

Leybourne SS Peter and Paul CEP Academy Health and Safety Policy and Procedures

Adoption Arrangements

All statutory policies in the Trust are ultimately the responsibility of the Trust Board. To enable it to discharge this responsibility appropriately and in collaboration with the constituent schools, the Trust Board will either:

1. set a full Trust wide policy which applies in the same way to all schools,
2. require individual schools to set a policy (in most cases with Trust-provided guidance) appropriate to the needs and circumstances of an individual school

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This is a Level 2 Policy against the Trust Governance Plan, and shall be read in conjunction with the Trust's corporate Health and Safety Policy.

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All schools within the Trust are required to establish a school specific health and safety policy and procedures, in line with guidance provided by the Trust, to support the Trust's corporate Health and Safety policy.

This policy details the arrangements required to maintain and continuously improve our school's health and safety management system.

1.0 Managing Building Contractors

Under the Construction (Design and Management) Regulations 2015 (CDM Regulations) the Trust is responsible for ensuring that the work undertaken by the contractor is carried out safely and without risk to employees or others affected by the contractor's activities.

The Trust will ensure that contractors are competent before any work is started. To achieve this, an [essential information sheet](#) and [contractor checklist](#) for Building Contractors has been designed, and some or all of the following information will be requested from the contractor depending on the size of the contractor and the size/nature of the work.

- Health & Safety Policy
- Copies of risk assessments, method statements and any documented safe systems of work
- Copies of Insurance Policies
- Details of competence of key employees (i.e. qualifications, experience, training)
- Details of membership of professional or trade bodies
- Safeguarding information and confirmation of vetting checks

The information will be obtained and reviewed by the School Business Manager / Site Manager, or equivalent.

All contractors are required to co-operate with, and to follow, any reasonable instructions given by the school/Trust in the interests of health and safety.

The SBM and/or Site Manager or equivalent will bring to the attention of the contractor any specific hazards, specific requirements for safe working and site rules or provide any specific health and safety guidance or information.

Staff liaising with contractors carrying out work at the school have a responsibility to take appropriate action if they observe the contractor or their employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Headteacher/Health & Safety Co-ordinator/Site Manager or equivalent for them to rectify.

2.0 Inspection and Monitoring – Premises

The school Health & Safety Co-ordinator will delegate a schedule of inspections (usually to a member of site staff) as described below in order to identify and resolve any unsafe conditions or working practices.

- Daily
- Weekly
- Monthly

- Quarterly
- 6 Monthly
- Annually

A [termly premises inspection](#) should be undertaken by the Headteacher and Health & Safety Co-Ordinator. The inspection reports and action plans will be filed and monitored by the Health & Safety Co-ordinator.

3.0 Risk Assessments

It is the policy of the Trust to comply with the statutory requirement for risk assessment as required by the Management of Health & Safety at Work Regulations 1999.

All members of staff with responsibility for an activity or premises area are responsible for ensuring that risks are identified, and appropriate assessments and control measures are made. In order to do so, members of staff must be competent to carry out appropriate risk assessments. The Headteacher is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent, although this task may be delegated to the School Health & Safety Co-ordinator who must then report progress, issues and concerns to the Headteacher.

The Trust has a [risk assessment guidance](#), [risk assessment pro formas](#) which should be used by all staff and a [risk assessment register](#). Completed risk assessments must be sent to the School Health and Safety Co-ordinator and retained, and be accessible to and shared with all relevant staff.

Risk assessments will be reviewed:

- At an agreed review date, normally annually
- When there are any changes to equipment or procedures
- When there are changes as a result of new or revised legislation
- Following any accident or incident

4.0 Safe Systems of Work / Method Statements

All employees, pupils and visitors should be informed about the safe systems of work required on their relevant work areas.

Site specific method statements will be prepared by the Site Managers or equivalent/contractors for all significantly hazardous activities such as work at height, excavations, minor demolition etc. The Trust will generally not prepare method statements for routine work.

Teachers should prepare method statements as part of lesson planning for hazardous activities within the curriculum, such as use of potentially dangerous tools in technology. This will include adequate training to ensure pupils are aware of the dangers and have adequate training to safely operate the equipment.

Method statements shall include, as a minimum, the following information:

description of work; sequence of operations; supervisors; plant and equipment used; PPE required; First Aid requirements; emergency procedures; safety of third parties and waste disposal.

The school will request and review method statements from contractors before they commence work on site.

