

HSaWE-01-Health Safety and Wellbeing



AUTHOR

The author of this policy is **Citation**. They should be contacted for any points of clarification or suggested future amendments.

Version Control

<u>Policy Number</u>	HSaWE-01
<u>Policy Name</u>	Health Safety and Wellbeing
<u>Version Number</u>	01
<u>Publication Method</u>	External A copy must be made available in U:\Staff Information\Policies\
<u>Approved by</u>	Full Trust Board
<u>Date of Approval</u>	October 2023
<u>Key changes since previous version</u>	Policy is not formatted as bespoke to the Trust.
<u>Next review date</u>	Annual, or more frequent, check with Citation.

Table of Contents

Contents

HSaWE-01-Health Safety and Wellbeing.....	1
Version Control	1
Table of Contents.....	2
Amendment Record.....	5
Health And Safety Management System.....	6
Introduction	9
Health and Safety Policy Statement.....	10
Environmental Statement.....	11
Food Safety Statement	12
Health & Safety Organisation Chart	13
Health & Safety Responsibilities	14
Fire Responsibilities	18
General Responsibilities	19
The Working Time Regulations.....	23
Abrasive Wheels	24
Abrasive Wheels Flowchart	26
Access and Egress.....	27
Accident Reporting	29
Accident and Incident Reporting Flowchart	32
Administration Of Medicines Including The Use of Auto-injectors e.g., EpiPens®	33
Alcohol and Drugs Misuse.....	36
Asbestos - For Those In Control Of The Premises (Duty Holder)	37
Asbestos Management Flowchart.....	39
Autoclaves	40
Blood Borne Viruses (BBV)	42
Centrifuges.....	43
Child Protection.....	44
Cleaning and Disinfection	46
Compressed Gas Cylinders	47
Construction, Design and Management (CDM) Responsibilities (Schools).....	48
Contractors	49
Control Of Substances Hazardous to Health (COSHH)	51
COSHH Assessment Flow Chart.....	53
Design And Technology Classes	54
Pandemic and Outbreak Management	56
Disciplinary Rules.....	58

Display Screen Equipment (DSE).....	59
Doors	61
Driving At Work	62
Education Premises Management	64
Educational Visits	66
Electricity	68
Emergency Plan	70
Employing Young People at The Trust	71
Events Safety	73
Fire	74
Fire Action.....	76
First Aid	77
Food Technology Classes.....	79
Gas Safety	81
Glass and Glazing.....	82
Hand Tools	83
Hazard Reporting	84
Health Conditions.....	85
Health Surveillance.....	86
Home Working	88
Housekeeping	90
Information, Instruction, Supervision and Training	91
Kitchen Safety	92
Laboratory Safety	94
Ladders and Stepladders.....	96
Legionella	98
Lighting	100
Lone Working	102
Maintenance	103
Manual Handling	104
Missing Students.....	106
Monitoring, Inspection And Review	108
New And Expectant Mothers	110
Passenger Lifts	112
Permit To Work.....	114
Personal Hygiene – Food Areas	115
Personal Protective Equipment.....	116
Pest Control.....	117
Physical Education Classes	118
Power Tools.....	120

Risk Assessment	122
Risk Assessment Flow Chart	123
Risk Assessment Process.....	124
Safety Signs	125
Safe Systems of Work.....	126
Stress.....	127
Trust Transport.....	128
Violence And Aggression	129
Visit By an Enforcement Officer	130
Waste Disposal	131
Welfare and Hygiene	132
Work Equipment	133
Work Experience	135
Work At Height	136
Work At Height Flowchart.....	137

Amendment Record

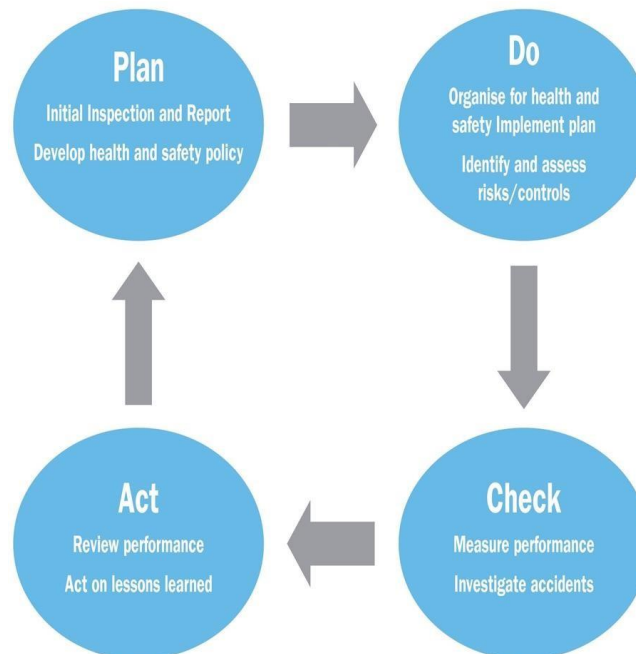
Health And Safety Management System

The Management of Health and Safety at Work Regulations (Regulation 5) requires the employer to have arrangements in place to cover health and safety. These arrangements should, where possible, be integrated within the management system that is already in place for the school. The arrangements when implemented however, will depend on the size and nature of the business, and will require the following factors to be considered when integrating them into any management system: –

- Plan.
- Do.
- Check.
- Act.

This health and safety policy includes a management structure and arrangements developed for the school to ensure compliance with the law; its format enables it to be integrated with any existing management systems.

Guidance is provided to show how this policy can be used as part of an effective Health and Safety Management System to ensure compliance and control in a logical manner, by describing the service provided by Citation Ltd and the contributions required by the Trust.



The flow diagram above provides a pictorial representation of good management practices in line with the HSE’s normative standards; each step is explained further overleaf.

1. **Plan** - *Initial inspection and report, develop a health and safety policy.*

Initial inspection/report - a visit by a Citation Ltd Health and Safety Consultant who will complete a questionnaire, inspect the premises, and provide a written report. The report will identify the current practical, physical, and procedural weaknesses in complying with regulations.

The policy will be developed and installed to the client by the Health and Safety Consultant. The installation visit will include an explanation of the system, advice on how to comply with legislation and an introduction to risk assessments. The Trust's 'statements of intent' are contained within the policy, these should be signed and dated by the person with overall responsibility for health and safety.

2. **Do** - *Organise for health and safety and implement plan.*

The organisational structure will be established along with individual responsibilities with regards to health and safety management within the school. Management leading by example is essential to fostering a positive health and safety culture.

Heart of England School (the Trust) commit to adhering to the policy arrangements including identifying hazards and completing risk assessments. Implementing actions from the health and safety inspection report will assist in compliance with regulations.

Implementation of the plan should include: –

- Establish and prioritise preventative and protective measures to eliminate or reduce risks and implement.
- Allocation of sufficient resources (manpower, time, funds, and competent advice).
- Provision and maintenance of the correct tools and equipment to do the job.
- Consult, train, and instruct, to ensure everyone is competent to carry out their work.
- Supervise to make sure that arrangements are followed.

3. **Check** - *Measure performance*

Monitoring will establish where problems may exist within the management system and will help understand what causes them and what remedial actions are required.

Monitoring can include:

- Routine inspections of premises, plant, and equipment by employees.
- Health surveillance to prevent harm to health.
- Planned function check regimes for key pieces of plant.
- Investigating accidents and incidents.
- Monitoring cases of ill health and sickness absence records.

4. **Act** – *Review performance, act on lessons learned*

- Health surveillance to prevent harm to health.
- Conducting accident investigations and reviewing statistics.
- Monitoring cases of ill health and sickness absence.
- Compliance with regulations.

The Trust will carry out an internal review of health and safety systems to establish if they require updating or improving.

To support clients in the review process, Citation Ltd conduct an annual inspection. This will be carried out by a Citation Ltd, Health and Safety Consultant and includes a workplace inspection, review of documentation and arrangements in place and progress on assessments. On completion, a written report will be forwarded along with any required policy amendments. The outcomes of the review will become the next part of the health and safety plan to continue the loop.

Introduction

In compliance with the requirement of Section 2 of the Health and Safety at Work etc. Act 1974, Heart Of England Trust (the Trust) is effectively discharging their statutory duties by preparing a written Health and Safety Policy. A copy of the policy and associated employee handbook, which outline our health and safety arrangements and organisational structure, are held at the Trust's main place of business and available on the website (www.heart-england.co.uk).

The Trust is aware that in order to ensure the health and safety policy is maintained effectively, it is essential that all references and information are up-to-date and accurate. Should any changes occur within the Trust, e.g. introduction of new processes or systems etc., or if changes occur that impact on the organisation of health and safety responsibilities, a nominated representative will liaise with Citation Ltd, whose Health and Safety Consultants will advise on any policy updates that are needed and arrange for such amendments to be forwarded.

The health and safety policy and management system requires constant monitoring by the Trust Board and the Senior Leadership Team (SLT) and reviewed particularly following changes to the Trust and following accidents or incidents to ensure continual legal compliance. Citation Ltd will review the policy at the time of annual inspection.

In order for the Trust to discharge its statutory duties, employees are required by law, to co-operate with SLT in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work. The Trust encourages all employees to inform SLT or the Compliance Officer of any areas of the health and safety policy that they feel are inadequate or misrepresented to ensure that the policy is maintained as a true working document.

Citation Ltd will provide advice in line with relevant health and safety legislative frameworks, however, the Trust retain responsibility and accountability for the health, safety and welfare of their employees and others who may be affected by any acts and/or omissions made by the Trust, including the implementation of risk control measures.

Health and Safety Policy Statement

The following is a statement of the Heart of England Trust's (the Trust) health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of the Trust to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees working for the Trust and other persons who may be affected by our undertakings.

As a business the Trust acknowledge that the key to successful health and safety management requires an effective policy, organisation, and arrangements, which reflect the commitment of Senior Leadership Team (SLT). To maintain that commitment, the Trust will continually measure, monitor, improve and revise, where necessary, our Occupational Health and Safety (OHS) management system to ensure that health and safety standards are adequately maintained.

The Principal will implement the Trust's health and safety policy and recommend any changes to meet new circumstances. The Trust recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of The Trust looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is, therefore, the policy of SLT to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the Trust aims to protect everyone, including visitors and members of the public, in so far as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the Trust in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. The Trust is committed to continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The Trust will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures, and informing employees of the correct procedures needed to maintain a safe working environment. The Trust will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training, and supervision is given.

The Trust regard all health and safety legislation as the minimum standard and expect SLT to achieve their targets without compromising health and safety.

Signature: - _____

Date: - _____

Position: - _____

Review: - _____

Environmental Statement

The Trust is committed to preventing pollution and to complying with all relevant environmental legislation, regulations, and other environmental requirements.

The Trust will regularly evaluate the environmental impact of our activities, products, and services and the Trust will take action to continually improve our environmental performance.

It is our policy to:

- Minimise the use of energy, water, and natural resources.
- Minimise waste through prevention, re-use, and recycling where possible.
- Dispose of waste safely and legally.
- Avoid the use of hazardous materials, where practical.
- Work with environmentally responsible suppliers.
- Prevent environmental damage and minimise nuisance factors such as noise and air pollution.

The Trust will define environmental objectives, targets and improvement actions that are related to this policy and to our significant environmental aspects. The Trust will regularly evaluate progress.

The Trust are committed to providing relevant environmental training and promoting environmental awareness to employees and, where appropriate, to suppliers and to communicating our environmental performance.

The Trust will implement processes to prevent environmental non-conformities and to ensure that the Trust is prepared to deal with potential environmental emergencies.

This policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation, and best practice.

Signature: - _____

Date: - _____

Position: - _____

Review: - _____

Food Safety Statement

Employees have a statutory duty to take care of themselves and others who may be affected by their acts or omissions. To enable these duties to be accomplished it is the Trust's intention to ensure that responsibilities for food safety matters are effectively assigned, accepted and fulfilled at all levels within our organisation.

As far as is reasonably practicable, the Trust shall ensure that:

- Adequate resources are provided to ensure that proper provision can be made for food safety.
- Risk assessments are carried out and periodically reviewed in accordance with the HACCPs.
- Systems of work are provided and maintained that are safe and without risks to food safety.
- Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
- All employees are provided with such information, instruction, training, and supervision as is necessary to secure their safety and health at work, the safety of others who may be affected by their actions and the safety of food on the premises.
- Where appropriate, health surveillance will be provided to employees.
- The provision and maintenance of all plant, machinery, and equipment to ensure it is safe and without risk to health or food safety.
- The working environment of all employees is safe and without risk to health or food safety and that adequate provision is made with regard to the facilities and arrangements for their welfare at work.
- The place of work is safe and that there is safe access to and egress from the workplace.
- Monitoring activities are undertaken to maintain agreed standards.
- All food prepared or stored on the premises complies with all food safety requirements and is of the nature, substance and quality demanded.

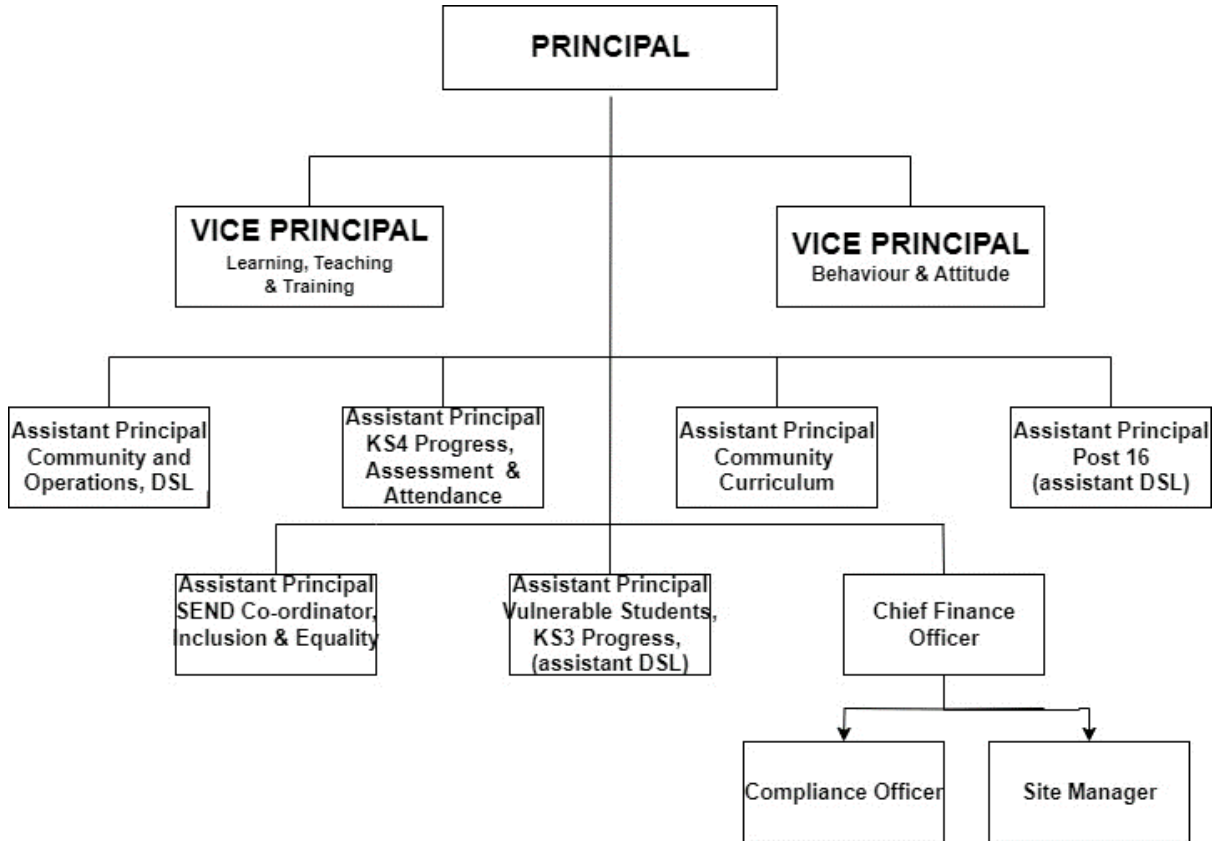
Signature:- _____

Date:- _____

Position:- _____

Review:- _____

Health & Safety Organisation Chart



Health & Safety Responsibilities

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy that includes details of responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with legislation.

Trust Board and Principal

The Trust Board and Principal will ensure that: -

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- Sufficient funds are made available for the requirements of health, safety, and welfare provisions.
- Health and safety is integrated into the Trust's management systems.
- Health and safety is a key topic on the agenda of each full Trust Board meeting.
- The same management standards are applied to health and safety as to other management functions.
- All levels of management within the Trust fully understand the arrangements for the implementation of the health and safety policy.
- The organisational structure is appropriate in order to manage health and safety.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the Trust's rules, safe systems of work and training required to perform their duties and work-related tasks. The training is repeated at regular intervals.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- The location of any asbestos containing material is identified and appropriately managed.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- Joint consultation between SLT and employees take place as described in the policy.
- All welfare facilities, including temperature, lighting, and ventilation levels, are adequate.

- Competent Radiation Protection Advisors are appointed and a suitably trained Radiation Protection Supervisor is put in place.

Compliance Officer

The Compliance Officer will ensure that: -

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- SLT are advised of the implications arising from health and safety legislation and codes of practice and their application to the Trust's activities.
- The Trust's health and safety policy, organisation and arrangements are reviewed.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- The policy is reviewed for compliance with the objectives for health and safety
- Audits and inspections are conducted in accordance with the Trust's health and safety monitoring procedures.
- Reports re prepared for submission to the SLT and the Audit Committee on the overall performance of health and safety within the Trust.
- Training programmes are established or arranged to inform and educate employees of their health and safety responsibilities and duties.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks. The training is repeated at regular intervals.
- Qualified first aid personnel and facilities are provided.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities, and the importance of recording all accidents/incidents on Safety Cloud/Accident Book, or both, as appropriate.
- First aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.
- All accidents / near miss incidents are investigated and recorded on Safety Cloud and control measures implemented to prevent any recurrence.
- All accidents/incidents are reported by Citation to the enforcing authority in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Records and statistics of all accidents and incidents that occur within the Trust are compiles using the Evolve accident book and Citation Safety Cloud.

- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the Trust and that relevant employees are informed of the significant findings of the assessments.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- Joint consultations between management and employees take place as described in the policy.
- All health and safety issues raised by employees are recorded and investigated.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- In conjunction with the Senior Site Manager, regular safety checks are undertaken, and records made available of the testing, maintenance, and statutory inspections of all equipment.
- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely for the Trust.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- All welfare facilities, including temperature, lighting, and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in all areas within the organisation.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- Manual handling training is undertaken and reviewed regularly or if process change requires re-assessment.
- All electrical equipment is adequately maintained, and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.

