senior Caretaker/Site Manager/Caretaker.

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 Senior Caretaker/Site Manager/Caretaker 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.

Windows, 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 Academy/School 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.

Organisation, etc. of Traffic Routes

The Academy/School is organised in such a manner so that pedestrians and vehicles can circulate in a safe manner. Extreme caution by all parties is required and pupils are reminded of the dangers. Traffic routes will, as far as is reasonably practicable, be suitable for the persons or vehicles using them (including taking into account the separation of pedestrians and traffic using the same routes), be sufficient in number, be in suitable positions and of sufficient size. All traffic routes are suitably signed.

Please refer to section 3.36 (Vehicles on Site) section of this policy for further details.

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 e.g. roller shutter in the kitchen; and
- 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.

Sanitary Conveniences

Suitable and sufficient sanitary conveniences are provided at readily accessible places. The rooms containing the sanitary conveniences are adequately ventilated and lit and are kept in a clean and orderly condition. Separate facilities will be provided for pupils at a rate of at least one toilet for every 20 pupils, to meet legal requirements.

Drinking Water

An adequate supply of wholesome drinking water will be provided for all persons in the workplace.

Staff Facilities for Rest and to Eat Meals

Suitable and sufficient rest facilities 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 mothers 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.

5.37 Work at Height

Wickersley Partnership 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 Academy/School 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;
- Suitable training is provided as to the access equipment used, this includes general work at height training, specific guidance for ladders and stepladders, PASMA Towers



for Users training in the use and inspection of mobile tower scaffolds, and IPAF Operator training in the use of Mobile Elevated Work Platforms (i.e. cherry pickers etc.);

- 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 Academy/School 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 the Senior Caretaker/Site Manager/Caretaker 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 Senior Caretaker/Site Manager/Caretaker and/or Head of Estates & Facilities 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.

Equipment identification / inspection

The Academy/School compiles a register of equipment. The equipment is inspected prior to use and by a competent person termly.

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

In the case of Mobile Elevated Work Platforms (MEWP's – i.e. cherry pickers etc.), a competent person inspects these prior to each use.

Using Ladders (including stepladders)

Ladders should:

- Be EN131 (commercial) standard;
- 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 an 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.

5.38 Work Equipment

All work equipment at the Academy/School used in the course of Academy/School activities, whether provided by the Academy/School, 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 manufacturer's/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 Academy/School 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.

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.

All staff are required to undertake visual checks of work equipment and report defects to their Line Manager/Senior Caretaker/Site Manager/Caretaker. Some equipment is on annual maintenance schedules.

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 Academy/Schools site 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, Site 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 Site Office e.g. by contacting the relevant manufacturer/supplier.

Information can be verbal or in writing, but whichever method is chosen, the Academy/School will ensure that the workforce properly understands the instructions. For example, the Head of Estates & Facilities meets regularly with the caretaking and cleaning staff and all staff members are encouraged to write (usually by email) to the



Head of Estates & Facilities 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.

Protection against Specific Hazards

Work equipment must incorporate protection against certain specific hazards including:

- Material falling from equipment (e.g. a loose board falling from scaffolding);
- Material held in the equipment being unexpectedly thrown out (e.g. swarf ejected from a machine tool);
- Parts of the equipment breaking off and being thrown out (e.g. an abrasive wheel bursting);
- Parts of the equipment coming apart (e.g. collapse of false work or scaffolding);
- Overheating or fire (e.g. due to bearings running hot, or ignition by welding torch);
- Explosion of equipment (e.g. due to failure of a pressure relief valve, or unexpected blockage of pipe work); and/or
- Explosion of substance in the equipment (e.g. due to exothermic reaction, unplanned ignition of a flammable gas or vapour; or welding work on a container with flammable residues).

The risk assessment made under the Management of Health and Safety at Work 1999 Regulations by users or relevant staff e.g. teaching staff, cleaning staff, caretaking or grounds staff etc.; should identify any of the above hazards and assess the associated risks. Emphasis must be placed on reducing the risks by minimising the chance of failure of work equipment and by mitigating the effect of any failures that occur.

Personal protective equipment may be appropriate where there is a need to provide further protection against risk. Training, supervision and provision of information will also have important roles to play.

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 taken into account 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 on a hammer is not loose, a ladder should be checked for broken 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 an appropriate Academy/School inspection register.

Legal Requirements for Thorough Examinations / Inspections

The table in figure 2 provides details on the statutory inspection requirements for specific types of work equipment.



Type of Plant/ Equipment	Inspection	Carried out by	Recorded on
Scaffolding, brought onto site by contractor	Prior to use, and weekly or after severe weather conditions	Competent Person (e.g. scaffolder)	Maintenance Register
Mobile Tower Scaffold	Prior to use, and daily or after severe weather conditions	Competent Person (e.g. PASMA trained employee)	Maintenance Register
Lifting Equipment (including accessories) used to lift objects.	Before first use. Every 12 months and after substantial repair or alteration	Competent person (e.g. insurance engineer, manufacturer)	Academy/School Register
Autoclaves	Every 14 months	Competent person (e.g. insurance engineer, manufacturer)	Academy/School Register
Hot water boilers with water temperature <100oC	Every 24 months	Competent person (e.g. insurance engineer, manufacturer)	Academy/School Register
Hot water boilers with water temperature >100oC	Every 14 months	Competent person (e.g. insurance engineer, manufacturer)	Academy/School Register
Steam boilers	Every 14 months	Competent person (e.g. insurance engineer, manufacturer)	Academy/School Register
Steam vessels	Every 26 months	Competent person (e.g. insurance engineer, manufacturer)	Academy/School Register

Note that any lifting equipment which normally undergoes 12 monthly inspections requires a six-monthly inspection if the use is changed to lift people.

Hire of Work Equipment

Where equipment is hired e.g. scissor lifts and photocopiers, there is a duty under PUWER 1998 to ensure that:

- The equipment hired is suitable for the task and conditions that it is to perform;
- It has been properly maintained and inspected before work commences, with proof in the form of an inspection certificate or similar form;

- It is supplied with all relevant information (maintenance schedule, etc.) and operating instructions;
- Any necessary instruction and training is given to site operatives;
- A qualified or competent person is available to use the equipment;
- Any maintenance/inspection that is required is carried out at the correct intervals by a competent person; and
- Any equipment hired complies with The Provision and Use of Work Equipment Regulations 1998.