5.0 First Aid

It is the policy of the Trust to comply with the Health & Safety (First Aid) Regulations. The school shall appoint a First Aid Co-Ordinator and have an up-to-date [First Aid policy](#), which will be adhered to by all staff, pupils, visitors and contractors.

Selected staff will be trained in First Aid at Work or Emergency First Aid at Work.

All first aiders will receive refresher training at least once every 3 years.

Suitable first aid kit(s) will be situated where appropriate (as designated by the School First Aid Co-ordinator).

Employees will be informed about first aid arrangements during induction.

The School First Aid Co-ordinator will be responsible for regularly checking and restocking the first aid kits on site.

The named first aiders for the school will be published in school.

Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed.

6.0 Accident/Incident Procedures and Investigation

It is the Trust's policy that all accidents and incidents, however minor are recorded. Staff and volunteers are instructed of this policy upon starting work as part of their induction.

An accident shall be determined as any incident that results in injury or ill-health to a person or damage to work equipment.

An incident (near miss) shall be determined as any event that, but for time, luck or positioning, would have resulted in injury or ill-health to a person, or damage to property.

In the event of an accident the following procedure must be followed:

- Render any equipment inoperative.
- Summon assistance.
- **The school's first aid and medical emergency procedures in the [First Aid policy](#) must be followed.**

Accidents/incidents (near misses) shall be recorded on an [accident form](#) and reported to the School Health and Safety Co-ordinator.

All accidents and incidents (near misses) shall be reported in the immediacy to the School Health and Safety Co-ordinator, as soon as practicable after the event, who will then inform the Health and Safety Lead.

The School Health and Safety Co-ordinator will ensure that all accidents/reports are filed securely.

The Trust views accident investigation as a valuable tool in the prevention of future accidents/incidents. In the event of an accident resulting in any injury other than a minor injury, or a significant incident which may

otherwise could have resulted in a serious injury, the accident will be investigated by the School Health and Safety Co-ordinator and/or Health and Safety Lead with the following information:

- The circumstances of the accident/incident including photographs and diagrams whenever possible
- The nature and severity of the injury sustained, where applicable
- The identity of any eyewitnesses
- The time and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident/incident as reasonably practicable. Any person required to give an official statement has the right to have a lawyer or other representative present.

The completed report will then be analysed by the School Health and Safety Co-ordinator to discover the underlying or root causes and what action should be taken to prevent a recurrence.

A follow up report will be completed after a reasonable time examining the effectiveness of any new measures adopted.

[Tenax guidance for reporting accidents](#) must be followed.

7.0 Critical Incidents

A Critical Incident Management Team has been set up to action a recovery plan in the event of a serious incident.

Separate guidance for [Managing Critical Incidents](#) is in place and a separate [Critical Incident Plan](#) has been developed by the school and is reviewed and shared routinely with relevant colleagues.

8.0 Emergency Services

The summoning of emergency services is usually via the school office administrator and the Headteacher. In the event of a major disaster the Critical Incident Management Team must be alerted.

9.0 Evacuation Procedures

The school has its own written [emergency evacuation procedure](#), as well as an updated fire risk assessment and defined fire related site checks.

The Headteacher will organise practice evacuations as appropriate, but at least three times per year, monitor for effectiveness and records will be kept within the log book.

The fire alarm will be tested weekly.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Headteacher for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Headteacher will ensure that these notices are displayed in a prominent position as part of the premises inspection.

Any pupil with special needs must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Headteacher, if the class teacher or SENCO identify a particular problem.

A fire risk assessment must be completed for each school premises and will be reviewed on an annual basis or when any changes occur.

10.0 Lockdown procedures

The school has its own written [lockdown procedure](#), which should be practiced sensitively with staff and pupils/students.

11.0 Health Matters

11.1 Welfare facilities

The school has evaluated the welfare facilities required to comply with the Workplace (Health, safety and Welfare) Regulations 1992 and have confirmed that the existing facilities meet or exceed the minimum requirements.

Well equipped sanitary and washing facilities are provided in sufficient numbers for staff and pupils using them. Kitchens and staff rooms are provided and are equipped with a kettle or urn for making hot drinks and a microwave for heating food, as well as tables and chairs. Comestibles for hot drinks are provided by the school. Drinking water is provided.