Senior Site Manager

The Senior Site Manager is responsible for:

- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.

- All health and safety issues raised by employees are recorded and investigated.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Regular safety checks are undertaken, and records made available of the testing, maintenance and statutory inspections of all equipment.
- Contractors are adhering to safety rules and procedures and any other relevant statutory legislation relevant to their work.
- All welfare facilities, including temperature, lighting and ventilation are adequate.
- All electrical equipment is adequately maintained, and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required to avoid danger.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- The training needs of employees are identified.
- Risk assessments are compiled for activities under their control.
- The location of any asbestos containing materials is identified and appropriately managed.
- Pre-start checks are carried out on all relevant equipment and suitable records are kept.

Line Managers

Line Managers within the Trust are responsible for ensuring:

- All health and safety issues raised by employees are recorded and investigated.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- The training needs of employees are identified.
- All accidents and incidents are reported.

Fire Responsibilities

The Vice Principal (Behaviour), Compliance Officer and Site Team will ensure that:

- All employees receive comprehensive induction and are provided with information to ensure that they are fully aware of all the arrangements in place for the evacuation procedure.
- A register of employees on site is kept up-to-date by staff using the Inventory sign-in system. The Inventory register is available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.
- The requirements for employee training in fire safety are adhered to.
- A fire logbook is kept up to date with all relevant records relating to fire safety and it is made available for inspection by the local authority fire brigade.
- The fire alarm and associated equipment is tested weekly, and tests are recorded in the fire logbook.
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.
- A fire evacuation drill is carried out at least termly which will be recorded in the fire logbook.
- Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded.
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.
- An annual fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified (including PEEPs).
- All hazardous chemicals, gases and other hazardous materials are recorded, and an inventory kept for information/inspection by the local authority fire brigade.
- Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

General Responsibilities

As employers the Trust have a duty to all employees, casual workers, part-time workers, trainees, visitors, and sub-contractors who may be in our workplace or use work equipment provided by us. Consideration will also be given to our neighbours and the general public.

SLT will ensure they:

- Assess all risks to workers' health and safety and bring the significant findings to the attention of employees.
- Provide safe plant and equipment that is suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Provide adequate training and information to all employees.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary.
- Appoint competent persons to help comply with health and safety law.
- Provide employees and others who have little or no understanding of English, or who cannot read English, with adequate supervision, translation, interpreters or replace written notices with clearly understood symbols or diagrams.

Employees' Responsibilities

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are: -

- Every employee has a duty of care under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable care of themselves and any other person who may be affected by their acts or omissions at work.
- In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, lifesaving equipment, signs or fire fighting equipment.
- Employees also have a duty to assist and co-operate with The Trust and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to:

- Always follow safety rules, avoid improvisation, and comply with the health and safety policy.
- Only perform work that they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block or temporarily reduce any emergency escape routes.
- Always practice safe working procedures, refrain from horseplay, and report all hazards and defective equipment.
- Always wear suitable clothing, footwear, and, if appropriate, personal protective equipment for the task being undertaken.
- Inform the Compliance Officer of all accidents that occur using Safety Cloud.
- Ensure that they seek First Aid when they are or may be injured.

The Management of Health and Safety at Work Regulations require all employees to:

- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to management anything that they may consider to be of any danger.
- Advise management of any areas where protection arrangements require reviewing.

Sub-Contractors/Self Employed Personnel Responsibilities.

Will be made aware of the Trust's health and safety policy, safety rules and:

- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- Will comply with all instructions given by SLT.
- Will co-operate with the Trust to ensure a high standard of health and safety on all contracts with which they are involved.
- Will carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties.

- Will comply with signing in and out procedures.

Employee Information

Information regarding health and safety law is provided in a number of ways:

- Employees are provided with access to a copy of the 'Employee handbook'.
- The approved poster "Health and Safety Law – What You Should Know" is displayed on the premises. This poster is advisably completed with names of responsible persons. Alternatively, a leaflet version of the Health and Safety Law poster is available and should be distributed to all employees.
- SLT and employees have access to the Citation Safety Cloud System that contains all relevant information with regard to recording and monitoring procedures.

Joint Consultation

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives, as detailed in the Safety Representatives and Safety Committees Regulations.

The Trust recognise the importance and benefits to be gained by consultation and will maintain clear avenues of communication to ensure effective consultation between SLT and employees. It is the responsibility of SLT to ensure that consultation takes place in good time on matters relating to employees' health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the Trust, then the Trust will recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purpose of such consultation.

Health and safety will be on the agenda of all Trust Board meetings. Items that may be included in the meeting are:

- Review of accident statistics, near misses and trends.
- New legislation.
- Compliance with the objectives of the health and safety plan.
- Occupational health issues.
- Introduction of new technology.
- Result of health and safety audits.
- Review of significant findings identified by reports produced by Citation Ltd.
- Completion of corrective actions.
- Review of training needs.



Citation Ltd along with other professional bodies will inform senior management of any relevant changes to health and safety. SLT will disseminate this information to all relevant employees.

If any visitors or customers raise any concerns with regard to health and safety, SLT will investigate the issue and if required, take appropriate action to deal with the matter.

The Working Time Regulations

The Working Time Regulations set minimum standards for working hours, rests, and holidays. Except for young workers, defined as those over school leaving age but below age 18, the Regulations do not apply to workers in certain occupations and the Regulations have limited application to certain workers in the transport sector, and to other groups of workers that are partially exempt.

There are special rules for night workers and for 'other special cases', which include the following: –

- Those whose place of work is distant from their home or whose places of work are distant from one another.
- Those who work in security or surveillance activities requiring a permanent presence in order to protect property and persons.
- Those whose work activities require continuity of service or production, including hospitals, residential institutions, docks, airports, media and continuous processes.
- Those whose work is seasonal, including tourism.
- Those whose activities are affected by 'force majeure', which includes unusual or unforeseen circumstances or exceptional events beyond the control of their employer or where there is an accident or the imminent risk of an accident.

Information on night workers and on 'other special cases' can be obtained from Citation's Health & Safety Helpline.

Abrasive Wheels

Trust Responsibilities

The Compliance Officer will ensure that a risk assessment identifies:

- Significant hazards and risks arising from the operation.
- Persons at risk.
- The appropriate controls to be implemented.

In addition, the Compliance Officer will:

- Monitor the effectiveness of the arrangements.
- Review these arrangements periodically.
- Work with the Curriculum Leader or Site Maintenance Team to ensure that all employees are properly trained in the safe use of grinding machines and students are supervised at all times.
- Ensure that the mounting and dressing of abrasive wheels is only done by an appropriately trained member of employees.
- Provide personal protective equipment including eye protection, as identified in the school risk assessments.
- Ensure that transparent screens are fitted to all fixed bench or stand-mounted machines, to intercept sparks and particles.
- Maintain the floor area immediately around grinding machines in a good condition, and free from obstruction.
- Ensure that wheel guards are secured in position and properly adjusted before the wheel is run.
- Ensure that grinding operations are carried out in such a manner as to not introduce a risk of fire.
- Monitor the maximum speed of the wheels against the RPM of the grinding machine.

Relevant Employees should:

Take care of themselves and others in work activity involving abrasive wheels and also:-

- Follow training, guidance and instruction given, to prevent injury or ill health.
- Use protective and safety equipment provided.
- Inspect the work equipment before use.
- Check skin for dryness or soreness every six months.

- Report immediately to their line manager any hazardous or dangerous situations or when suffering ill health.
- Co-operate with the Trust's arrangements for health and safety.

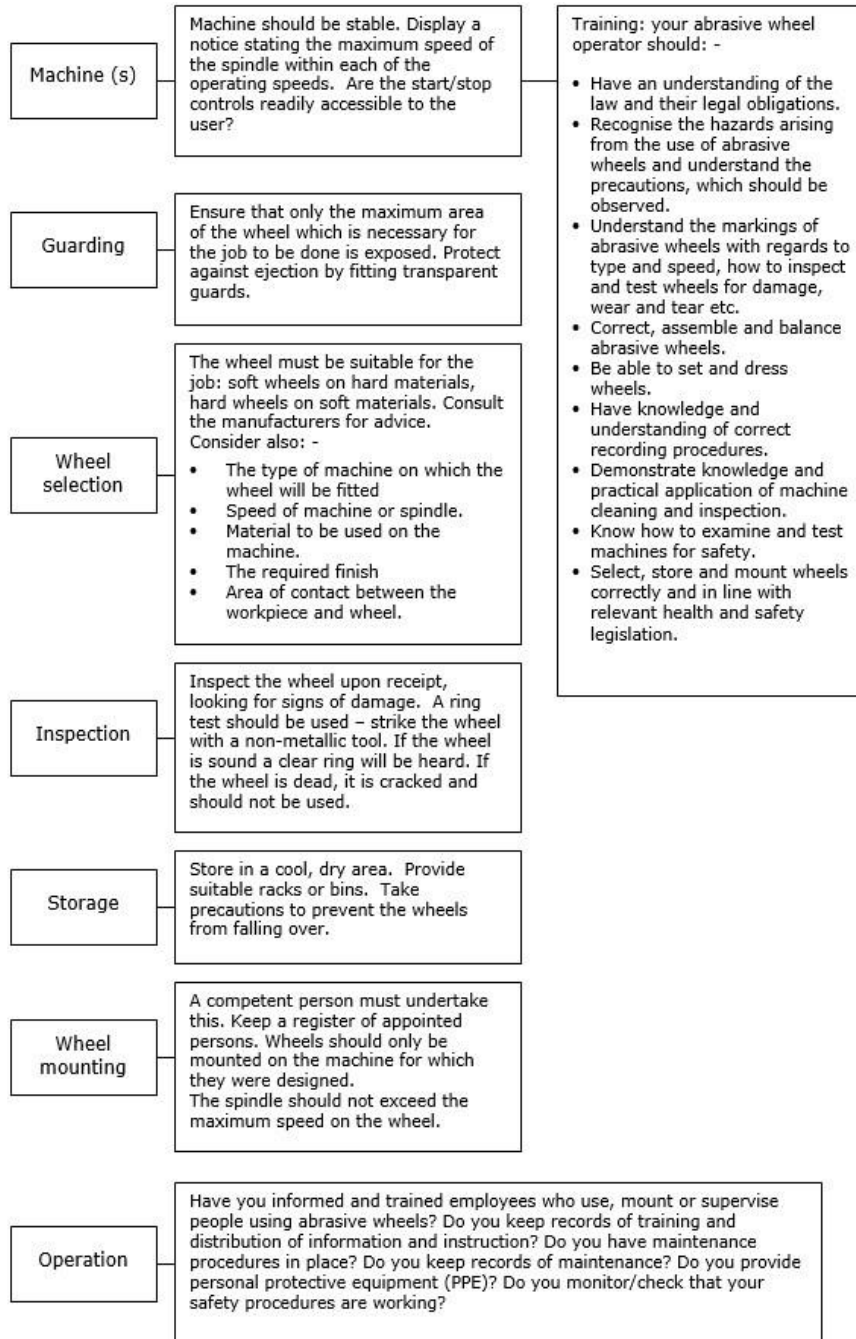
Note: All employees are reminded that, if they find any defects or faults with the equipment, then they must:

- Stop the work safely.
- Isolate the equipment.
- Label it "UNSAFE TO USE"
- Report the defect to their supervisor.

Under no circumstances, should any students use any equipment if it is considered unsafe.

Equipment that has been identified as "Unsafe to use" should be labelled as such and taken out of service.

Abrasive Wheels Flowchart



Access and Egress

The Trust's Responsibilities

The Site Maintenance Team and the Compliance Officer will ensure that:

- A risk assessment is carried out for safe access, egress, and movement within and around the premises and grounds.
- Suitable control measures are implemented to minimise harm, and employees and visitors are informed of the applicable procedures.
- Suitable security measures are provided to prevent unauthorised access to the premises.
- Arrangements and procedures are in place to ensure pedestrian safety and pedestrian/vehicle segregation where possible.
- External public areas, paths and car parks are maintained in a safe condition.
- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.
- Floor coverings/walkways are in good condition and free from slipping, fall and tripping hazards.
- Reasonable steps are taken to prevent slips, e.g., not over-buffing floors, removal of algae, applying de-icers/grit in winter according to the plan for managing bad weather, supplying, and installing slip resistant surfaces, etc.
- Cables are positioned away from pedestrian routes or suitable cable covers are provided.
- The edges of steps and stairs are clearly marked and stairways, passageways and working areas are well lit with suitable handrails fitted to stairways.
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk e.g., kitchen and laundry are met.
- Suitable covers are provided and placed over any openings in floors/in grounds, or suitable safety fencing (rigid material – flexible chains not acceptable) is placed around such openings.
- Materials and liquids are stored correctly, and spillages or leaks are cleaned up immediately.
- Regular cleaning is undertaken, and good housekeeping is maintained.
- Waste is correctly and regularly disposed of.
- Employees wear appropriate footwear.
- Lighting is sufficient to enable safe and easy access in the workplace and that it is regularly maintained.

- All contractors are closely monitored to ensure that they do not hinder safe access/egress of employees and other personnel when working at the premises.

All Employees and Students should:

- Remain vigilant and immediately report any suspected breaches of security.
- Report to management, any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.
- Regularly check that there is sufficient space to move about their work area freely and where necessary report any problems.
- Follow advice and information given by SLT in relation to safe access and egress.
- Keep areas clean and tidy.
- Not leave trailing cables, rubbish or any other trip hazard that arises from work activities.
- Wear appropriate footwear to include, as per the TUC health and safety at work guidance:
 - Upper - should be made from natural materials such as leather or a breathable man-made fabric. Some leather has a plastic coating to repel water and allow the shoe to be wiped clean.
 - Lining – should be a breathable material to keep the foot fresh. Linings need to be smooth and seam-free.
 - Toe area – should be foot-shaped and deep enough to prevent rubbing and allow the toes to wriggle. This is especially important with protective toecaps. If the shoes are padded and fitted properly, you should not be able to feel the toecaps at all.
 - Insole – preferably removable to allow easy insertion of padding or orthoses.
 - Heel fit – the heel should fit snugly on the foot, stopping the heel slipping out of the shoe and stabilising the foot upon ground contact.
 - Heel – should have a broad base and be no higher than 4cm. If worn for long stretches, they should be no more than 2cm in height.
 - Sole – should be strong and flexible with shock absorption to cushion the jolts of walking on hard surfaces. Material should be slip resistant, such as rubber, polyurethane or PVC.
 - Fastenings – laces, buckles, or Velcro to secure the foot in the shoe.
- Take care when walking around the school premises.

Accident Reporting

The Trust's Responsibilities

SLT, the Site Maintenance Team and the Compliance Officer will ensure that:

- Suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded on Safety Cloud.
- Where necessary, they notify the relevant authority, e.g. HSE, of any accident, dangerous occurrences and work-related ill-health incidents.
- Appropriate First Aid procedures are followed in the event of an accident or incident resulting in injury.
- All employees are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention within the Trust.
- A nominated person notifies the Health and Safety Executive (HSE), using the appropriate online RIDDOR reporting form via www.hse.gov.uk/riddor/report.htm, of any relevant accident, dangerous occurrence and/or instance of work related ill-health that falls under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The Incident Contact Centre can alternatively be contacted on 0845 300 99 23 if there is a work-related accident where:

- A member of employees, or a self-employed person, working for or on behalf of the school is killed or suffers a specified injury (including as a result of physical violence)
- A member of the public, e.g., a student, or other person not at work is killed, or goes straight to hospital for treatment.

RIDDOR reportable instances include the following. This list is not exhaustive, and the Compliance Officer will contact Citation Ltd.'s Advice Line for further guidance, support and clarification.

Death

- Workers who have died of a work-related accident.

Specified Injuries

- Fractures, other than to fingers, thumbs, and toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding) which:
 - Cover more than 10% of the body, or
 - Cause significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which:
 - Leads to hypothermia or heat-induced illness, or
 - Requires resuscitation or admittance to hospital for more than 24 hours.

Over Seven-Day Injury

This is an injury, which is not major but results in the injured person being away from work or unable to carry out their normal duties for more than seven days. Apart from the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted.

Occupational Disease

- Severe cramp of the hand or forearm.
- Occupational dermatitis.
- Occupational asthma.
- Any occupational cancer.

Dangerous Occurrence

There are 27 dangerous occurrences which are relevant to most workplaces, e.g.,

- Collapse, overturning or failure of load bearing parts of lifting equipment.
- Electrical short circuit or overload causing fire or explosion.

People Not at Work

- A member of the public or person who is not at work has died.
- A member of the public or a person not at work has suffered an injury and is taken from the scene of the accident to hospital for treatment to that injury.