Toilets are provided as separate male and female toilets as well as toilets in a separate room, which are lockable from the inside. Toilets are supplied with toilet paper, hand soap, paper towels and hand dryers. These provisions will be maintained and replenished by the cleaning staff. Feminine hygiene units are provided and maintained.

The Trust has considered the needs of new and expectant mothers. Further information is detailed within the Trust's [Maternity Policy](#).

The school will ensure that welfare facilities are ventilated, well lit and designed so as to be easily cleaned to maintain high standards of hygiene. A cleaning regime is in place and overseen by the Headteacher or delegate.

11.2 Smoking

It is the policy of the Trust to protect all employees and persons affected by the Trust's undertaking from exposure to second hand smoke and to assist compliance with the Health Act 2006.

The Trust will ensure that all its workplaces are smoke free and recognizes that all employees have a right to work in a smoke-free environment. This includes emissions from electronic cigarettes (vaping).

The Trust operates a strict smoking and vaping free zone within its schools, premises, its vehicles and its places of work. Smoking is also not permitted in any private vehicle when used on school business if it is being used to carry passengers. The Trust and its schools will display signage at the entrances to and within its premises and vehicles to designate these areas as smoke free zones.

Failure to comply with this policy may result in disciplinary procedures. Fixed penalty fines or possible criminal prosecutions may also result from external enforcement agencies.

The Health and Safety Co-ordinator will provide assistance to any employee who wishes to quit smoking by directing them to local and national initiatives.

The NHS offers a range of free services to help smokers give up. Persons wishing to quite should visit www.nhs.uk/better-health/quit-smoking/ or call the NHS Smoking Helpline on 0300 123 1044 for details.

11.3 Alcohol and Drug Misuse

Staff attending work while under the influence of alcohol or drugs create an unprofessional image of the Trust and increases the risk of accidents both to themselves, to colleagues and to pupils. To minimise the probability of accidents from alcohol or drug misuse, staff whose judgment is impaired will be excluded from work and may be subject to disciplinary procedures.

If you are feeling depressed or anxious about either your work or social situation, the use of alcohol or drugs will not provide a long-term solution. Staff do have access to counselling and should seek advice from a member of their school's leadership team.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when taking any medication, please inform your line manager so that additional arrangements may be made to safeguard you, and others while at work.

11.4 Staff Wellbeing

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive, they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee's personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone's ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

Please speak with a member of the school's leadership team and also refer to the [Guide to Wellbeing for Staff and Managers](#), and the Trust's [Flexible Working Policy](#). Workloads and stressors will be monitored on an on-going basis as part of 1:1 reviews.

11.5 New and Expectant Mothers

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and will return to work while they are still breast feeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their children. The policy sets out some of the main known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

Procedure

- Staff (full and part-time) are required to inform their Line Manager and the HR/Personnel Officer as soon as possible and in writing when pregnancy has been confirmed.
- Pregnant women and those living in the same household as a pregnant woman should seek medical advice on specific risks that may apply to the pregnancy and notify the Headteacher as soon as possible
- The Line Manager or delegate will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.
- Staff should advise the Line Manager or delegate of any specific risks identified by their medical professional as soon as possible so that these can be included in the assessment
- The Health and Safety Lead is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.
- Where specific or individual risks apply, the Trust may seek further advice from its Occupational Health Provider.

11.6 Administration of Medicines

The school has a separate policy on arrangements for the [administration of medicines](#) and staff should make themselves familiar with the content of that document.

11.7 Pupils with medical conditions

The school has a separate policy on the local arrangements for [supporting children with medical conditions](#) and staff should make themselves familiar with the content of that document.

12.0 Specific Hazards

Tenax schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to schools within the Trust are detailed below along with the safety procedures put in place to manage the risk.

12.1 Asbestos

It is the policy of the Trust to ensure that, as far as is reasonably practicable, no persons are exposed to risks to their health due to the exposure of any ACM that may be present within the premises. This includes pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.

The school's [Asbestos Management Plan](#) conforms with the Health and Safety at Work etc. Act 1974, the Control of Asbestos Regulations 2012, The Construction (Design and Management) Regulations 2015 and any other existing asbestos related legislation.

The policy and procedures will apply to all buildings and all individuals therein, without exception. The policy will ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes, and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.

The Trust recognises and accepts its responsibilities to ensure the effective and safe management of asbestos within its premises in accordance with current Health and Safety legislation.

Each school must have an external asbestos survey completed for the premises and staff will be informed of the locality of any asbestos containing materials (ACM) within the school and should record that this has been undertaken.