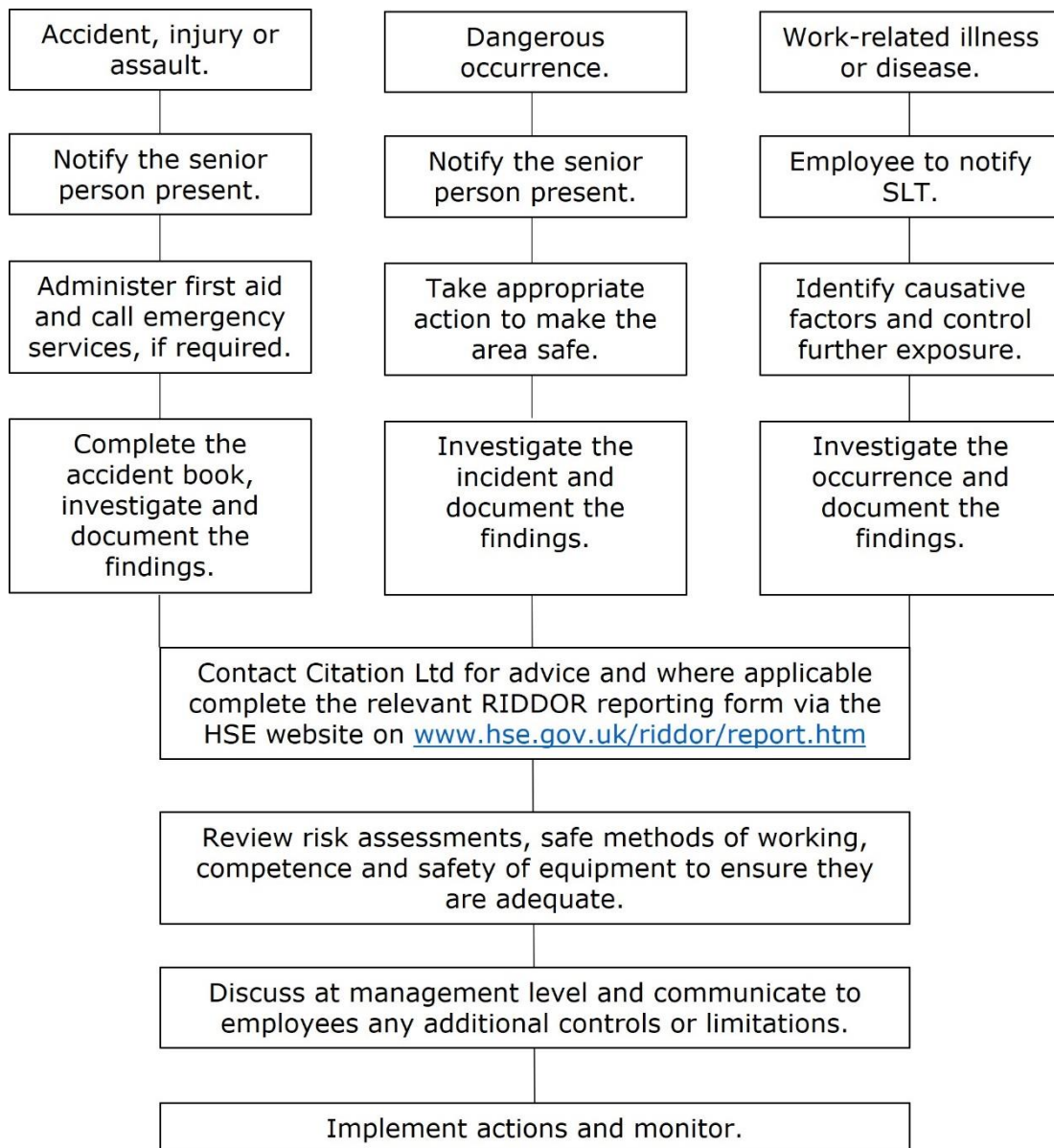
In addition, the Principal will ensure that:

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within Safety Cloud will constitute an investigation.
- The risk assessments will be reviewed and if necessary further control measures will be introduced.
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

Employees' Responsibilities

Any employees who are involved in, or aware of, an accident must follow the accident reporting procedure using Safety Cloud and inform the Compliance Officer, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

Accident and Incident Reporting Flowchart



Administration Of Medicines Including The Use of Auto-injectors e.g., EpiPens®

The Trust's Responsibilities

The Principal will work in partnership with parents, students, the First Aider, the Compliance Officer, and professionals to ensure that students who require medication during teaching time are able to receive it in a safe and secure environment that enables them to continue to make progress at throughout the day.

The Principal, the First Aider and the Compliance Officer will develop and implement a local policy for administration of prescribed medicines and will ensure that:

- Appropriate training is delivered to enable employees to support students with medical needs that involve the administration of prescribed medication.
- The content of such training will include all health and safety measures required as a result of a health and safety risk assessment.
- Where prescribed medication is required that could involve a hazard to the administering member of employees, or to other students (e.g., use of hypodermic syringe), a specific risk assessment will be completed.
- Information about a student's medical condition and related needs are only be disseminated to those employees who require to know in order to ensure the student's well-being. Such information will only be passed on with the consent of parents.
- Parents are encouraged to contact their Pastoral Manager if they feel that procedures need to be adapted to suit their child's specific needs.
- The policy and guidelines are reviewed in line with local and national developments and relevant legislation.

The First Aider's and the Compliance Officer's Responsibilities

The First Aider and/or the Compliance Officer will ensure that:

- Medicines are suitably labelled with the name of the students; name of the drug; dosage; frequency of administration.
- A record card is completed for each student receiving medication. The card should include the following information:
 - the medicines required by the student.
 - details of dosage and times for administration.
 - the types of medicines being carried.
 - appropriate risk assessment undertaken.
 - The employees involved in administration or supervision of medication.

- Employees must not compel a student to take medication.
- In an emergency, students have prompt access to their medicine through a recognised procedure.
- All employees are familiar with the emergency procedure.
 - These procedures are followed when on Trust visits.

Employees

Any employee who participates in administering medication to students will comply with the Trust policy.

There is no legal duty that requires the Trust employees to administer medication - this is a voluntary role.

Auto-injectors (e.g., EpiPens®)

Auto-injectors are intended for immediate self-administration in the emergency treatment of anaphylactic shock.

In the event of a student being prescribed an auto-injector the Trust will ensure that:

- All employees are able to access training in recognizing anaphylaxis and in the administration of an auto-injector.
- The students are encouraged to carry their emergency medication on their person at all times.
- Either the parent/guardian or the student has granted permission for the medication to be administered in an emergency situation.
- An emergency box is provided, the box to be stored in the First Aid room in a cupboard in a labelled box.
- The box will contain one 'in date' auto-injector for use in an emergency. The students who need auto-injector treatment for anaphylaxis are recorded on the Arbor MIS system and also the Evolve Accident Book where all First Aid incidents are recorded. This must be consulted before administering a non-prescribed auto-injector.
- In the event of a student having had an anaphylactic reaction they must be sent by ambulance to hospital whether full recovery is noted or not.
- The student will be accompanied throughout by at least one employee and the empty auto-injector that has been administered, will be taken with them to hospital.
- The student's parents/carers will be informed immediately after alerting the ambulance.

Note:

Since there is no way to predict the severity of a reaction, and because anaphylaxis can progress so rapidly, waiting for the ambulance or the Medical Centre employees to administer adrenaline may greatly increase the risk of death.

Therefore, it is essential that anyone with a history of anaphylaxis carries adrenaline autoinjectors, such as EpiPen®, on hand at all times and be prepared to use them whenever a reaction occurs.

Alcohol and Drugs Misuse

Responsibilities

Principal's Responsibilities

- Seek to identify problems at an early stage and thus minimise the risk posed to the health and safety of employees, students, and others.
- Ensure that appropriate arrangements are in place to minimise the likelihood of alcohol, drugs and substance abuse occurring.
- Recognise that drug and alcohol problems are medical conditions that are potentially treatable.
- Treat all information in the strictest of confidence.

Employees' Responsibilities

All employees should:

- Not attend for work at any time whilst under the detrimental influence of alcohol or drugs.
- Seek help voluntarily if they recognise that they have an alcohol or drug related problem.
- Advise the Line Manager of a colleague that they suspect has an alcohol or drug related problem that is affecting their work.

Disciplinary Procedures

- If an alcohol or drug related problem comes to light that results in unacceptable behaviour or performance, it may be dealt with in accordance with our disciplinary or capability procedures.
- Behaviour or performance which is found to be unacceptable and related to alcohol or drug abuse, may, depending on the circumstances of the individual case, result in summary dismissal.

Asbestos - For Those In Control Of The Premises **(Duty Holder)**

Responsibilities Of the Duty Holder In Control Of The Premises

In its management and reduction of the likelihood of anyone being exposed to asbestos or asbestos containing materials the Duty Holder is considered to be The Trust, and will:

- Take reasonable steps to locate and check the condition of materials containing asbestos in non-domestic premises under their control.
- Presume materials contain asbestos unless there is strong evidence that they do not.
- If confirmed that asbestos is present by an asbestos survey being undertaken, including the taking and analysis of samples, make and keep up-to-date, a record or register of the location, amount, type, and condition of the asbestos containing materials and the materials presumed to contain asbestos.
- Assess the risk of exposure to staff, students, contractors, and others to asbestos fibres from any materials identified.
- Prepare a plan setting out in detail how the risks from these materials will be managed to prevent exposure to asbestos and record the roles and responsibilities for managing asbestos.
- Plan for emergencies to cater for incidents of asbestos containing materials being accidentally uncovered or fibres released.
- Take necessary steps to put the plan into action and inform those who may be affected.
- At least annually, review and monitor the plan and the arrangements to keep them relevant and up-to-date.
- Regularly check the condition of these materials and search for deterioration, damage, or disturbance.
- Make safe or, if necessary, remove or make arrangements to have removed any material that contains asbestos where there is a risk.
- Keep any material known or presumed to contain asbestos in a good state of repair.
- Identify the location, type, and condition of the materials to anyone who is likely to work on or disturb them, or who is or may be at risk.
- Promote awareness of the risks of asbestos through training and induction of staff.
- Ensure that anyone, including contractors, working on asbestos containing materials or materials suspected of containing asbestos are adequately trained and competent to carry out the work and are licensed where necessary.

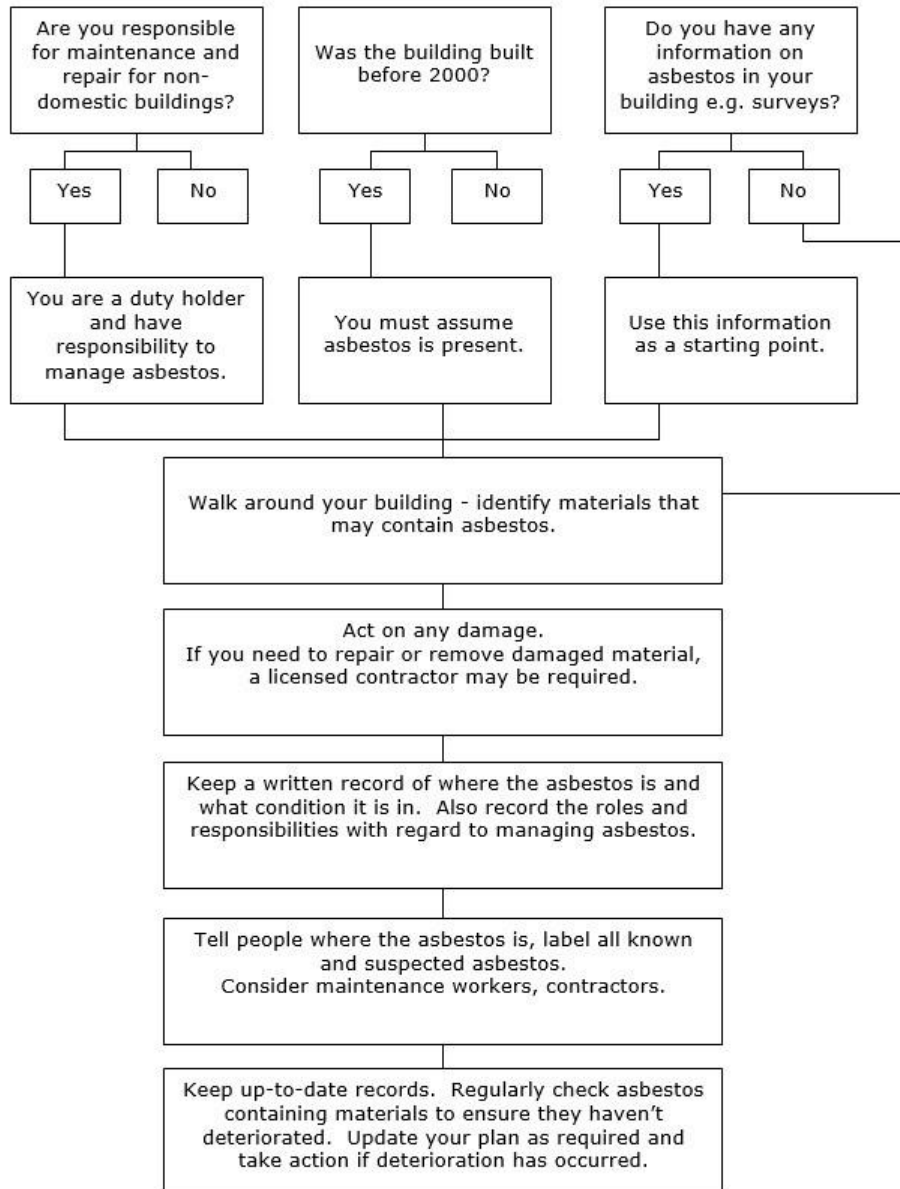
- Check that the HSE have been notified of any licensed work or relevant non-licensed work planned to be undertaken.
- Ensure that sub-contractors have suitable arrangements, including supervision, to control exposure to asbestos in place prior to commencing work. No work with asbestos to be carried out until a written plan, detailing how the work is to be undertaken, has been prepared.
- Ensure suitable arrangements are in place for the disposal of any asbestos waste produced including used personal protective equipment.

Employees' Responsibilities

Employees will:

- Immediately report any damage to the building or building materials to the Site Maintenance Team and the Compliance Officer
- Not work on the building structure or equipment, e.g., walls, ceilings, fuse boxes, etc. unless instructed by the Site Maintenance Team or the Compliance Officer and they are suitably trained.
- Follow all information, instruction and training given to prevent injury or ill health.

Asbestos Management Flowchart



Autoclaves

The Curriculum Leader for Science's and Senior Laboratory Technician's Responsibilities:

Senior Laboratory Technician will:

- Ensure the autoclave is suitable for use and installed / commissioned by a competent engineer.
- Ensure the autoclave is in a secure location with restricted access to students.
- If required prepare a written scheme of examination prior to using the equipment for the first time.
- Initiate an inspection regime to regularly inspect the autoclave to ensure that all the interlocks on the machine are functioning correctly at all times.
- If required, ensure that the autoclave is examined by a competent engineer at a maximum interval of 14 months. They will issue a certificate of inspection, which must be scanned and given to the Compliance Officer.
- Monitor records of tests, faults, repairs, and modifications to help identify and address problems before they develop.
- Ensure that all operators receive information and training in the safe use of autoclaves.
- Undertake a risk assessment of autoclave use and apply the control measures as necessary.
- Ensure that all operators are fully trained in safe working procedures and are familiar with all the controls and safety devices prior to using the autoclave.
- Issue employees with the correct PPE for use with autoclaves.
- Using Safety Cloud, keep records of maintenance, Certificates of Inspection issued and Written Schemes of Examination, where required.

A Written Scheme of Examination and a Certificate of Inspection do not apply to all autoclaves. The Curriculum Leader for Science and the Senior Laboratory Technician should contact the equipment manufacturer or supplier to ascertain if these two documents are required.

Staff Responsibilities

Staff will:

- Not use the autoclave unless trained to do so.
- Follow any training, guidance or instruction given to prevent injury or ill health.
- Wear and keep in good condition any personal protective equipment that is issued to them for the activity.
- Not tamper or remove any of the safety devices.
- Perform a pre-user check prior to operation as instructed in training.
- Report any hazardous or dangerous situation to the Compliance Officer.
- Report any injuries/incidents to First Aider/the Compliance Officer.
- Co-operate with management arrangements for health and safety.

Blood Borne Viruses (BBV)

The Principal's Responsibilities

- Ensuring a risk assessment is completed to identify the potential for contact with BBVs.
This includes First Aid Contact and accidental contact with bodily fluids.
- Directing that spillages are isolated and then cleared by a responsible and authorised person using suitable personal protective clothing to prevent any direct skin contact or splashes, etc.
- Providing the First Aiders with information about dealing with spillages and discarded needles.
- Directing that all first aid kits contain multiple pairs of disposable gloves to protect against possible contamination when handling an injured person.
- Allowing the use of sharps/syringes within the workplace only for medical reasons (employees using syringes at work for any other reason than for treatment of a medical condition will be subject to disciplinary action).
- Making suitable arrangements for the storage and disposal of sharps/syringes that are permitted for use within the workplace.
- Taking all suitable precautions to secure the safety of employees who have been diagnosed with a BBV and those employees working in close contact with the affected person.
- Treat any information that has been given by an employee in respect of a BBV condition in complete confidence.

Employees' Responsibilities

- Immediately report any spillage of bodily fluids and arrange for suitable isolation and cleaning in line by the Site Maintenance Team.
- Report to SLT in confidence, if they become aware that they are a carrier of a BBV, if it is relevant to their employment.

The risk of BBV infection is low, as direct contact with blood and body fluids does not occur regularly. Much depends on the nature of the exposure and not all exposures result in infection.

Centrifuges

Curriculum Leader for Science's and Senior Laboratory Technician's Responsibilities

The Compliance Officer will support the Senior Laboratory Technician in:

- Carrying out risk assessments and introducing necessary control measures to remove or reduce the risk to an acceptable level.
- Ensuring that all operators are fully trained in safe working procedures, manufacturer's instruction and are familiar with all the controls and safety devices prior to using the centrifuge.
- Regularly maintaining and inspect the centrifuge.

Employees' Responsibilities:

- Only operate a centrifuge if trained.
- Check the equipment for damage, faults, and cleanliness, before operation.
- Never attempt to open the centrifuge whilst it is in motion.
- Follow instruction, training and guidance given.
- Report all faults and spillages immediately to the Curriculum Leader for Science and resolve the situation between them.
- Do not permit students to use the equipment without supervision.

Child Protection

Description

Child abuse is a global phenomenon. It occurs in all countries and within all societies and involves the physical, sexual, emotional abuse and neglect of children. It is nearly always preventable.

All people who work in education are required to know and follow the guidance in the most recent Keeping Children Safe in Education. The Trust's policy SAFEG-03-Child Protection is the main reference document for all staff and volunteers of the Trust.

Statutory Definitions For Child Abuse For Entry Into The Child Protection Register Are:

- Neglect:- the persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold, starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development.
- Physical injury:- actual or likely physical injury to a child or failure to prevent physical injury (or suffering) to a child including deliberate poisoning, suffocation and Munchausen's by proxy.
- Sexual abuse: actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature.
- Emotional abuse:- actual or likely severe adverse effect upon the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection.

Associated Signs of Abuse

Beyond the obvious signs of physical abuse, such as bruising, employees are instructed to look for signs of emotional or sexual abuse, such as:

- Sudden changes in behaviour and/or deterioration of performance.
- Difficulty in trusting or defiance of others, excessive anxiety, or low self-esteem.
- Knowledge of sexual matters beyond what would be expected.
- A strong need for affection, sometimes expressed in physical terms.
- Frequent aches and pains possibly arising from psychosomatic illnesses.

There are, of course, many other signs of abuse, but it must be understood that the presence of such symptoms does not necessarily denote the presence of abuse – they can be due to many other causes.

The Assistant Principals' Responsibilities

The Assistant Principals for Safeguarding and for Vulnerable children will seek to inform and raise awareness of child protection issues and will ensure that employees are trained in the requirements of reporting any suspicion of abuse and how to initiate the correct procedure, including any investigation and reporting to the relevant authority.

In all suspected cases of child abuse, when such a matter is reported, a nominated person will talk to the child concerned and on the basis of the conversation and any other evidence presented, will decide on what further action should be taken.

If students speak to employees and make accusations of abuse, these shall be believed at the time until a proper investigation can be made.

All employees will:

- Report any suspicions or conversations that indicate abuse has taken place using the "Taupe form" system.
- Alert the Line Manager of the person if they think that someone is acting in an unsafe manner, or in ways that may be misconstrued.
- Do not question or approach parents, guardians, or other children in the family.

Cleaning and Disinfection

The Site Maintenance Team's Responsibilities

The Site Maintenance Team has responsibility for formalising cleaning within the Trust, therefore cleaning schedules have been compiled which outline:

- What needs to be cleaned e.g., floors, facilities, work surfaces, equipment etc.
- Who is to undertake the cleaning processes e.g., kitchen employees, cleaners etc.
- The frequency of cleaning procedures to be undertaken e.g., daily/weekly.
- How the cleaning process is to be undertaken e.g., whether equipment needs to be moved in order to undertake the cleaning procedure.
- What chemicals/disinfectants and cleaning implements are to be used e.g., brushes, shovels, hoses etc.

In Addition, the Appropriate Line Manager for the work outlined will:

- Train and supervise inexperienced employees until they are competent to undertake the activity safely on their own.
- Undertake suitable and sufficient risk assessments for the relevant work activities.
- Develop a safe system of work and train employees.
- Ensure chemical data sheets are available at all times.

Employees will:

- Co-operate with the Trust in relation to maintaining a clean and tidy environment.
- Follow training, guidance, and instruction to prevent injury or ill health.
- Make use of any personal protective equipment provided.
- Report to the Site Maintenance Team or the Compliance Officer any hazardous or dangerous situation.
- Co-operate with all arrangements for health and safety.
- Ensure suitable signs are displayed where necessary.

Compressed Gas Cylinders

Appropriate Curriculum Leader's Responsibilities

The Curriculum Leader will:

- Carry out a risk assessment to identify the significant hazards associated with using and handling compressed gas cylinders and implement suitable control measures to minimise harm.
- Check that cylinders are labelled or marked indicating their content and hazards associated with their contents.
- Ensure that affected employees are fully trained in the safe operating and handling of cylinders.
- Follow manufacturer's instructions on how to store, handle and use compressed gas cylinders correctly and safely.
- Store cylinders in their designated location in a secure, suitably restrained, upright position.
- Ensure that storage areas are dry, well ventilated, preferably outdoors, and positioned away from any source of heat, naked flame, or direct sunlight. Risk assessments must take into account compatibility of the gases stored.
- Ensure that limited numbers of gas cylinders are stored at any time.
- Ensure that gas cylinders and valves are regularly maintained, tested and examined in accordance with the manufacturer's recommendations and statutory requirements.
- Undertake and record regular visual inspections of gas cylinders and their associated holders, clamps, couplers, regulators, and hoses.
- Provide personal protective equipment (PPE), as identified by risk assessment.

Employees who use compressed gas will:

- Undertake training in the safe use of compressed gas and follow information and instruction provided.
- Wear any personal protective equipment (PPE) issued.
- Report any damage to cylinders or attachments.
- Do not drop, roll, or drag gas cylinders.
- Use equipment provided by the Trust to handle cylinders.

Construction, Design and Management (CDM) **Responsibilities (Schools)**

Clients' Responsibilities

Clients are defined as companies, organisations, or individuals for whom a construction project is carried out including local authorities, partnerships, the Trust Board, charities, insurance companies but excluding domestic clients.

For all Projects, Clients will:

- Ensure that designers and contractors are competent and adequately resourced.
- Provide information ('Pre-Construction Information') including site rules and details of site hazards, to those planning or bidding for the work.
- Where important information is not available, take reasonable steps to acquire such information including construction drawings, plans, manuals, survey reports and location of utilities.
- Ensure that the project is planned and managed suitably for its duration.
- Facilitate good communications, cooperation, and co-ordination between project members.
- Allow sufficient time and resources for the design, planning and construction work to be done properly.
- Ensure that adequate welfare facilities are arranged.
- Ensure that structures constructed for use as a workplace conform to the requirements of the Workplace (Health and Safety and Welfare) Regulations.

For Notifiable Projects:

Where projects are likely to take more than 30 days or involve more than 20 subcontractors at any one time or more than 500 Person Days of construction works:

The Client will undertake the following additional duties:

- Appoint a competent and adequately resourced CDM Principal Designer prior to detailed design of the structure - scope of works.
- Appoint a competent Principal Contractor.
- Provide information ('Pre-Construction Information') as early as possible to the CDM Principal Designer relevant to the health and safety of the project.
- Ensure that work does not start before the welfare facilities and the Construction Phase Plan are in place.
- Agree the format of the Health and Safety File with the CDM Principal Designer/Principal Contractor and retain the file for future access after completion of the project.

Contractors

The Contractor Appointment Team Responsibilities

The Contractor appointment team, which is made up of a number of different people within the Trust will ensure that competent contractors are selected and appointed having regard to:

- Hazards on site.
- Site rules and safety procedures.
- The need for and selection of protective clothing.
- Any special equipment required.
- Information, instruction, and training.
- Dates and times when the contractors will undertake the work on school premises.

Other issues to be addressed are to:

- Ensure that risks associated with the work are assessed and suitable controls are in place.
- Manage, supervise, co-operate with and co-ordinate contractors when on site.
Ensure that contractors provide and use safe plant and equipment and all necessary personal protective equipment, PPE.
- Include contractor's operations in all safety audits/inspections, paying special attention to access and egress.
- Inform employees whenever, and where, contractors are working in their particular area.
- Ensure contractors are segregated from students, wherever possible, and where this is not possible ensure that students remain under the direct supervision of employees.
- Ensure compliance with current legislation regarding any requirements to check criminal records/barring of contractors undertaking work during any time that the Trust is open for teaching purposes and where contractors could be alone with students.
- Check that work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.

Contractor's/Sub-Contractor's Responsibilities

All contractors and sub-contractors undertaking work on behalf of the school:

- Must accept responsibility for complying with the provisions of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions in respect of the work comprising the contract.
- Must provide suitable and appropriate supervision to plan, control and monitor their operations having carried out risk assessments for the work.
- Must agree risk assessments and any method statements with the Project Manager or the Compliance Officer before work commences.
- Must inform the Project Manager or the Compliance Officer of any unforeseen hazards arising from the work to enable the necessary precautions to be put in place.
- Shall undertake electrical work and work involving the use of electrical tools and equipment in accordance with the appropriate regulations and industrial guidance.
- Must ensure plant and machinery brought on site is fully guarded and complies with the requirements of the Provision and Use of Work Equipment Regulations (PUWER).
- Must make available for inspection, test certificates issued by a competent person for equipment such as lifting equipment, air compressors and pressure plant.
- Must report all accidents to the Project Manager or the Compliance Officer immediately so that they can record the incident on Safety Cloud.

Employees' Responsibilities

Employees will:

- Immediately report any unsafe practices or concerns to the Compliance Officer.

Control Of Substances Hazardous to Health (COSHH)

Responsibilities of Curriculum Leaders whose subjects use hazardous or potentially hazardous substances and the Site Maintenance Team:

The Trust recognises its responsibilities in the provision of a safe environment in relation to the management of potentially hazardous substances and shall:

- Identify and list those hazardous substances that are used or stored within Trust premises.
- Identify all activities likely to produce or generate hazardous substances.
- Obtain hazard data sheets from suppliers or other sources.
- Identify who may be affected e.g., employees, students, contractors, public.
- Appoint a competent person to complete and record the COSHH assessments and review the assessment regularly if it is deemed to be no longer valid.
- Provide training in safe use of substance.
- Report any harmful exposure to the relevant authority.

Where reasonably practical, the Trust will prevent exposure by:

- Changing the process so that a hazardous substance is not required or generated.
- Replacing the hazardous substance with a less hazardous substance
- Using the substance in a safer form.

If prevention is not practicable, the Trust will control exposure by:

- Total enclosure of the process or partial enclosure and extraction where applicable.
- Using a system of work and handling that minimises leaks, spills and escape of the hazardous substance.
- Providing suitable storage and transport facilities for hazardous substances; following manufacturer's guidance and ensuring containers are correctly labelled.
- Determining the need to monitor exposure or if health or medical surveillance is required.
- Ensuring that control measures (e.g., ventilation and extraction) remain effective by inspection, testing thorough examination (where relevant) and maintenance of plant and equipment.

- Provide employees with suitable personal protective equipment (PPE) and respirable protective equipment (RPE) as required by risk assessment and ensuring that they are trained to use and handle the equipment. Where RPE is used, ensure that face fit testing is undertaken.
- Ensuring emergency procedures are in place and that arrangements to dispose of waste are implemented.
- Recording the findings in a COSHH assessment and reviewing the assessment regularly or if is deemed no longer valid.
- Providing a copy of each relevant COSHH assessment to those persons considered at risk.
- Preparing and implementing, by a competent person, a suitable and sufficient risk assessment that complies with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR), where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace.
- Providing information, instruction, training and supervision in the safe use and handling of hazardous substances.
- Regularly monitor compliance to the control measures implemented.

These responsible staff will also consider the risks to other persons who may come into contact with hazardous substances, particularly vulnerable groups, e.g., visiting children and women of childbearing age, and will implement the necessary controls to minimise or eliminate harm.

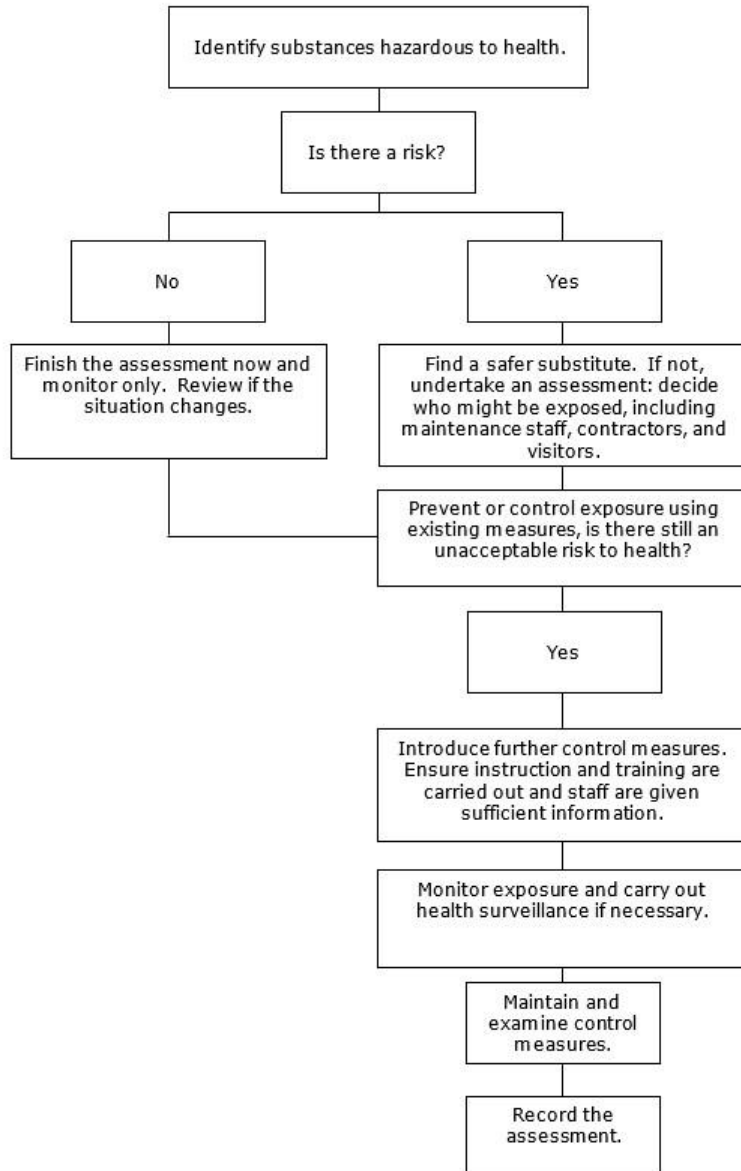
Note: controls are required to ensure that any assigned legal Workplace Exposure Limits (WEL) are not exceeded and to ensure that exposure to asthmagens, carcinogens and mutagens are reduced to as low as is reasonably practicable.

Employees' Responsibilities

All employees have responsibilities under COSHH Regulations, and are expected to: -

- Take part in training programmes.
- Observe container hazard symbols.
- Practice safe working with hazardous substances following training provided.
- Report any concerns immediately.
- Wear, use correctly and maintain any personal protective equipment provided and respirable protective equipment (RPE).
- Return all hazardous substances to their secure location after use.
- Observe all control measures correctly.

COSHH Assessment Flow Chart



Design And Technology Classes

Trust's Responsibilities

- Suitable storage is provided for handheld tools.
- Machinery and work equipment meets regulatory requirements for safety and formal inspection and is positioned securely.
- A competent person maintains machinery and work equipment on a regular basis, including extraction equipment.
- Suitably qualified teaching staff are appointed.
- Suitable and sufficient risk assessments for the classroom activities are undertaken.
- Safe working procedures are developed and implemented.
- Suitable personal protective equipment (PPE) is provided for issue to employees and students.
- A suitable standard of supervision of students is maintained, in accordance with the findings of risk assessments.
- Arrangements are monitored and reviewed regularly.

Employees will:

- Comply with this policy and follow the associated protocols/procedures/safe systems of work for their areas of work and responsibility.
- Carry out, at least on a weekly basis, inspection of the equipment including guarding, attachments, stability of equipment etc. Keep records of all inspections and any resulting action necessary.
- Not interfere with any safety device used on equipment and check all guards before the equipment is used.
- Provide adequate supervision in lessons, proportionate to the age and ability of individual students and the task being undertaken.
- Familiarise themselves with COSHH assessments and safe handling of chemicals before use.
- Wear, and ensure that students wear, any personal protective equipment (PPE) provided.
- Maintain the working area immediately around machines in a good condition and free from obstruction or build-up of waste materials including sherd, wood shavings, dust etc.
- Remove from use label and report any faulty equipment.
- Isolate machinery prior to accessing any moving parts or blades.
- Isolate machinery at end of use.

Note: Employees are reminded that, if they find any defects, faults, hazardous or dangerous situations with work equipment, then they must:

- Stop the work safely.
- Isolate and label the equipment.
- Report the defect.

Equipment that has been identified as “Unsafe to use” should be labelled as such and taken out of service.

Pandemic and Outbreak Management

Trust Responsibilities

Where a pandemic or outbreak of illness occurs, the Trust will:

- Undertake a risk assessment reflecting all areas of Trust activities in line with government guidelines and review as necessary in line with lessons learned and changes in government guidelines and legislation.
- Inform employees and others as necessary, of the contents of the risk assessment.
- Undertake audits and inspections where appropriate to check on compliance with the risk assessment.
- Undertake staff health screening and return to work health checks where required by the relevant employment laws and risk assessment.
- Consult with and provide information, instruction and training appropriate to the tasks to be completed to allow employees to undertake their work safely.
- Provide appropriate PPE to employees where required.
- Provide adequate information as to entry requirements and safe working procedures to those who may enter the premises, such as visitors.
- Comply with the requirements of legally mandated government testing schemes and contact tracing.
- Ensure that any pandemic procedures are compatible with existing infection control procedures, where established.
- Provide suitable equipment to continue to operate such as cleaning equipment and PPE.

Employees will:

- Comply with the contents and controls detailed within the Trust's risk assessments.
- Comply with workplace procedures designed to mitigate against the effect of pandemics on the workplace, such as Covid-19.
- Take care of themselves and others in the workplace where activities give rise to the potential for spread of infection.
- Comply with the relevant Government guidelines and legislation in relation to their fitness to attend the workplace.
- Follow any appropriate isolation/quarantine procedures which may be introduced in line with government guidance on travel.
- Report any concerns or issues relating to non-conformance with pandemic controls to the person responsible.

- Comply with testing requirements of the government and / or employer where there is a requirement to do so in line with legislation and / or risk assessment.
- Comply with relevant contact tracing systems implemented by government, informing their employer where required to do so.
- Notify their employer immediately should they be required to self-isolate in line with government and / or Trust requirements.

Disciplinary Rules

The Principal's Responsibilities

All employees may be dismissed for gross misconduct if, after investigation, the Principal believes that they have acted in any of the following ways:

- Deliberately broken any written safety rules.
- Removed or misused any piece or item of equipment, label, sign, or warning device that is provided by the Trust (or its agents) for the protection and safety of employees, students and any other person affected by the Trust.
- Used a naked flame in a non-designated area.
- Failed to follow established procedures for the use of:
 - Flammable or hazardous substances.
 - Toxic materials.
 - Items of lifting equipment.
 - Plant or machinery.
 - Behaved in any manner that could lead to accidents or injury, including horseplay, practical jokes etc.
 - Undertook any action that could interfere with an accident investigation.

The Principal will contact the Advice Line at Citation Ltd prior to undertaking any disciplinary action.

Employees' Responsibilities

- Co-operate with their employer and conduct themselves in a way that does not create risk of harm to themselves and others.
- To not misuse or interfere with anything provided for health, safety, and welfare.
- To report any identified hazards to the Site Maintenance Team or the Compliance Officer.
- To comply with clearly indicated and specific safety rules.
- To wear safety clothing or equipment provided.

Display Screen Equipment (DSE)

The Principal's Responsibilities

The Principal is committed to ensuring that persons within their area of control are not subjected to adverse health effects from the use of display screen equipment and for compliance with the arrangements stated within the policy. For the purpose of this policy, a user is defined as someone who has to use DSE equipment for a significant part of their working day and has little freedom to organise their workload.

In consultation with employees, the Compliance Officer will fulfil these obligations by:

- Identifying all DSE users in line with the regulations.
- Reducing the risk associated with DSE use to the lowest practicable level.
- Ensuring the risk assessment process is systematic, appropriate, comprehensive, and carried out with the involvement of employees and supported by trained assessors.
- Providing suitable work equipment and arrangements for regular breaks.
- Ensuring that all DSE users receive sufficient information, instruction and training relating to risks to health and how these can be avoided. Incorporating task changes within the working day in order to prevent intensive periods of on-screen activity.
- Reviewing software to ensure suitability for the task and providing additional training as necessary.
- Paying for eyesight tests on request.
- Contributing towards corrective appliances (glasses), where recognised people require these solely and specifically for working with DSE.
- The Trust will ensure that, where required, all employees will regularly complete a DSE assessment questionnaire.

Where an employee raises a matter related to health and safety in the use of display screen equipment, the Compliance Officer will:

- Take all necessary steps to investigate the circumstances.
- Ensure appropriate corrective measures are taken.
- Advise the user of the actions taken.

The Trust will undertake a general risk assessment for all computer rooms to identify any safety issues. All cables will be secured under desks in cable management solutions in order to reduce any trip hazards.

All windows will be protected from excessive glare by either installing blinds on the windows or by placing tinting film on the windows.

All employees have a responsibility: -

- To inform the Compliance Officer as soon as possible if a health problem arises through the use of display screen equipment, using Safety Cloud.
- To work in accordance with any advice or guidance given by the Trust
- To familiarise themselves with the contents of the relevant risk assessments.