Schools will make use of information gathered from the asbestos survey that identifies the location, type and condition of ACM within the premises. Such information will be recorded within the Asbestos Management Plan. The Asbestos Management Plan will be managed and maintained by the School Business Manager / Office Manager, and will be relayed to employees, contractors and occupiers as necessary to ensure the Health, Safety and Welfare of all persons who may be affected by work that may present a risk of asbestos fibre release.

The condition of ACM's will be reviewed periodically by a trained and competent employee, whose training is regularly refreshed.

The Asbestos Management Plan will be reviewed at least annually and/or when any changes occur.

Any persons whose work may disturb asbestos containing materials will be notified of the location of the materials and made aware that no work may be carried out in the immediate vicinity without a permit to work. Refurbishment, demolition or any similar work that is intrusive may not be carried out without first obtaining a "Demolition and Refurbishment Survey" by a licensed, vetted asbestos contractor.

Where the presence of ACM is found or strongly suspected, a hierarchy of control measures will be followed;

- Any asbestos products that are undamaged (as determined by a suitably qualified person on an individual basis), such as roofing sheets, guttering and flue pipes, which do not constitute a hazard, may remain in place but their condition must be monitored on a regular basis by suitably trained and competent person(s) nominated as responsible for the building
- If the material is slightly damaged, but otherwise in a sound condition (as determined by a suitably qualified person on an individual basis) or located in such a position that it may present a future risk to health if it is left untreated, it may be repaired and/or sealed by an approved method and periodically re-inspected to ensure its condition has not deteriorated. All work carried out must be recorded in the register
- If the material is in such a condition that it presents a risk to health, or may be disturbed by maintenance work, it should be removed by an approved method. All work involving such materials will be subject to a Permit to Work system to ensure all necessary precautions are taken and qualified persons carry out the work

Work on asbestos containing materials is only carried out by licensed contractors whose credentials have been checked with the HSE's database, and who have been vetted by the Trust's contractor control process.

The Trust has ensured that those carrying out visual condition inspections of ACM's have received as minimum asbestos awareness training and specific familiarization with the asbestos containing materials in all buildings within the applicable school.

In the unlikely and unfortunate event that asbestos materials are accidentally disturbed, the Asbestos emergency plan for that specific school will be immediately implemented.

12.2 Legionella

Man-made water systems can be a potential source for legionella bacteria growth. Legionellosis is the collective name given to the pneumonia-like illness caused by legionella bacteria. This includes the most serious Legionnaire's disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever.

It is Tenax policy that each school should determine whether to arrange for external testing or to train appropriate school staff. The School Health and Safety Coordinator is responsible for ensuring that:

- Arrangements are in place for checking the safety of water in the school;
- Any control measures identified in surveys are put in place;

- Regular inspections in line with HSE recommendations are carried out;
- Appropriate remedial work is carried out to prevent contamination, and prevent stagnant water gathering in dead legs of pipework etc.;
- Staff are kept informed of any incidence of legionella bacteria; and
- An inspection record is kept on the management system.

The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise awareness of standards and ensure compliance with specific statutory requirements. Therefore, a Legionella risk assessment of water systems must be conducted, and reviewed on a bi-annual basis, or where there has been a physical change to the water distribution system, along with the regular monitoring and water testing undertaken by the Site Manager or equivalent, or delegate

12.3 Display Screen Equipment (DSE)

The legal requirement placed on the Trust is to provide a safe and healthy working environment for employees and is instigated by trustees, teachers and staff, including particular measures to protect their health and safety when they are working with Display Screen Equipment (DSE) as laid out by the requirements under the Health and Safety (Display Screen Equipment) Regulations 1992 as Amended.

The Trust will fulfil its obligation through:

- The provision of suitable work equipment
- Ensuring that workstations are sited so far as is possible so that glare, reflections and extremes of light and shade do not cause discomfort. Window blinds and curtains will be provided for this purpose
- The provision of information and awareness training for Workstation Operators including a staff self-assessment
- The School Health and Safety Co-ordinator who will review the DSE self-assessment undertaken by each Workstation Operator and ensure that remedial measures are implemented accordingly
- Arrangements will be put in place to ensure Workstation Operators take regular breaks from DSE activities, this is suggested to be 5-10 minutes for every hour of concentrated DSE work
- Encouraging employees using mobile devices such as laptops, tablets, smart phones etc. whilst they are on the move, to work as ergonomically as possible and that intensive, prolonged use of DSE is best carried out at a permanent workstation

All staff that use PCs should complete a [DSE workstation checklist](#) to be returned to the School Health and Safety Co-ordinator.

The school (as employer), will pay for a full eye and eyesight test by an optometrist or doctor, including a vision test and an eye examination, for a Display Screen Equipment (DSE) user. Employees should arrange the test and the school would reimburse for the cost, to be claimed via an expenses claim and supported by a receipt. Employers only have to pay for glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed at. If an ordinary prescription is suitable, employers do not have to pay for glasses. If an optometrist or doctor has told an employee that the glasses prescribed are not an ordinary prescription, this needs to be confirmed in writing along with the receipt in order to reimburse the costs.

12.4 Electrical Equipment

The Trust's employees are clearly instructed that they are not permitted to undertake any electrical repairs. All work on electrical equipment and installation is carried out by NICEIC or SELECT registered electrical contractors.

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Electrical standards are applied as set out within the Electricity at Work Regulations 1989 and for new works, the standards applied follow current requirements of BS7671 (the IEE Regulations for Electrical Installations) and current Building Regulations.

It is the Trust's policy that live working is prohibited although voltage detection testing is permitted where essential by qualified and experienced contractors.

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely, and that any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

The Trust's guidance on [Portable Electrical Equipment](#) should be followed.

Fixed installation testing shall be carried out every five years by a competent contractor.

The Headteacher should be aware of and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil. The Headteacher must be aware of and approve the arrangements for temporary electrical extensions required, for example drama productions, Christmas decorations etc.

12.5 Machinery and Equipment

An inventory of all equipment should be kept by the Site Manager or equivalent.

Machinery and equipment shall only be used by trained and competent staff, who understand how to use it safely and understand the limitations of the machinery/equipment.

Machinery and equipment will be maintained in a safe condition for use and inspected, where required, to ensure that it is and continues to be safe for use. Inspections will only be carried out by suitably competent persons. Such checks and inspections shall include, where necessary, appropriate 'hardware' measures (e.g. guarding, protection devices, markings, warning devices, system control devices and personal protective equipment) and 'software' devices (such as safe systems of work, providing adequate information, instruction and training)

All powered equipment should be capable of being isolated and maintenance and cleaning will be carried out with the equipment switched off, disconnected or locked off.

All PE and outdoor play equipment should be inspected annually by a suitable qualified person.

For equipment and machinery that is hazardous to those who are untrained, use of the equipment will be restricted to authorized persons only. Where necessary, these restrictions are supported by locking off the area or power supply.

Any hand tools available are to be used under strict guidance and close supervision of teacher or teaching assistant, when used by pupils. Such equipment – even simple items such as scissors – must be put away before a wet playtime where there is a chance that an accident might occur due to a lower level of supervision.

Any defects are to be reported to the line manager, who are to ensure that repair or replacement is undertaken promptly.

12.6 Moving and Handling

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The Trust intends to reduce the risk of moving and handling injuries and to provide guidance on the risk assessment and measures that should be taken to ensure manual handling tasks are carried out safely.

This policy will apply to all work activities involving manual handling across the Trust. Individual classes or activities may need to supplement this policy with specific guidance relating to their areas of service provision, particularly those who are involved in known high risk activities such as the manual handling of people or machinery.

The Trust recognises its responsibility both to provide access for pupils and to ensure the health, safety and welfare of its employees as so far as is reasonably practicable, when having to: lift, support a load (carrying), pushing, pulling, setting down as well as turning, twisting and reaching.

No identified manual handling tasks should be undertaken without appropriate training, information, and, where needed supervision. If there are any issues with a manual handling task, clarification must be sought prior to the task being attempted.

Employees are to report to their line manager any health concerns that may make manual handling less safe for them. The Trust will provide, wherever possible, alternative mechanical means for moving heavy loads which do not result in exposure to other risks to the user. Employees will

- Avoid any hazardous manual handling as far as is reasonably practicable
- Assess fully all potentially hazardous manual handling where it has been impossible to eliminate it
- Reduce any risks that are identified to the lowest level

Any children with mobility issues must have an assessment carried out to identify the following:

- How best they can move around the school
- If manual handling is required the number of times this will be carried out, daily, and by which staff, and the number of staff required
- The manual handling equipment required
- The training for staff required to move pupils around the school with manual handling aids.