Doors

The Principal's Responsibilities

SLT, the Site Maintenance Team and the Compliance Officer will ensure that:

- All doors are designed so that employees, students, and visitors can utilise them safely.
- A general workplace risk assessment is undertaken which considers safe access/egress within the premises.
- Automatic door closers are fitted where required.
- Wherever possible, fire doors are hung so that they open outwards as this improves egress in emergencies and for moving and handling.
- Where necessary vision panels are provided.
- Where necessary, fire doors are fitted with electromagnetic door catches that ensure the doors close automatically on activation of the fire alarm.
- Fire doors are marked with suitable signs e.g., "Fire door – keep closed" or "Fire door – keep locked shut" as appropriate.
- Fire exit doors are marked with suitable signs e.g., "Fire Exit" and "Push bar to open" as appropriate.
- Anti finger trapping devices are installed where necessary and completely cover the gap that is created on the hinge side of a door when it is in the open position.
- Where necessary, cupboard doors are fitted with safety catches.

Employees Will

- Not chock or wedge fire doors open.
- Report any damage to doors, fixings, or signs to the Site Maintenance Team.
- Report any accidents or near misses.

Driving At Work

The Principal's and the Compliance Officer's Responsibilities

The Principal and the Compliance Officer will ensure that:

- Where possible, the Principal/Compliance Officer will give consideration to the avoidance of driving or use an alternative mode of travel, where these are reasonably practicable alternatives. If driving is absolutely necessary, risk assessments will be undertaken for all work-related driving activities in consultation with the relevant employees.
- The necessary control measures will be implemented and communicated to the relevant employees.
- Drivers are fit and competent to drive, that they hold a valid driving licence, are suitably insured, are familiar with the vehicle and the task, understand the risk assessment findings and control measures and have received appropriate training, as necessary.
- Drivers are properly trained; induction training will be given to new employees and further training may be provided for those employees at highest risk.
- Drivers will be trained to carry out basic safety checks, and what to do in the case of breakdown, accidents, or emergencies.
- Vehicles are appropriate for the task and maintained in a clean and roadworthy condition.

Employees' Responsibilities

- Employees must follow any advice, information, instruction, and training given by the Trust.
- All employees who are expected to drive on Trust business must have a valid driving licence for the class of vehicle they will be driving.
- Drivers must ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose and is in a safe mechanical condition. This is particularly important for privately owned and driven vehicles.
- Drivers are expected to comply with traffic legislation and The Highway Code, be conscious of road safety and demonstrate safe driving.
- A driver who is under the influence of drink or drugs or disqualified from driving must not drive for the Trust.
- Drivers must stop after a crash or similar incident with which they are involved.
- All relevant employees must provide a copy of their driving licence on request and declare any driving convictions. A DVLA licence check will take place.

- All relevant employees must inform the Compliance Officer if they become aware of any medical condition or take medication that might affect their ability to drive.
- All relevant employees must undertake an eye test every two years and provide a copy of their prescription to the Compliance Officer.

Education Premises Management

Trust Responsibilities:

The Principal will ensure that there is a local policy in place that includes:

- The Trust complies with The Education (School Premises) Regulations 1999 and the Workplace (Health and Safety and Welfare) Regulations 1992.
- The Trust has regular maintenance and inspection regimes in place that are carried out on time with records kept in all instances.
- That any necessary repairs are carried out in a timely manner to ensure the Trust's and other users' health, safety and welfare are prioritised at all times.
- Ensure third party lettings comply with the Trust policy and procedures and produce their own attributed safety systems before permitting the activity/work.

The Site Maintenance Team or the Compliance Officer will ensure that:

- A suitable supply of water for domestic purposes including drinking water, toilets, urinals, sinks, and showers are constantly provided and maintained.
- Water temperatures supplied to communal outlets should not exceed 43°C.
- There is adequate drainage system for hygiene purposes and disposal of water, which is thoroughly checked and maintained both internally and by and a specialist contractor where necessary.
- Load bearing structures are capable of sustaining and transmitting any dead or imposed loads and where necessary consultation with construction professionals.
- Suitable security arrangements, including adequate locking and alarm mechanisms are in place for the Trust grounds and buildings, also considering the entire perimeter of the grounds and visitor activities.
- Appropriate letting arrangements to third parties are organised to ensure that the health safety and welfare of the staff and students are safeguarded both in and out of school opening hours.
- Suitable arrangements are in place to ensure access is kept clear, also considering the movements of those who may be less able bodied.
- Appropriate medical and washing/changing facilities for students who fall are always available and maintained.
- Catering suppliers provide adequate facilities to ensure hygienic preparation, serving and consumption of food and regular inspections of food hygiene standards will be carried out.

- Classrooms and other parts of the Trust are maintained in a tidy, clean and hygienic state with regular, formal monitoring and standards of cleaning.
- Where practicable, good sound insulation and acoustics allow effective teaching and communication in relevant classrooms.
- Lighting, heating and ventilation in classrooms and other areas of the Trust are satisfactory and follow the Education (School Premises) Regulations 1999.
- Furniture and fittings are appropriately sourced designed for the age, needs and activities of all students at the Trust.
- Flooring conditions are monitored to ensure they are in good condition by carrying out regular visual checks and implementing plans for necessary repairs / replacements.
- Play equipment is monitored daily with any deficiencies reported to the appropriate body and repairs carried out as necessary.
- Regular checks and repairs are carried out to the Trust to ensure buildings are resistant to and protected from penetration by rain, snow, wind, moisture, or lighting.
- Trees located on the premises are inspected by a competent person on a 6-monthly basis and that suitable records are maintained of inspections and any maintenance work completed; ensuring that such competent persons have comprehensive insurance for any tree works that they conduct; that the competent person is fully conversant with additional legislation such as the Wildlife and Countryside Act 1980; that any tree work that is required is completed so far as possible outside of normal school hours and that risk assessments are in place; that regular checks of trees located on the premises are completed and recorded by the site management team with any issues identified and managed appropriately.
- Utilise this arrangement alongside the 'Maintenance' instructions in this policy.

Employees will:

- Comply with the health and safety policy and follow any associated protocols and procedures for Premises Management.
- Report any defects or repairs that they come across in the Trust to Site Maintenance Team or the Compliance Officer.
- Carry out any inspections of the premise or equipment at required timescales as defined by the Site Manager or Compliance Officer.
- Follow guidance as noted within the 'Maintenance' policy and handbook arrangement.

Educational Visits

The Trust's Responsibilities:

The Trust Board will ensure that there is a local policy in place that includes:

- Suitable planning, management, risk assessments, approval, and evaluation of visits, with appropriately trained employees and volunteers.
- Checks of licences to comply with the Adventure Activities Licensing Regulations 2004,
- Ensuring appropriate insurance is in place for all visits,

The Visit Leader and the Compliance Officer will ensure that:

- The policy produced by the Trust Board is implemented and acknowledged.
- All school visits comply with the Trust Board policy and Trust regulations in every respect and if this responsibility is delegated, it must be to a "competent" person.
- There is suitable planning, management, risk assessments, approval and evaluation of school visits and that students' safety is paramount.
- There will be suitably trained staff and volunteers with DBS where appropriate.
- The Educational Visits Coordinator (EVC) will liaise with the local authority's Outdoor Education Adviser to help colleagues in schools to manage risks.
- Planning of visits involves guidance and support from those with specialist competence and expertise, especially in relation to higher risk activities.
- Suitable transport will be used with risk assessments and emergency procedures in place for first aid/medical history, breakdown/strike disruption of transport, missing students and gathering emergency contact details.
- Relevant information about precautions associated with school trips is communicated to employees, students, and parents, where appropriate.
- Any accidents, or incidents are recorded and investigated.

Employees and volunteers will:

- Comply with the Trust Board policy and follow the associated protocols and procedures on school visits.
- Ensure suitable planning, management, risk assessments, approval, and evaluation of Trust visits, with consideration of students' safety being paramount.
- That suitable transport will be used with risk assessments and emergency procedures in place for first aid/medical history, breakdown/strike disruption of

transport, missing students and emergency contact details are available. Dietary needs of students must also be accessible during the visit.

- Staff/volunteers are enabled to share their medical, dietary and emergency contact details with the Visit Leader/other staff as they feel fit. Volunteers are usually excluded from access to this information.
- Ensure the safe storage of personal data which they are required to carry for the visit, regardless of who it belongs to.
- That licenses of adventure activity providers will be checked to ensure they comply with the Adventure Activities Licensing Regulations 2004.

Electricity

The Principal's Responsibilities

With regard to fixed installations the Principal (in conjunction with the Senior Site Manager) will ensure:

- Consideration is given to the design, construction, and selection of electrical equipment for use in the workplace.
- Electrical installations and equipment are installed, maintained, and inspected in accordance with the IET (Institution of Engineering and Technology) Wiring Regulations.
- Recommendations made by inspecting engineers are reviewed and implemented.
- Safety information is exchanged with contractors to enable compliance with the Trust's health and safety arrangements.
- All main circuit breakers/isolators are identified to ensure relevant persons understand how to isolate the equipment or building services safely in the event of an emergency.
- A safe system of work is promoted and implemented such as a lock-off procedure for isolation of electrical supplies during maintenance, inspection, and testing.
- Where it is considered necessary, ensure that the design and construction of structures and systems include protection against lightning.
- The condition of electrical equipment, plant and accessories is monitored and appropriate action taken to prevent danger if faults are identified.
- Appropriate work equipment is provided such as 110v plant and power tools for harsh environments.
- Employees who carry out electrical work are trained and competent to do so.
- Suitable personal protective equipment is provided as necessary, maintained in good condition and replace damaged or lost items as necessary.
- Tools and equipment meet relevant standards, are CE and UKCA marked and are suitable and adequate for electrical working.
- Secure access to electrical cupboards and fuse boards is maintained and the areas kept free of flammable or combustible materials.

Portable equipment and testing

Definition - Equipment, which is not part of a fixed installation but is able to be connected to a fixed installation, or a generator, by means of a flexible cable via a plug and socket assembly.

This includes equipment that is either hand-held or hand operated while connected to the supply or is intended to be moved while connected to the supply.

The Principal is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. Equipment will be marked to identify the date tested. The results of inspections shall be logged, and records made available for inspection.

Experience of operating the maintenance system over a period, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.

Any defective equipment will be removed from use until it can be repaired/replaced, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

On occasion, the Trust may hire-in equipment from a reputable supplier. This equipment must be treated the same as company equipment and not subjected to abuse or neglect.

Employees' Responsibilities

Employees have a responsibility for:

- Co-operating with management arrangements for electrical safety in the workplace.
- Visually checking equipment before use for any obvious defects such as cable or casing damage or scorch marks.
- Reporting any defects, faults, or dangerous activities to the Site Maintenance Team or the Compliance Officer, using Safety Cloud.
- Using equipment only in line with the manufacturers operating instructions e.g., jet washer used with additional RCD or RCBO protection.
- Complying with safety rules and use work permits/lock out procedures as applicable.
- Not bringing personal electrical equipment onto company premises without prior authorisation from management. If allowed, any such equipment must be tested in accordance with company procedures.
- Gaining permission before using extension leads or adaptors.
- Switching off any non-critical equipment when not in use.
- Not attempting repairs to electrical appliances or circuits unless qualified to do so.
- Exercising caution when placing drinks near to appliances or power outlets.

Emergency Plan

SLT's, the Site Maintenance Team's and the Compliance Officer's Responsibilities

- Support the production of risk assessments for significant workplace activities and the development of emergency plans and procedures, and business continuity plans before work commences.
- Support with the assigning of responsibilities for controlling and dealing with emergencies (including fire, bomb threats and security threats) ensuring that responsible people are trained and competent in their role.
- Where applicable, liaise with Principal Contractors, Client Representatives, Safety Representatives, external emergency services, and local authorities, regarding the emergency plans.
- Provide clear systems for contacting the emergency services.
- Provide information, instruction and training to employees and contractors on the emergency arrangements including escape routes, muster points and shut down procedures etc.
- Make arrangements to recover and treat injured people. Undertake emergency practice drills. Ensure that any equipment used as part of the emergency plan such as first aid, fire fighting, fire detection, alarms, gas release detection, communication systems, lighting, signage, and rescue equipment are maintained and that persons are trained and competent in using such equipment.
- Ensure that emergency routes are clearly defined, kept clear, well-lit and that there is suitable access for emergency services.
- Investigate all emergency situations.
- Develop a strategy for dealing with the media.

Employees' Responsibilities

- Co-operate and follow directions of responsible persons in order to comply with the emergency procedures.
- Attend training in the actions to be taken in the event of an emergency.
- Raise the alarm on discovering an emergency situation.
- Only use emergency equipment if you have been trained and authorised to use such equipment.
- Report immediately any faults, damage to emergency equipment or concerns with emergency plans.

Employing Young People at The Trust

Employer's Responsibilities

The Trust will complete a risk assessment specifically relating to the employment of young people before employing them. The risk assessment will give particular consideration to the:

- Immaturity and inexperience of the young person and any consequential lack of awareness of risks.
- Health & safety training to be given to the young person.
- Extent of exposure to any chemical, biological or physical agents.
- Nature and layout of the work area.
- Types of equipment, methods of use and work activities to be undertaken.

Where a Child or Young Person is on work experience by the Trust, communicate the findings of the risk assessment, together with protective and preventative measures to be taken, to a person having parental responsibility or rights for the child (e.g., parent or guardian, etc.) and to the school/college/training provider where applicable.

If young people were considered in previous risk assessments, then there will be no requirement to repeat the process, except as part of the normal review/revision of risk assessments.

In addition, the Trust will ensure that young people are not exposed to risks at work that arise because of their lack of maturity or experience and any consequential lack of awareness of potentially dangerous situations. A young person will not be expected to do any of the following: -

- Work beyond their physical or psychological capabilities.
- Perform work which involves harmful exposure to radiation.
- Perform work which involves risks to health from noise, vibration, or extreme heat or cold.
- Perform work which involves harmful exposure to any agents which can chronically affect health, including those with toxic or carcinogenic effects or those causing genetic damage or harm to an unborn child.

The Trust will also:

- Ensure adequate training and supervision is provided to enable the young person to undertake their job safely.
- Provide and train in its use, whatever personal protective equipment is needed to safeguard the employee e.g., ear and eye protection, helmet, and footwear etc.
- Introduce health checks if there is a danger of ill health arising from the work.

Employees' Responsibilities

Employees must:

- Co-operate with management arrangements for young people in the workplace.
- Report any hazards to the employer.
- Follow any guidance, information, instruction, and training given by the employer.

Young people must:

- Ask the employer or senior member of employees if unsure about anything.
- Make full and proper use of all PPE that has been issued to them.
- Not undertake any tasks unless they have been trained.
- Report any hazards or defects to the employer or a senior member of employees.

Events Safety

The Principal's Responsibilities

The Principal will ensure that:

- A plan is produced that describes how the Trust will manage event safety, who has specific responsibilities and how these will be carried out.
- A team is formed that comprises sufficient numbers of employees (and parents/guardians or others as relevant). Team members will have a level of competence appropriate to the nature and size of the event.
- Suitable and sufficient risk assessments are completed and agreed before the commencement of the event.
- A list of safety rules is created and distributed to all workers or helpers who will be associated with the event.
- Contractor or sub-contractor companies are vetted in accordance with the Trust's arrangements for control of contractors.
- Contractors or sub-contractors are competent in managing their own safety on the site.
- Volunteers and contractors are aware of the legislation, regulations and guidelines affecting the provision of services such as catering and stewarding.
- Arrangements are in place for the supervision, support and monitoring of volunteers, and other workers where necessary.
- Suitable and sufficient site services and welfare arrangements are in place.
- There is liaison, if deemed necessary, with the relevant local authority and emergency services representatives and they are provided with sufficient information to enable their understanding of the nature of the event.

Employees' Responsibilities

Employees will:

- Comply with the arrangements put in place for the event.
- Report any unsafe situations or acts to the person in charge at the event.

Fire

The Principal's Responsibilities

The Principal and the Compliance Officer will ensure that:

- All employees receive comprehensive training at all inset days to ensure that they are fully aware of all the arrangements in place to facilitate a safe evacuation.
- A fire risk assessment for the relevant premises* is undertaken (and regularly reviewed) which clearly sets out identified control measures.
- Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).

*** Note: either employers or persons in control of the premises have a duty to carry out a fire risk assessment.**

- A register of employees and students is kept up-to-date and will be taken to the fire assembly point in the event of an evacuation. It takes account of people with disabilities when determining fire safety arrangements and evacuation procedures for buildings under its control Training in fire safety is adhered to.
- A fire logbook is kept up-to-date and that it is available, on request, to the enforcement agencies.
- The fire alarm and all associated equipment is tested in line with current guidance and tests are recorded in the fire logbook.
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.
- A fire evacuation drill is carried out each term and details recorded in the fire logbook.
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.
- All hazardous chemicals, gases and other hazardous materials are recorded, and an inventory kept for information/inspection by the enforcing authorities.
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors will be unlocked and available for use at all times when persons are in the building. All fire doors will be closed at all times and not wedged open.

Employees' Responsibilities

All employees are required to:

- Practice and promote fire prevention.
- Raise the alarm on discovery of a fire.
- Report any concerns regarding fire safety to management, so that any shortfalls can be investigated, and remedial action taken.
- Receive basic training in the action to take in the event of fire.
- Follow instructions and training in relation to fire safety in the workplace.
- Co-operate with management arrangements for fire prevention in the workplace.
- Accept individual responsibility to take reasonable care for the health and safety of themselves and for any other person who may be affected by their acts or omissions.

The Trust does not expect employees to fight fires, however, extinguishing action can be undertaken if it is safe to do so and you have been trained. On no account should a closed room be opened to fight a fire.

Fire Action

If you discover a fire

- Immediately operate the nearest alarm call point or notify the senior person present.
- Attack the fire (only if trained and if safe to do so) with the appliances provided. **Do not take personal risks.**
- Using the phone to dial 999.
- Giving the operator the telephone number and asking for the fire service.

When the fire service reply, give the response distinctly:

- Give the name and location from which the call is being made (as per Fire Action Notice / Fire Plan) to the operator.
 - This will normally be "Heart of England School, Gipsy Lane, CV7 7FW."
- Do not replace the receiver until the fire service has confirmed the details.

Call the fire service immediately for every fire or on suspicion of a fire.

On notification of a fire

- The Fire Marshals will take charge of the evacuation and ensure that everybody is accounted for.
- As soon as the alarm is heard, all non-essential personnel and visitors will leave the building by the nearest available exit and proceed to the nominated fire assembly points as identified on the fire action notices.
- Remaining personnel will proceed with the planned evacuation of everyone to an area of safety.
- The Fire Marshals will liaise with the fire officer in attendance and arrange such assistance as the fire service may require.

Use the nearest available exit.

Do not stop to collect personal belongings.

Do not re-enter the building until told to do so by the Senior Fire Officer.

In the event of a fire, the safety of a life shall override all other considerations, such as saving property or extinguishing the fire.

First Aid

Description

Anyone may sustain an injury or become ill, and it is important that they receive immediate attention and that an ambulance is called for in serious situations. The provision of adequate first aid cover is essential; it can save lives and prevent minor injuries becoming major ones.

Associated Hazards

- Bodily injuries: blows, impact, crushing, stabs, cuts, grazes, scalds, falls from height.
- Illnesses: asthma, diabetes, epilepsy etc.

The Principal's and the Compliance Officer's Responsibilities

The Principal and the Compliance Officer will:

Carry out a first aid needs assessment for the school to identify:

- The level of First Aid cover required, e.g., 'First Aiders' (i.e., those who have either a First Aid at Work or Emergency First Aid at Work certificate) or 'Appointed Persons'. Consideration will be given to cover annual leave, sickness etc.
- First aid equipment and facilities.
- Emergency procedures.
- Ensure employees are aware and kept aware of the first aid arrangements for each area.
- Provide the minimum numbers of first aid personnel at all times.
- Display the names in trained First Aiders and the location of first aid kits.

The Medical Officer must:

- Regularly monitor the contents of first aid kits and replenish stock.
- Provide training and refresher training of First Aiders and Appointed Persons.
- Dispose of contaminated waste properly.
- Communication of above to all new and existing employees.
- Ensure suitable grab bags are available to take out onto sports fields during events, for school trips and in case of an accident.
- Keeping first aid signs up to date and legible.
- Ensuring first aid kits are checked regularly and contents are in date.
- Notifying the Compliance Officer if there are any entries in the accident book.

First Aid Kits in Vehicles

Where employees and students travel in vehicles, the Trust will ensure that a first aid kit is allocated to the vehicle (where it must remain) rather than an individual. The contents of these first aid kits will be monitored to ensure that they are fully stocked and all dates on dressings are current.

First-Aiders Are Responsible For

- Undertaking an appropriate training course and, if required, attending refresher courses as required.
- Ensuring that their First Aid at Work or Emergency First Aid at Work Certificate is kept up to date.
- Assessing the immediate situation where first aid is being applied, acting without placing themselves or others in danger and making the area safe.
- Administering first aid as required and within their capabilities. Where there is any doubt, manage the situation while waiting for medical assistance to arrive.

Employees' Responsibilities

To reduce the risks of suffering personal injury or delay in getting treatment, employees must:

- Co-operate with the Trust arrangements for first aid.
- Know what the procedure is for summoning help.
- Follow any guidance or instruction given, to prevent injury or ill health.
- Report any hazardous or dangerous situations.
- Calling for the appropriate medical assistance

Food Technology Classes

Description

One of the main purposes of effective teaching and learning in Food Technology is to develop students' skills so that they can produce delicious and nutritious food to a budget.

To achieve this, the Trust utilises a variety of equipment ranging from small hand tools through to larger items necessary for the preparation, storage, and distribution of food.

It is the Trust's policy to ensure that employees have a safe place in which to work and that students have a safe place in which to develop their skills.

Associated Hazards

- Machinery safety.
- Slips and trips.
- Cuts.
- Burns and scalds.
- Manual handling.
- Food poisoning.

The Principal's and the Compliance Officer's Responsibilities

Compliance Officer will ensure that:

- All walls, ceilings, doors, and floors are of a suitable construction and finish to be easily maintained.
- Suitable storage is provided for hand tools.
- Kitchen work equipment meets regulatory requirements for safety and is positioned securely.
- A competent person maintains work equipment on a regular basis.
- Suitably qualified teaching employees are appointed.
- Suitable and sufficient risk assessments for the classroom activities are undertaken.
- Safe working procedures are developed and implemented.
- Suitable personal protective equipment (PPE) is provided for issue to employees and students.
- A suitable standard of supervision of students is maintained, in accordance with the findings of risk assessments.
- Arrangements are monitored and reviewed regularly.
- All food that is cooked is cooked thoroughly and for the correct period of time.

Employees will:

- Comply with this policy and follow the associated protocols/procedures/safe systems of work for their areas of work and responsibility.
- Provide adequate supervision in class, proportionate to the age and ability of individual students.
- Not interfere with any safety device used on equipment and check all guards before the equipment is used.
- Remove from use and report any faulty equipment.
- Ensure that any food or drink that is accidentally spilt will be cleaned up immediately and where appropriate, display suitable warning signs in prominent positions.
- Familiarise themselves with COSHH assessments and safe handling of chemicals before use.
- Wear and ensure that students wear, any personal protective equipment (PPE) provided.
- Carry out and promote good personal hygiene.

Reporting Illness/Exclusion

Food technology staff and students are encouraged to report if they or anyone in their household are suffering from diarrhoea, stomach upset or vomiting. In keeping with good practice, all staff and students suffering from any of the complaints listed above must not be in school until 48 hours after their last episode of illness.

Gas Safety

The Principal's and the Compliance Officer's Responsibilities

The Principal and the Compliance Officer will ensure that:

- All reasonable steps will be taken to secure the health and safety of all employees, students and others who use or operate gas appliances. In this respect the term gas refers to mains gas, liquefied natural gas and liquefied petroleum gases, i.e., propane and butane.
- That suitable and sufficient risk assessments are undertaken in respect of gas safety.
- Gas installations and appliances are designed and installed by qualified and competent persons in accordance with the Gas Safety (Installation and Use) Regulations.
- That gas installations are maintained in a safe condition by carrying out annual safety checks and regular maintenance.
- That portable and transportable gas appliances are inspected and tested frequently as required (the frequency will depend on the environment in which the appliance is used and the conditions of usage)
- Safe systems of work for maintenance, inspection or testing are promoted and implemented.
- Monitoring of gas inspection, design and installation work, and the gas safety management system is carried out by competent persons.
- Contractors and persons who carry out work on gas installations and appliances are competent to do so.
- Safety information is exchanged with contractors ensuring that they are fully aware of (and prepared to abide by) the Trust's health and safety arrangements.
- Detailed records required by the regulations and in relation to the above are maintained.

Employees must:

- Co-operate with management arrangements for gas safety.
- Not carry out repair work to gas appliances unless competent to do so.
- Follow any training, guidance and instruction given to prevent injury or ill health.
- Report any hazardous or dangerous situation.

Glass and Glazing

The Principal's Responsibilities

- A risk assessment will be undertaken in respect of all window or other translucent surface in a wall, partition, gate, or door to establish whether there is a risk of anyone being hurt if people or objects come into contact with it, or it breaks.
- Carry out visual maintenance checks for integrity of glass structures.
- Ensuring that where there is potential for an individual to fall through the window at height, measures are implemented to prevent people or objects coming into contact with the glazing.
- Ensuring that glass for windows and patio doors be constructed of safety glass to a recognised standard or alternatively be fitted with suitable safety film that prevents the glass from shattering with attention given to low level, door, adjacent to doors and partition glazing.
- Windows will also be clearly marked in a prominent position with manifestations to prevent people colliding with them when they are closed.
- Any windows that are accessible to pedestrians above ground level and could result in personal injury due to a fall from height, will be fitted with suitable restrictors to prevent the window being opened. In order that adequate natural ventilation is allowed into the room the opening gap will be restricted to approximately 100mm.
- Where necessary, traffic routes will be reorganised (either for people or vehicles) to avoid the risk of glazing being broken by impact.

Employees' Responsibilities

Cordon off access and report all damaged or broken glazing to the Site Maintenance Team.

All accidents and incidents must be reported to SLT and the Compliance Officer.

Hand Tools

Curriculum Leaders and Senior Site Manager's Responsibilities:

- Compile risk assessments and implement suitable controls for work involving hand tools.
- Provide safe and maintained tools.
- Provide the correct tool for the task being completed and ensure 'non-standard' tools are not being used.
- Provide information, instruction, training and keep appropriate records.
- Provide appropriate personal protective equipment and train employees in its use and storage.

Employees should:

- Carry all sharp tools in sheath or holsters.
- Examine each tool for damage or wear before use.
- Tag worn, damaged or defective tools "Out of Service" and do not use them.
- Do not use a tool if the handle is missing or the surface has splinters, burrs, cracks, or splits.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- Do not carry sharp or pointed hand tools such as probes or knives in your pocket unless the tool or your pocket is sheathed.
- Do not perform "make-shift" repairs to tools or manufacture 'non-standard' tools for work.
- Do not throw tools from one location to another or from one employee to another.
- Transport hand tools only in tool boxes or tool belts.
- Wear the appropriate personal protective equipment provided, usually safety goggles, gloves, and safety footwear.
- Understand any risk assessments or Safe Systems of Work provided for the use of the tools.

Hazard Reporting

The Trust Responsibilities

- The Trust accepts that some of its activities could, unless properly controlled, create hazards to employees and students. To reduce the likelihood of injury or loss the Trust will take all reasonable steps to reduce the risks to an acceptable level.
- Consequently, The Trust will inform the Compliance Officer of likely hazards by means of risk assessments, information, instruction, training, documentation, and signage in order that control measures are implemented to protect all students.
- To aid the recording of hazardous situations The Trust have implemented a hazard reporting procedure for employees, this will encourage safety awareness in the Trust. By encouraging the workforce to use these systems, accidents should be reduced which will lead to a safer working environment. In turn, this should improve the attitude of the workforce towards safety.

Hazard reporting includes 'near miss' reporting. Near misses are hazardous incidents with the potential to cause an injury or damage, e.g., employee tripped over a trailing cable, but no actual injury occurred.

Employees' Responsibilities

- All Employees should use the hazard reporting system on Safety Cloud as a means of communicating potentially dangerous situations or practices that may be present in the Trust.
- When a hazard has been identified, it must be reported immediately to the Compliance Officer, and SLT if appropriate. It is their duty to assess the situation and introduce the necessary control measures, so far as reasonably practicable, to prevent injury or unsafe conditions.

Health Conditions

The Trust's Responsibilities

The Trust will:

- Carry out a risk assessment of each job (including lone working) to determine whether there are any significant health and safety risks, considering individual circumstances.
- Ensure all employees complete a health screening questionnaire on starting with the Trust.
- Introduce the appropriate control measures to remove the risk or manage it.
- Meet the cost of making reasonable adjustments, depending on the nature of the adjustment.
- Permit employees with an underlying health condition to liaise with The Trust and organise their work area and work time accordingly and in line with guidance/supervision, except in exceptional cases where it is operationally impossible.
- Allow more time and greater flexibility for induction training and choose the location for this carefully.
- Establish procedures for dealing with the underlying health conditions in conjunction with any affected employees.
- Allow agreed leave for counselling, supervision, management sessions, medical appointments or treatment.
- Identify any specific training or physical needs of the individual.
- Make provision for employees with underlying health conditions within the arrangements for first aid, fire, and emergency evacuation. This may include appointing another individual to ensure affected employees are supervised through evacuation.

Employees' Responsibilities

- Notify the employer if they have a known health condition which could have an adverse effect on their day-to-day ability to work or if the condition could increase the risk of an accident at work.
- Notify the employer if taking medication that could have an adverse effect on their health and safety or that of others.
- To co-operate with the employer in relation to health and safety arrangements.
- Notify the employer of any prescriptive medication, general sale medication or pharmacy medicines that would affect the ability to work safely e.g., drowsiness.
- Follow any training, guidance, and instruction.
- Report any accident or incident to the employer.

Health Surveillance

The Trust's Responsibilities

The Trust will:

- Carry out appropriate risk assessments to ensure they take into account health surveillance requirements, identify the health hazards within the workplace and communicate the findings to appropriate employees.
- Ensure that resources are available for health surveillance needs.
- Appoint competent people to assist with health surveillance.
- Take any necessary measures to remedy any risks found as a result of the assessment.
- Ensure that all employees, including new employees are included in health surveillance programmes.
- Ensure that employees transferring to different work activities are included in the health surveillance programme if required.
- Provide employees with relevant information, instruction, and training.
- Communicate the results of health surveillance to relevant employees.
- Ensure that employees and their representatives are consulted on the need and procedures for health surveillance.
- Ensure that personal files are kept up to date.
- Ensure that employees attend the health surveillance programme.
- Ensure that sickness absence is monitored, and employees are referred to management if the reason for absence is thought to be work-related.
- Provide personal protective equipment where required.
- Monitor and review the effectiveness of the arrangements.
- All occupational health issues should be reported to senior manager for escalation.

Employees' Responsibilities

All employees will: -

- Advise the Compliance Officer of any significant health issues.
- Report any significant changes in their health to the Compliance Officer in intervals between health surveillance sessions.
- Cooperate with health surveillance programmes where a risk assessment has established the requirement.
- Cooperate with other risk reduction measures for the protection of their health.
- Attend health surveillance appointments or organise in advance for a change of appointment time if original is inconvenient.
- Attend appropriate training in relation to workplace hazards and health surveillance.

Home Working

The Trust's Responsibilities

The Trust realise that there may be concerns surrounding homeworking, to allay these fears the Trust will:

- Produce a suitable and sufficient assessment of the risks to the health and safety of these employees and others who may be affected and communicate such risk assessments to employees.
- Identify the preventative and protective measures needed, so far as is reasonably practicable.
- Provide suitable DSE training to employees so to enable those employees to carry out their own Display screen equipment assessments.
- Review completed DSE assessments and supply and maintain suitable equipment, where necessary, to allow employees to work safely.
- Encourage staff to maintain good housekeeping so to prevent slips, trips and falls and fires.
- Encourage staff to test battery powered fire detection systems regularly.
- Provide employees with suitable equipment, where required, to enable effective communication, such as: computer, phone, and video conferencing equipment.
- Ensure regular consultations are arranged to prevent these employees feeling isolated from the rest of the business.
- Check that lone workers have no medical conditions, which make them unsuitable for homeworking.
- Supervision of lone workers will be provided which will be based upon the findings of the risk assessment.
- Establish risk assessments and emergency procedures in consultation with employees.
- Provide access to first aid facilities as identified by the work activity risk assessment.
- Establish an emergency point of contact and communicate this contact to our employees.
- Ensure that appropriate support is given to staff following an incident.
- Ensure homeworkers are covered by the Employer's Liability Insurance cover.

Employees' Responsibilities

Employees who are recognised as homeworkers, must:

- Co-operate with the employer by following rules and procedures designed to protect their safety as a homeworker.
- Manage their time efficiently so as to carry out their daily tasks.
- Report any damage to work equipment to the Site Maintenance Team or the Compliance Officer.
- Report all incidents relating to homeworking using Safety Cloud.

Housekeeping

The Principal's and the Compliance Officer's Responsibilities

The Principal and the Compliance Officer will:

- Carry out a risk assessment in relation to housekeeping within the Trust and introduce control measures as appropriate.
- Take any necessary measures to remedy any risks found as a result of the assessment.
- Implement steps for the maintenance, cleaning, and repair of the premises.
- Train all employees to be aware of their responsibilities for ensuring that hazards are not created from their work or equipment.
- Inform all employees of the risks which exist.
- Re-assess housekeeping as necessary if work processes change.

Employees' Responsibilities

Employees must:

- Co-operate with management arrangements for good housekeeping in the workplace.
- Follow any guidance and instruction given to prevent injury or ill health.
- Report to the Compliance Officer any hazardous or dangerous situations.

Information, Instruction, Supervision and Training

The Trust's Responsibilities

- Consult with relevant persons to identify the information, instruction, supervision, and training required for the Trust, taking into account the level of skills, knowledge and experience needed, the risks identified in the workplace and any relevant, specific individual needs.
- Undertake a training needs assessment for all employees and provide the necessary training identified.
- Provide and prioritise information, instruction, training, and supervision based on risk assessment and ensure that any high-risk needs are met first.
- Ensure that the demands of the job do not exceed an employee's ability to carry out the work, without risks to themselves and others.
- Determine the most suitable method for delivery of the information, instruction, and training, including the use of internal and external providers.
- Assess the suitability of the information, instruction, supervision, and training and its effect on employees to enable changes, modifications, or additions to be made if required.

Relevant information, instruction, supervision, and training will also be provided: -

- On recruitment/induction.
- When moving a person to another task or promotion.
- When the workplace environment, process, equipment, or system of work is changed.
- If a review of risk assessments, safe systems of work and training needs determines a refresher program is required.

The Compliance Officer will ensure that records of all Health and Safety information, instruction and training provided are maintained on Safety Cloud.

Employee's Responsibilities

- Co-operate with the Trust in relation to all training aspects.
- Attend any training courses that are identified as necessary.
- Follow training, guidance, and instruction to prevent injury or ill health.
- Use protective and safety equipment provided.
- Report to their line manager any hazardous or dangerous situations.
- Co-operate with management arrangements for health and safety.

Kitchen Safety

The Principal's and the Compliance Officer's Responsibilities

The Principal and the Compliance Officer will ensure that:

- An appropriate and competent supplier is selected and appointed for the delivery of food services at the school and that they provide assurances that:
 - Suitable and sufficient risk assessments and safe systems of work for the associated work activities are undertaken.
 - Work equipment meets regulatory requirements for safety and is positioned securely.
 - A competent person maintains work equipment on a regular basis.
 - There is enough room in the kitchen for persons to move around safely.
 - All walls, ceilings and doors are of a suitable construction and finish to be easily maintained.
 - To prevent the entry of insects and dust into the room, cleanable fly screens are fitted to external windows and doors.
 - Where necessary mechanical local exhaust ventilation is provided to remove excessive heat from the kitchen.
 - Slip resistant floors are provided that are made of durable non-absorbent material and do not have any crevices, so that effective cleaning is possible.
 - Suitable personal protective equipment (PPE) is provided, as specified in the risk assessments, free of charge.
 - Employees are trained in the safe use of equipment.
 - Arrangements are monitored and reviewed regularly.
 - Food safety standards are observed and maintained and that records are maintained to demonstrate this (either using Safer Food, Better Business or other similar recoding formats).

All staff of the contractor will:

- Comply with this, and the contractor's own policy and follow the associated protocols/procedures/safe systems of work for their areas of work and responsibility.
- Not interfere with any safety device used on equipment and check all guards before the equipment is used.
- Report any faulty equipment or missing guards to management.
- Ensure that any food or drink that is accidentally spilt will be cleaned up immediately and the appropriate warning signs displayed in prominent positions.
- Familiarise themselves with COSHH assessments and safe handling of chemicals before use.
- Wear any personal protective equipment (PPE) provided.
- Carry out good personal hygiene.