Formal training in 'Manual Handling' will be offered to relevant staff.

Manual Handling tasks identified will be risk assessed by either the School Health and Safety Co-ordinator, the Site Manager or equivalent, Teacher, or other member of staff. Risk assessments are to be reviewed annually or where there has been a serious incident or significant changes of circumstances.

Appropriate resources/equipment are provided for moving and handling. Responsibility for maintaining an inventory of all moving and handling equipment to include maintenance and inspection records, is with the School Health and Safety Co-ordinator.

12.7 Hazardous Substances

Where employees are required to work with hazardous substances, a suitable and sufficient assessment of the risks to health shall be carried out by the school and communicated to the employees. Where an employee is required to work with, or come into contact with a substance that is or appears to be hazardous, they shall first establish that an assessment of risk has been completed by contacting their line manager or Health and Safety Co-ordinator.

The school shall retain the assessment of hazardous substances and review them periodically. The school will keep an inventory of all hazardous substances on site and this will be kept up to date by the Site Manager or equivalent.

Inspections will take place to:

- Identify all substances used
- Assess the level of risk to health
- Eliminate the use of substances or substitute a safer alternative
- Introduce and monitor control measures to prevent risk.

When storing hazardous substances, the Site Manager or equivalent will check that the storage area is suitable and that only compatible substances are stored together. Substances are stored in fully labelled containers which include hazard warning labels where appropriate. All containers including aerosols are stored in a cool dry place, away from the sun and any flammable liquids are stored separately in specially designed fire-resistant flammables store.

The Site Manager or equivalent will ensure that substances are locked away so far as is practicable so that they are only accessible to authorized personnel who have been trained in their safe use. Employees using hazardous substances are reminded of the need for good personal hygiene and the prohibition of eating, drinking or smoking when using such substances. Employees are also provided with the necessary personal protective equipment and instructions for its use, maintenance, storage and replacement.

Where substances are surplus to their requirements, they are disposed of via a licensed waste contractor.

Spillage and emergency procedures are determined as part of the risk assessment process.

12.8 Working at Height

While the Trust aims to avoid work at height so far as is reasonably practicable, some work activities may require work at height. Where working at height is required, the line manager will determine, with the assistance of the H&S Co-Ordinator, where appropriate, the most suitable access method based on an assessment of risk.

Ladders and stepladders will only be used for work at height, where the low risk and short duration makes this acceptable and where the nature of the work enables three points of contact to be maintained throughout.

Where work involves difficult access, or work at height which cannot be carried out safely from ladders or stepladders, special access arrangements will be made by the line manager and H&S Co-Ordinator.

All ladders and stepladders used by the school must meet EN131 standards or previous equivalent standard (subject to following user instructions and guidance on safe use) and have a load bearing of at least 150kg. Stepladders and ladders are to be formally inspected bi-terminly by a competent person using the [Bi-terminly ladder inspection log](#). Pre-use inspections must be carried out.

Staff must be trained on the use of work at height equipment.

All contractors who need to work at height are required to submit their risk assessment to the School Business Manager and Site Manager or equivalent.

12.9 Vibration

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Where vibrating tools are used, the vibration magnitude of each piece of relevant work equipment will be assessed and will be covered into a useable period of time for such equipment via the HSE's Hand Arm Vibration Calculator. The Health and Safety Co-ordinator will maintain this record and will liaise with the line manager to promote the procurement of equipment with lower magnitudes of vibration as replacements for naturally worn or ageing equipment. Training will be provided to all persons who are, or may be required to use vibrating work equipment and in doing so, will draw their attention to the vibration magnitude and useable time of each such piece of equipment. The record of training will be maintained by the Health and Safety Coordinator.

12.10 Noise at Work

All members of staff need to be aware of "nuisance noise" and respect the needs of others in the School. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.

Any member of staff, or visitor detecting a potential problem will report immediately to Headteacher or Site Manager or equivalent.

Noise created by machinery, work equipment or working practices shall be reduced at the source to a level below 80dB, so as to reduce the risk of noise induced hearing loss. This should be achieved, wherever possible, by eliminating the source of the noise within the immediate area and/or by purchasing equipment specifically designed to be quieter in operation.

Where inherent noise cannot be eliminated, a suitable and sufficient assessment of risks will be conducted to establish any control measures that may be required in order to reduce the noise level to below that of 80dB, such as the use of hearing protection devices.

Where noise levels exceed the upper action level (85dB(A)), the use of hearing protection is compulsory, and hearing protection zones should be designated and signage installed accordingly.

Persons who use hearing protection will be instructed on its correct use and on the storage, maintenance and replacement arrangements. They are also instructed on the noise hazards, and the reasons for noise controls and wearing hearing protection.

13.0 Housekeeping

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Site Manager or equivalent will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The Site Manager or equivalent will report all hazards, obstructions, defects or maintenance requirements to the School Health and Safety Co-ordinator. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The school will be cleaned as per the cleaning schedule and will be monitored by the Headteacher or delegate. All waste will be disposed of according to appropriate health and safety guidelines.

14.0 Violence at Work

Violence at work is defined by the Health and Safety Executive as 'Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.' This includes verbal abuse or threats, including face to face, online and via telephone and physical attacks.

The Trust operates a zero tolerance policy to violence at work whether directed by, or at, its employees.

All staff must report to their line manager/Headteacher any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence should be reported appropriately.

The Trust shall address where necessary all foreseeable risks of violence to its employees through suitable and sufficient risk assessment.

Management and Occupational Health support is offered to those who have suffered from verbal abuse or physical assault and it's the Trust's policy to involve the Police and seek a conviction of any person who abuses or assaults the Trust's employees.

15.0 Off-site Visits

Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school's policy on [Off-site Visits](#).

16.0 Work Experience Placements

The Trust works in partnership to provide work placements. Any proposed placement should be discussed with the relevant member of school staff as delegated by the Headteacher.

As the placement provider, [a work experience risk assessment](#) should be undertaken as soon as the placement details have been agreed in conjunction with the secondary school or college and before the student takes up the work placement.

Providers should be informed in advance about any individual pupils who may be at greater risk, for example because of any specific medical needs/behavioral needs or learning difficulties.

Teaching staff must be aware of the risk assessment in order to ensure the safety of the work experience student whilst in the care of the school.

17.0 Lettings

If the school is let, the Headteacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement must be completed and copies kept. The school has its own written [Lettings Agreement](#) and [Lettings Policy](#), in line with the Trust's Lettings Policy, which should be reviewed annually.

18.0 Lone Working and Home Working

A separate [lone working policy](#) and [home-working policy](#) has been developed by the Trust. Staff and line managers must ensure that the policy is reviewed and relevant controls implemented before lone working and home working is carried out.

19.0 Personal Protective Equipment (PPE)

The Trust recognises that the use of PPE as a risk control measure is a last resort. Staff and pupils (where applicable) are supplied PPE free of charge, with any PPE identified as a required risk control measure within risk assessments. PPE will be sourced from reputable suppliers by the school, ensuring that it is suitable. i.e.:

- That the equipment is subject to valid EC Type Examination and is supplied with information in the users own language
- CE marked
- That the equipment is suitable for the hazards presented by the task and reduces the identified risk as intended
- That the equipment may be adjusted correctly for all persons required to use it
- That the PPE is compatible, where more than one type of PPE is required to be worn
- That the wearing of any PPE does not introduce additional risks to the wearer
- That suitable storage is provided to prevent damage and instructions are provided in its correct inspection, use, cleaning, storage and maintenance

20.0 Minibuses

The Headteacher will ensure those responsible for a minibus, or for anyone using it, on behalf of the school are aware of their responsibilities and the school's [minibus policy and procedure](#).

The Headteacher is responsible for ensuring that minibuses operated on behalf of the school fully comply, in every respect, with all legal transport and health and safety requirements. They may wish to delegate daily operational responsibilities to a 'designated' person who will then have main responsibility for overseeing the operation, maintenance and care of the minibus in accordance with a set schedule and ensuring a record is kept of safety checks, defects, repairs and service history. A record of this designated person should be kept and updated as necessary.

A [driver's inspection checklist](#) must be made available, detailing the checks that must be made before driving the minibus. After going through the checklist, if there are defects that affect the roadworthiness of the vehicle, or if the driver has any other concerns that the minibus is not in a roadworthy condition, the minibus must not be driven.

21.0 Swimming

The school shall have a [swimming pool safety policy](#) and procedures in relation to pupil swimming and its safe supervision.

Where the school has its own swimming pool, it must also have a [Normal Operating Procedure](#) and an [Emergency Action Plan](#) for its swimming pool.