Laboratory Safety

Employer's Responsibilities

The Trust, the Curriculum Leader for Science and the Senior Laboratory Technician will:

- Carry out risk assessments for laboratory activities.
- Obtain current Manufacturers Safety Data Sheets on all hazardous substances used in the laboratory.
- Carry out COSHH assessments for hazardous substances stored, handled, or used in the laboratory.
- Implement appropriate control measures to eliminate or minimise the risk of harm and inform relevant employees of the findings.
- Provide appropriate security measures and control access to the laboratory to authorised persons only.
- Provide information, instruction, training, and supervision in safe laboratory practice.
- Provide suitable personal protective equipment (PPE) and respirable protective equipment (RPE) as identified by risk assessment.
- Provide appropriate washing and decontamination facilities.
- Provide suitable storage facilities for e.g., hazardous materials, gas cylinders, laboratory equipment and PPE / RPE.
- Maintain good housekeeping.
- Maintain all laboratory equipment in efficient order and good repair including e.g., local exhaust ventilation (LEV), pressure systems, lifting equipment and ensure equipment is inspected and thoroughly examined as per statutory requirements.
- Where necessary, implement health surveillance programmes as identified by risk assessment.
- Plan for emergencies e.g., spill response and instruct staff on the procedures.
- Ensure proper waste disposal procedures are in force.

Employees' Responsibilities

The following controls must be adhered to: -

- Follow training, guidance and instruction given.
- Use personal protective equipment (PPE) and respirable protective equipment (RPE) and other safety equipment provided.
- Follow good hygiene practice and refrain from eating and drinking in the laboratory.
- Report any hazardous or dangerous situations immediately to the Laboratory Manager.

Ladders and Stepladders

The Trust's Responsibilities

Work at height should be avoided where possible (see also Working at Height arrangement). Where this is not possible then all reasonable actions will be taken by the Trust, through consideration of the working at height hierarchy, to ensure ladders are the most appropriate means of working at height. The Trust will ensure, so far as reasonably practicable, the safety of employees who work with ladders.

The Trust will, in consultation with employees and their representatives:

- Carry out a risk assessment of work activities involving the use of ladders.
- Take all necessary measures to reduce any risks found as a result of the assessment.
- Design the task so that 3 points of contact can be maintained whilst climbing the ladder and at the work position. Brief periods where a handhold is not maintained can be justified (e.g., when starting a screw), otherwise alternative measures will be required to prevent or reduce the distance of a fall, such as a work restraint harness.
- Ladders should only be used on firm, level ground and clean and solid surfaces which are free from loose material, enabling the feet to grip properly. Shiny surfaces can potentially be slippery even when not contaminated.
- Ensure that when new ladders are purchased that they conform to EN131 Professional Standard and are suitable for the task required.
- Ensure the maximum load capacity is not exceeded (i.e. through consideration of the combined weight of the user, equipment and any materials being carried).
- Risk assess ladders conforming to older standards (purchased prior to January 2018).
- Ensure that adequate checks have been completed and, where ladders are no longer suitable for use, they must be replaced with ladders conforming to the newer EN131 Professional Standard.
- Ensure domestic ladders are not used for work purposes.
- Ensure that all ladders supplied are of good construction, sound material and are suitable for the tasks to be performed.
- Ensure that all ladders used are clearly identified, regularly inspected, and maintained. Formal, detailed inspections should be carried out and recorded by a competent person. The frequency of said inspections will be determined by risk assessment (e.g., considering the frequency of use, environment in which they are used and the potential for damage).
- Maintain a records system, which identifies each ladder and logs each inspection, repair and maintenance procedure undertaken.
- Provide appropriate information and training to employees who use ladders, including additional information and training where the ladder is

used in a high-risk environment or in a way which increases the risks involved.

- Ensure ladders are stored in a way that does not lead to warping, defects, or reduction in strength.
- Implement a reporting system, so that any concerns, problems, risks, or defects encountered while using the ladders can be reported to a responsible person and the appropriate action taken.
- Ensure that ladders are secured when not in use to prevent unauthorised use.
- Ensure stability devices and other accessories are included in pre-use checks and maintained in accordance with manufacturer's instructions.
- Ensure the working area is secure to prevent collisions with vehicles, pedestrians or moving objects such as doors and windows. If necessary, barriers, cones or, as a last resort, a person standing guard at the base may be required.

Employees' Responsibilities

Employees will: –

- Follow instruction, training and information provided by the employer on the safe use of ladders.
- Check whether the type of work activity requires the use of a ladder; establish whether the ladder is suitable for the task and match the ladder to the job. Work should not commence if a point of work risk assessment deems a ladder unsuitable for the task, until further instruction from a supervisor or line manager is sought.
- Ensure the ladder is in good condition; check that it has been inspected and stored correctly; any repairs have been carried out correctly; that it has been regularly maintained and that it is free from defects, of good construction and of sound material.
- Carry out visual inspection prior to use, following an event which may have caused damage to the ladder and when moving to a different environment, (e.g., from a dirty area to a clean area).
- Avoid holding items whilst climbing (e.g., use a tool bag or belt).
- Do not use defective ladders and report any defective ladders to the employer immediately.
- Make use of any personal protective equipment provided by the employer.
- Avoid over reaching through proper positioning of the ladder. Employees naval/belt buckle should remain within the styles.
- Always grip the ladder and face the rungs while climbing or descending. Never slide down the styles.
- Advise the employer of any health issues, which may affect the ability to work at height.

Legionella

The Duty Holder's Responsibilities

The Duty Holder will ensure that:

- A suitable and sufficient risk assessment is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and water systems under their remit.
- A written scheme is produced and implemented, where a reasonably foreseeable risk of exposure exists, for preventing or controlling the risks.
- The Site Maintenance Team will help the Duty Holder manage the day-to-day operational control procedures in accordance with the Written Scheme.
- Steps are taken to check that equipment supplied for water systems are designed to minimise the growth of legionella bacteria and are installed in compliance with relevant water related regulations.
- Persons working with water systems are appropriately supervised and have been provided suitable information, instruction and training including the significant findings of risk assessments.
- The risk of Legionella is eliminated where reasonably practicable through improved engineering design of water systems, e.g., by removing dead legs or removing unused showers where water can stagnate.
- Regular cleaning, treating, maintaining, and operating of water systems at predetermined intervals.
- Regular monitoring, inspecting, testing e.g., water temperatures and Legionella bacteria levels, if needed and review of the water system's control measures, risk assessments and the Written Scheme to check their effectiveness.
- The risks from scalding are minimised.
- Records are kept of the:
 - Appointed responsible people for conducting the risk assessment, managing, and implementing the Written Scheme.
 - Significant findings of the risk assessment ○Written Scheme and its implementation.
 - State of operation of the water system (working or not).
 - Results of any monitoring, inspections, tests, or checks carried out including dates.
- Where relevant, the requirements of the Reporting Injuries and Dangerous Occurrences Regulations, RIDDOR, is complied with.

The Compliance Officer will ensure that: -

With the assistance of a competent person, carry out a risk assessment, develop a written scheme and seek/implement advice on prevention and control procedures.

Employees' Responsibilities

Employees must:

- Co-operate with management arrangements for the control of Legionella in the workplace.
- Follow any information, training and instruction given by the Trust to prevent ill health.
- Report to the Trust any disease diagnosed as Legionnaires' Disease or related conditions.
- Report to the Trust management any hazardous or dangerous situations.

Lighting

The Principal's Responsibilities

To safeguard employees, students and visitors from the potential hazards presented by inadequate lighting, the Trust will: -

- Carry out an assessment of lighting in the workplace to determine whether it is suitable. This will take into account employees and students with visual limitations.
- Take any necessary measures to remedy any risks found as a result of the assessment.
- Ensure that work is carried out in natural light wherever possible.
- Take precautions against excessive glare.
- Ensure that lights are positioned to avoid risks to health and safety (fire etc).
- Ensure that safe access is provided in order to clean or replace the lights or windows.
- Develop safe systems of work for such cleaning or replacement.

The following recommended standards will be adopted by the Trust:

- Outdoor lighting, especially where personal security is an issue - 20 lux, constantly maintained.
- Work requiring limited perception of detail - 100 lux.
- Local lighting at individual workstations - 200-500 lux with no sources of glare (i.e., direct sunlight, unshaded lightbulbs etc).
- Staircases and escalators - 300 lux, lit to provide good contrast between the treads and risers of the steps.
- Storerooms - 300 lux.
- Crossing points on traffic routes - 300 lux, constantly maintained.

Emergency Lighting

Emergency lighting will be provided to illuminate an escape route in an emergency evacuation (escape lighting), or to allow continued working or help evacuation of areas deficient in natural light, should the normal lighting fail (standby lighting).

Escape lighting will be provided to:

- Clearly indicate the escape route.
- Allow safe movement along the route and through exits.
- Ensure fire-fighting equipment, call-points and other emergency gear can be readily located and any instructions seen.

Escape lighting should come on within five seconds of the failure of normal lighting and provide at least 1-lux luminance at floor level. While this will seem 'gloomy', it is sufficient for safe movement during an emergency. The aim is to provide a similar level of lighting as moonlight.

The area immediately outside the final exit should be illuminated, to help dispersal of those leaving the premises in a hurry during night-time hours. For most purposes, a back-up lighting duration of between one and three hours should be satisfactory.

All employees will:

- Report any defective lighting.
- Report any discomfort experienced as a consequence of lighting in the workplace.
- Co-operate with management arrangements for workplace lighting.

Lone Working

The Principal's Responsibilities

The Principal accepts that there may be concerns surrounding lone working, to allay these fears the Trust will: -

- Identify all employees who are regular lone workers.
- Make a suitable and sufficient assessment of the risk to the health and safety of lone workers and others who may be affected.
- Identify the preventative and protective measures needed, so far as is reasonably practicable.
- Provide adequate security for lone workers, e.g., locks, CCTV.
- Ensure that mechanisms are in place to account for and trace the whereabouts of those who work alone and that these systems are regularly checked.
- Ensure that training in interpersonal skills, managing aggression and personal safety, that emphasises prevention and the continual assessment of risk is in place and available to lone workers.
- Check that lone workers have no medical conditions, which make them unsuitable for working alone.
- Supervision/remote monitoring of lone workers will be provided and which will be based upon the findings of the risk assessment
- Establish emergency procedures in consultation with regular lone workers.
- Consider installing or providing devices to raise an alarm in the event of an emergency, e.g., mobile phones, panic alarms, 'person-down' systems.
- Provide access to first aid facilities as identified by the work activity risk assessment.
- Ensure that appropriate support is given to staff following an incident.
- Ensure lone workers are covered by the employer's liability cover.

Employees' Responsibilities

Employees who are recognised as regular lone workers, must: -

- Attend personal safety training programmes as necessary.

Employees who are working alone, whether regularly or accidentally, must:

- Co-operate with the Trust by following rules and procedures designed to protect their safety as alone worker.
- Provide information on their whereabouts during working hours to the Site Maintenance Team.
- Report all incidents relating to lone working using on Safety Cloud.

Maintenance

The Principal's, the Site Maintenance Team's and the Compliance Officer's Responsibilities

The Principal, the Site Maintenance Team and the Compliance Officer will:

- Undertake suitable and sufficient risk assessments, identifying how equipment should be isolated prior to carrying out any maintenance work.
- Implement the appropriate measures for the protection of anyone undertaking maintenance operations when the assessment has indicated that the task involves significant risk to health or safety.
- Ensure that all work equipment is maintained and kept in good working order and where necessary, a written maintenance log kept up to date.
- Ensure that all persons who maintain, supervise, or manage maintenance work are competent to do so.
- Establish safety rules for how maintenance tasks are performed.
- Ensure that all employees are fully aware of reporting procedures so that a responsible person can be informed of any problems or implement any necessary remedial action. Supply all necessary personal protective equipment that is required to be worn when the maintenance work is being undertaken.
- Ensure that lockout procedures are in place, which require that all sources of electrical, mechanical, hydraulic, or pneumatic energy are isolated from the machine by physically locking out and applying warning signs or tags.
- Ensure that maintenance employees are trained and qualified to use the lockout procedure.

Relevant employees will:

- If the machinery must be running during adjustment/jamming/maintenance make sure that control is with the person who is doing the work.
- Follow instruction, guidance, and safe systems of work in respect of machinery maintenance.
- Notify the maintenance department of any problems or hazards on a machine, such as an unguarded part.
- Not carry out any maintenance activities on machinery unless trained to do them.
- Co-operate with the Trust arrangements for maintenance of machinery.
- Make full and proper use of all PPE that has been issued to them.

Manual Handling

The Principal's, the Site Maintenance Team and the Compliance Officer's Responsibilities
The Site Maintenance Team and the Compliance Officer will ensure that:

- Manual handling operations that present a risk of injury are identified.
- Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation.
- Those operations that cannot be avoided are assessed using an ergonomic approach that considers the Task, Individual capacity, Load and Environment (TILE) elements to determine the level of risk. The assessment will be recorded to show that it has taken place and to allow for easy review if circumstances change.
- Measures required to eliminate the risk or reduce it to the lowest level that is reasonably practicable, are identified from the information in the risk assessment and are used to implement a safe system of work.
- Any new work that might involve manual handling operations is assessed and safe systems of work are implemented before the work commences.
- Suitable, fit for purpose equipment including personal protective equipment (PPE) is provided, where necessary, to minimise harm from manual handling tasks.
- Annual reviews of assessments are made to ensure that they are still valid but re-assessment is carried out immediately if any of the components of the work situation have changed. Incidents that result in musculoskeletal injury to employees are fully investigated and risk assessments and systems of work are reviewed in the light of such incidents.
- Employees recruited to posts involving manual handling are suitable for the work they are required to undertake, that job descriptions sent to applicants for employment include details of manual handling tasks where these are part of requirement of the post, and that employees in post continue to be suitable for the work.
- Suitable information, training and supervision is provided for all relevant employees engaged in manual handling tasks and that such training is recorded, monitored, evaluated, and reviewed.
- Sufficient information about loads and environment is given to other employees who have control of workers on the premises and to self-employed contractors that will enable them to meet their responsibilities under the regulations.
- If manual handling has to take place off-site a new risk assessment needs to take place.

Employee's Responsibilities

All employees involved with manual handling activity should:

- Follow the safe system of work designed and introduced by the Trust and should not deviate from this without good reason.
- Not undertake a manual handling activity when a reasonably practicable alternative exists.
- Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be reported immediately.
- Assist and co-operate with the process of the assessment of risk.
- Assist the Compliance Officer with the implementation of training, attend training sessions as required and should apply the knowledge gained from training to their daily work.
- Report all accidents, injuries and near misses involving handling activities – however trivial.
- Inform the Trust if they are unable to undertake their normal manual handling duties because of injury, illness, or any other condition.
- Not undertake any manual handling operation that they believe is beyond their capability.
- Report any unsafe systems of work.

Missing Students

The Principal's Responsibilities:

The Principal will ensure that:

- A robust policy is developed and implemented in respect of all missing students.
- The policy will cover the support and mechanisms operated by the Trust regardless of the time/day when the student went missing.

The policy will detail the action to be taken, when and by whom and will include:

On site:

- The employee who has noticed the missing child will inform the nearest member of SLT.
- Employees will count and name check all the students present against the register
- The parents should be notified if the child has not been seen on CCTV or not found within a reasonable time of the initial missing report. The Principal or deputy will determine what the reasonable time is from the knowledge of the student.
- The Principal or deputy on site will decide at which point the police need to be contacted.
- A note should be made of what the child was wearing and of any distinguishing features for disclosure to the police or other agencies.

Educational Visits: -

- The trip leader must delegate the safety of remaining students to a responsible member of staff.
- One or more adults should immediately start searching for the student.
- The trip leader should use the Trust's emergency contact to inform them of the situation and take safeguarding advice.
- If the child is not found within a reasonable amount of time the trip leader must contact police by phoning 999. The Principal or deputy will determine what the reasonable time is from the knowledge of the student.
- The trip leader should then alert the Trust that the police have been contacted and the Trust will make arrangements to notify parents.
- Parents are requested to bring with them a recent photograph of their child.
- A note should be made of what the child was wearing and of any distinguishing features for disclosure to the police or other agencies.

HSaWE-01-Health Safety and Wellbeing

Version Number: 01

Date of Approval: October 2023

Employees' Responsibilities:

Employees are responsible for ensuring:

- Registers of students' attendance are maintained for both on site education and Trust visits.
- They are familiar with the arrangements in the event of any missing students.
- The class teacher or visit leader will enact the Trust policy in the event of any missing students.
- They comply with the policy arrangements for missing students.

Monitoring, Inspection And Review

The Trust's Responsibilities

- Prepare and implement a plan for regular monitoring and inspection of health and safety arrangements.
- Arrange with Citation Ltd for annual inspections of the workplace and processes to be undertaken.
- Monitor employees' health requirements and fitness to work, where applicable, e.g., eye tests, effects of noise and vibration, general fitness etc., as required by risk assessments.
- Ensure competent persons regularly inspect, examine and test equipment, where applicable, following manufacturer's recommendations and at intervals, as set by statutory requirements.
- Regularly inspect the workplace and activities to ensure a safe working environment.
- Regularly check progress in complying with health and safety plans.
- Regularly check employee and contractor competence during work activities to ensure they are working safely and are following the requirements of the employee handbooks, instructions, etc. Review risk assessments at least annually, or where there has been a significant change in tasks, premises layout, equipment, or personnel.
- Record results of inspections and monitoring that is undertaken, e.g., using Safety Cloud or Crimson system (for Zurich Insurance inspections).
- Gather and analyse data about injuries, cases of ill health (including monitoring of sickness absence records) and incidents with the potential to cause injury, ill health, or loss. This data provides information about health and safety failures and gives the opportunity to learn from mistakes and to prevent recurrence.
- Take any necessary remedial actions to safeguard the health and safety of employees, students, contractors, public or visitors where hazards, faults, omissions, non-compliances, lack of training, unsafe activities or conditions are found through complaints, inspection, monitoring and review.
- Prioritise when, how and who implements any actions required.
- Periodically review the whole of the health and safety management system including the elements of planning, organisation, control and monitoring to ensure that the whole system remains effective and legally compliant.

Employees' Responsibilities

Employees must:

- Check equipment, including any personal protective equipment supplied, is safe before use.
- Co-operate with Trust arrangements in respect of workplace inspections.
- Follow any training, information, guidance, and instruction given by the Trust for checking and inspection of safe practices.
- Report any hazards or defects immediately.

New And Expectant Mothers

The Principal's Responsibilities

To safeguard the health and safety of new and expectant mothers, the Trust will:

- Consider, in general workplace/curricular activity assessments any risks to the health and safety of female employees/students of childbearing age and, in particular, risks to female students and students who are new and expectant mothers.
- Encourage employees and students to inform the Trust, as early as possible, if they become pregnant, are breastfeeding, or have given birth in the previous six months.
- Once notified, carry out a 'new and expectant mother' risk assessment in conjunction with the employees/students, reviewing the general risk assessments as part of that process, to identify any significant risks that need to be controlled or eliminated to ensure a safe working environment for the employees/students and her unborn baby.
- Regularly review the 'new and expectant mother' risk assessment, taking into account any additional or heightened risks that may occur at different stages throughout the pregnancy and after return to work/the Trust. Incorporate into the assessment any advice provided by the employees or students GP or midwife.
- Provide information, including the results of risk assessments, instruction, training and supervision to, and monitoring of, all new and expectant mothers
Arrange for frequent rest breaks to be taken by the new or expectant mother.
- Provide appropriate facilities for expectant and breastfeeding mothers to rest, e.g., rest room equipped with a comfortable chair.
- Allow the new or expectant mother to temporarily change her working conditions or hours of work, if necessary, to minimise the risks. In the case of students, consideration will be given to any changes needed to their curriculum activities.
- If, despite all practicable measures being taken, the Trust considers that there is an unacceptable risk to the employee, who is a new or expectant mother, or her unborn baby, the Trust will take all reasonably practicable steps to find suitable and appropriate alternative work for her. If none is available, the employee will be medically suspended from employment in accordance with the terms of the Employment Rights Act.

Employees' and students' Responsibilities

Employees and students will: -

- Report to the Trust as soon as pregnancy is confirmed.
- Follow advice and information given by the Trust in relation to safe working practices.
- Report any hazardous situation to the Trust so that arrangements for the appropriate remedial action can be taken.
- Co-operate with arrangements for health and safety and use all protective and safety equipment provided by the Trust.

Passenger Lifts

The Trust's Responsibilities

As part of our workplace involves the use of passenger lifts the Trust will ensure that:

- Lifts which are fit for purpose are installed by competent people.
- Lifts are installed in accordance with manufacturer and installer guidelines.
- All passenger lifts and equipment are thoroughly examined before being used for the first time and at regular intervals thereafter by a competent person.
- Formal checks and servicing are recorded. Remedial maintenance and any actions taken are kept and maintained.
- The competent person will assess the risks, considering factors such as where the lift will be used, frequency of use, age and condition and the weight of loads to be lifted.
- CCTV is installed in the lift to monitor use, particularly for during Emergency Evacuation when use of the lifts may form part of the Personal Emergency Evacuation Plan (PEEP).

*** All passenger lifts and equipment must be thoroughly examined in line with the manufacturer's recommendations and the Written Scheme of Examination (normally every 6 months). Testing may be included as required by the Written Scheme.**

- A programme of planned preventative maintenance is adopted and carried out by competent persons.
- Defective or damaged equipment is remedied promptly.
- Passenger Lift equipment is clearly marked with its safe working load.
- Relevant employees are trained in the safe use and operation of passenger lifts.
- Only authorised persons during maintenance of the lifts, at all times. Most students do not have access to the lifts.
- A safe system of work is implemented for maintenance work e.g., using a permit to work system.

The Trust will ensure that risk assessments are carried out to identify any significant hazards that arise from the use of Passenger lifting equipment e.g., when compiling assessments, the following points are to be considered: -

- The type of load being lifted.
- The risk of the load stalling the Passenger Lift.
- The risk of lifting equipment brake failure.

To ensure the safety of everyone, any incident involving passenger lift equipment will be investigated immediately and appropriate action taken and reported as a dangerous occurrence or near miss.

- Before use, ensure all Passenger lift equipment and associated accessories are marked with their safe working load.
- Only use equipment and associated accessories if they hold a current test or remedial action certificate.

Employees' Responsibilities

- All employees are required to act safely and responsibly when using a passenger lift and report any faults or damage immediately.
- Equipment should **only** be used for the task it was designed for.
- Use all passenger lift equipment in line with any manufacturer's guidance and written operating instructions.
- Follow the risk assessment and safe system of work that is applicable to the operation being undertaken.
- Report any damaged, misused, non-inspected or faulty work equipment.
- Record any faults or damage immediately to the Site Maintenance Team.

Permit To Work

The Principal's, the Site Maintenance Team's and the Compliance Officer's Responsibilities

The Principal, the Site Maintenance Team and the Compliance Officer will:

- Provide written safe systems of work for all employees where there is a significant risk of injury or where there is clearly an identifiable need to specify the safe and correct way of doing the work and where, in spite of all reasonable control measures being implemented a substantial risk remains.
- Identify all such processes and ensure that suitable written systems are produced, employees trained, and records kept.
- Instruct all employees in the safe system of work and keep records of training.
- Monitor and review the systems that have been introduced.

Employees' Responsibilities

- Observe and understand the rules and report any circumstances to management, which prevents compliance with the system or undermines its effectiveness.
- Make suggestions during the formulation of written systems or suggest any improvements.
- Do not carry out any works until a permit to work has been agreed and issued by the authorised person.
- Only work within the timescale recorded on the permit to work.
- Ensure the permit to work is returned to the authorised person on completion of the work.

Personal Hygiene – Food Areas

The Principal's and the School Catering Contractor's Responsibilities

All food handlers will be supervised and instructed and/or trained in food hygiene matters to an appropriate level. The aim is to ensure that people have the practical skills and knowledge needed for their particular job. To enable the Trust to prove due diligence the Trust and the School Catering Contractors will:

- Only allow adequately trained staff to prepare food.
- Ensure all staff working in food preparation areas wear suitable, clean clothing that should be changed and laundered regularly.
- Provide sinks or other washing facilities that are suitable and sufficient for any necessary washing of staff, food and equipment used.
- Require the provision of adequate supplies of hot and cold water, soap, nailbrush, and adequate hand drying facilities, in or adjacent to the food preparation area.
- Make available suitable facilities for storage and disposal of refuse.
- Fit screens to windows, doors and other openings used for ventilation purposes to prevent entry by insects where they overlook or are close to refuse storage areas, or where there is a particular risk of ingress by pests.
- Install suitable and sufficient lighting and ventilation.

Reporting Illness/Exclusion

Employees are encouraged to report if they or anyone in their household are suffering from diarrhoea, stomach upset or vomiting. Food handlers suffering from any of the complaints listed above are excluded from the site premises until they have fully recovered (at least 48 hours after the last episode of illness).

Food Handlers' Responsibilities

All employees must comply with the following:

- Hands must be washed thoroughly, before starting work, before handling food, after using the toilet, after handling raw foods or waste, after every break, after eating and drinking, after cleaning, and after blowing your nose.
- Hair must be tied back and covered.
- Food handlers must not spit, sneeze, or cough over food.
- No smoking or vaping. The Trust is a public building and operates a no smoking and no vaping policy.
- Cuts and sores must be covered with a waterproof (highly visible) dressing.
- Jewellery must be kept to a minimum when preparing and handling food – a plain wedding ring and sleeper earrings/studs are acceptable.
- All spillages and food debris are cleared away immediately to ensure that a good standard of housekeeping is achieved at all times.
- Waste receptacles are sufficient and are regularly washed and disinfected.

HSaWE-01-Health Safety and Wellbeing

Version Number: 01

Date of Approval: October 2023

Personal Protective Equipment

Trust Responsibilities

The Trust will:

- Assess the risks and provide the appropriate PPE to workers.
- Supply PPE to the relevant standards and conformity markings (such as UKCA)
- Maintain, clean, and replace PPE as required.
- Provide storage for PPE when it is not being used.
- Give training and instruction to workers on its use and how to look after it.
- Monitor use and condition of PPE.
- Workers will be consulted at the selection stage to ensure equipment is suitable for their needs and to encourage usage.
- All workers will confirm receipt of their PPE
- All PPE is provided free of charge and is expected to be kept in a good condition by the workers using it.

Employees' responsibilities

- Make full and proper use of all PPE that has been issued to them.
- Inspect all PPE before use to ensure that it is suitable, clean, and undamaged.
- Report any defective or worn PPE to the employer, so that it can be replaced in a timely manner.
- Report any discomfort or ill health experienced as a consequence of wearing the equipment.
- Only undertake work when wearing the correct equipment and according to the control measures stated in the relevant risk assessment.
- Store PPE securely at all times and in line with instructions.

Pest Control

The Principal's, the Site Maintenance Team's and the Compliance Officer's Responsibilities

The Site Maintenance Team will ensure that:

- Pests cannot gain entry to premises by ensuring that all airbrick openings are covered with mesh screens, all doors will fit closely to the apertures and are kept shut when not being used, all holes around the premises i.e., around pipes, areas of access to roof voids and wall cavities will be filled, as far as is reasonably practicable.
- Where flying pests become a problem, that fly screens are fitted over windows.
- Premises are kept clean and in a good state of repair, including pipes and drains.
- The exterior of the premises is kept clear of overgrowing vegetation.
- Good storage procedures are followed, and regular stock rotation will be employed to identify any pest activity that may be present.
- All spillages and food debris are cleared away immediately to ensure that a good standard of housekeeping is achieved at all times.
- Where required, the services of an approved company providing pest control measures are taken as soon as possible following evidence of infestation.
- Any pesticides used are approved for use under the appropriate legislation and appropriate assessments carried out for their use.
- Provision of adequate waste receptacles which are regularly washed and disinfected.

All employees will:

- Ensure windows and doors are kept closed when not in use.
- Ensure cleaning schedules are followed and premises are kept clean and tidy.
- Ensure all spillages and food debris are cleared away immediately to ensure that a good standard of housekeeping is achieved at all times.
- Not allow waste receptacles to overflow, especially those in external areas.
- Follow good storage procedures and will follow regular stock rotation to identify any pest activity.
- Inform the Site Maintenance Team of any evidence of infestation.
- Support all measures taken by the Trust to control pest infestation.

Physical Education Classes

The Principal's, the Curriculum Leader for PE and the Compliance Officer's Responsibilities

The Curriculum Leader for PE will develop and implement a code of safe practice to reduce the risks associated with PE activities. The code will reflect the Trust's specific needs in respect of its programmes and premises.

In addition, the Trust Board will ensure that:

- PE teachers have the skills, knowledge, understanding and expertise necessary to effectively and safely plan, deliver and evaluate a programme of activities to a class or group of young people in methods approved through regular and accepted good practice.
- Where there are specific National Certificates available for certain sports or activities, teachers planning or supervising these activities are certificated appropriate, e.g., swimming, gymnastics, trampolining, contact sports and aspects of outdoor and adventure activities.
- Where adults other than teachers (AOTTs) are used to support the delivery of physical education, ensure the usual stringent DBS checks are completed.
- PE Equipment is selected which is suitable, by design, construction, or adaptation, for its intended purpose in its particular place of use and is suitable for the process and conditions of use.
 - The equipment is subject to proper maintenance, carried out by persons competent for the work.
 - The complexity and frequency of maintenance will vary with the type of equipment and its conditions of use.
- All facilities (gymnasiums, halls, sports halls, multi-gyms etc.) and equipment are regularly maintained and inspected with records maintained. Competent contractors inspect PE equipment at least annually.
- Suitable storage facilities are provided for PE equipment.
- Arrangements are in place to enable students to learn how to move and handle equipment safely, according to their age and strength.
- Activity specific risk assessments are completed that prescribe the level of training required and the teacher:student ratios dependent on the group.
- Suitable first aid arrangements are in place, including procedures for contacting the emergency services.
- Arrangements are in place to ensure that the PE Staff is notified of any students with medical conditions which may affect their ability to safely participate in PE activities.
- For activities away from Trust premises, procedures to address the needs of injured students, those that may have fallen ill, and the remainder of the group are anticipated and included in PE risk assessments.

Employees will:

- Comply with this policy and follow the associated protocols, procedures, and safe systems of work.
- Ensure that staff and student clothing and footwear is appropriate to the activity and the environment in which the activity is taking place.
- Provide adequate supervision in class, proportionate to the age and ability of individual students, the activity being undertaken, location travel distance and weather conditions.
- Ensure that the area in which activities are carried out is thoroughly inspected prior to commencement of the activities. Any unanticipated hazards which haven't been considered as part of relevant risk assessments, and therefore aren't adequately controlled, must be reported to a responsible person immediately and the activities must not take place until the area is safe.
- Carry out pre-use visual checks of equipment to identify obvious defects - this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed.
- Carry out, at least on a weekly basis, a general inspection of the PE equipment and keep records of all inspections and any resulting actions.
- Immediately remove from use and report any faulty equipment using Safety Cloud. The Curriculum Leader for PE should liaise with the Site Maintenance Team over essential repairs.
- Ensure that unsafe behaviour by students is discouraged and managed using the Trust's Behaviour Management system.

Power Tools

The Trust's Responsibilities

- Compile risk assessments and implement suitable controls for work involving powered tools.
- Provide information, instruction and training and keep appropriate records, specific to each type of equipment used.
- Where required erect suitable barriers and controls to prevent unauthorised access.
- Secure work with suitable clamps or a vice, freeing both hands to operate the tool. Keep appropriate records for the issue of tools and guard maintenance and inspection.
- Maintain all tools in line with the manufacturer's recommendations.
- Keep all people not involved with the work at a safe distance from the work area.
- Provide appropriate personal protective equipment and train employees in its use and storage.
- Where required, provide adequate health surveillance for the effects of noise and vibration.
- Fire extinguishers must also be available in the area.
- Emergency procedure in place and communicated to employees.
- Provide adequate first aid provision dependant on the hazards and risks associated with the equipment.

Employees' Responsibilities

- Never carry a tool by the cord or hose.
- Never yank the cord or the hose to disconnect it from the receptacle or power source. Always unwind a cord fully.
- Keep cords and hoses away from heat, oil, and sharp edges and preferably run above head height.
- Disconnect tools and ensure movement has stopped when not using them, before servicing and cleaning them, and when changing accessories such as blades, bits, and cutters.
- Ensure good visibility. Wear prescription glasses and improve ambient lighting, as required.
- Visual pre-use inspection, look for damage e.g., broken or missing guards, damaged or cracked tool housings, loose, deformed, or missing parts, exposed conductors or "live" parts, leaks from hoses or hydraulic systems etc.
- Avoid accidental starting. Do not hold fingers on the switch button while carrying a plugged-in tool.
- Maintain tools with care; keep them sharp and clean for best performance.
- Follow instructions in the user's manual for lubricating and changing accessories.
- Be sure to keep good footing and maintain good balance when operating power tools.
- Wear the correct apparel for the task. Loose clothing, ties, or jewellery can become caught in moving parts.
- Personal protective equipment provided must be worn (safety goggles, gloves, safety footwear and hearing protection etc.) as identified by the risk assessment. Remove all damaged portable electric tools from use and tag them: "Do Not Use."
- Understand any risk assessment and Safe System of Work provided by the Trust.

Risk Assessment

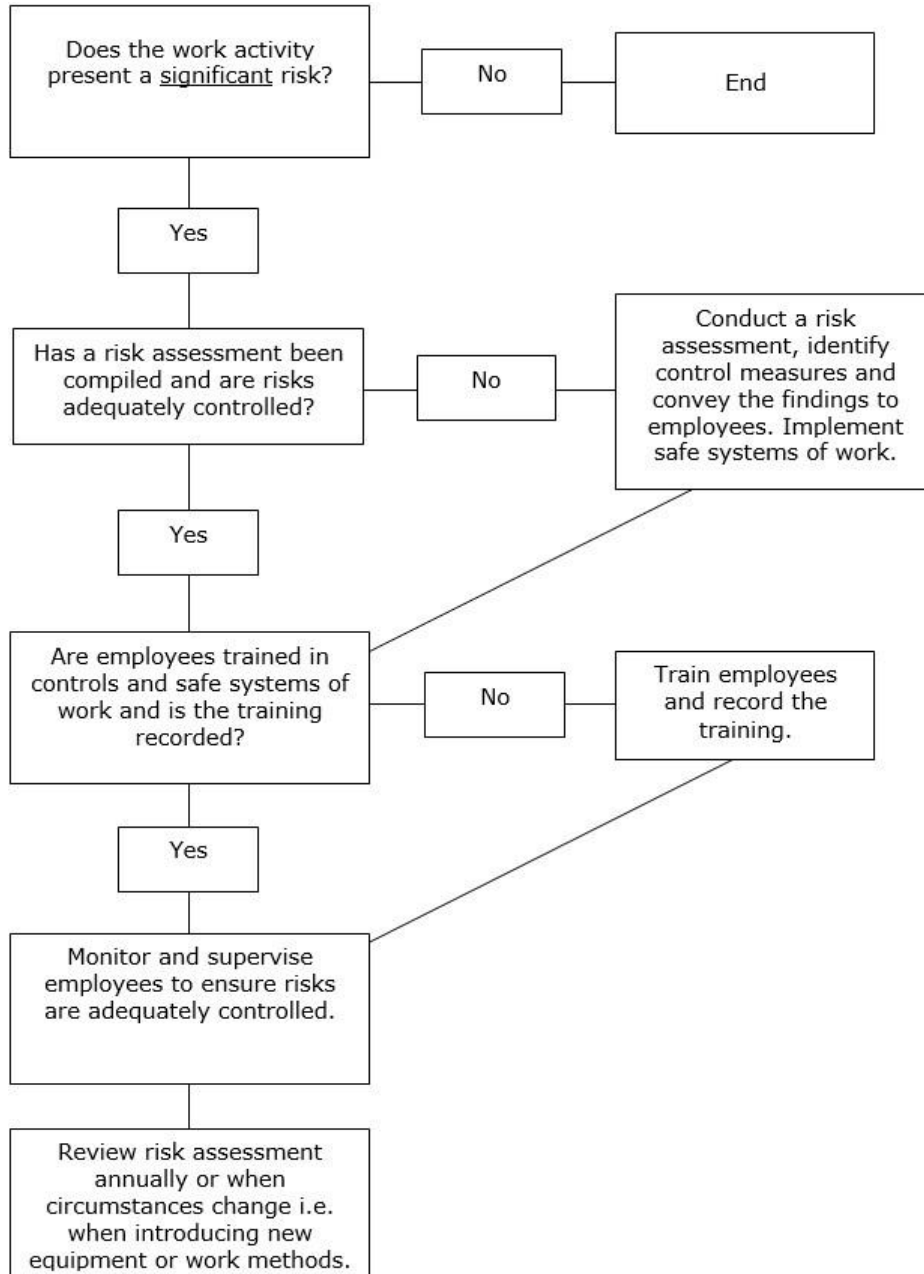
The Principal's, the Site Maintenance Team and the Compliance Officer's Responsibilities
The Principal, the Site Maintenance Team and the Compliance Officer will ensure that:

- Any person undertaking risk assessments is supported to do so, and their work is checked by the Compliance Officer afterwards.
- All hazards with the potential to cause harm are identified and suitable control measures are identified and implemented.
- The probability and severity of potential injury or damage is evaluated.
- Employees are provided with any additional training/support identified within the risk assessment process as being a necessary control measure.
- Risk assessments are reviewed annually, where they are no longer valid, or where there has been a significant change in work activities or processes.
- Records are kept of all the significant findings of the risk assessments and identify anyone who may be at risk.
- Appropriate health surveillance is provided where there is an identifiable disease or potential adverse health condition related to the work activity.
- Anyone undertaking work activities on the Trust is provided with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons and records are maintained of such communication.

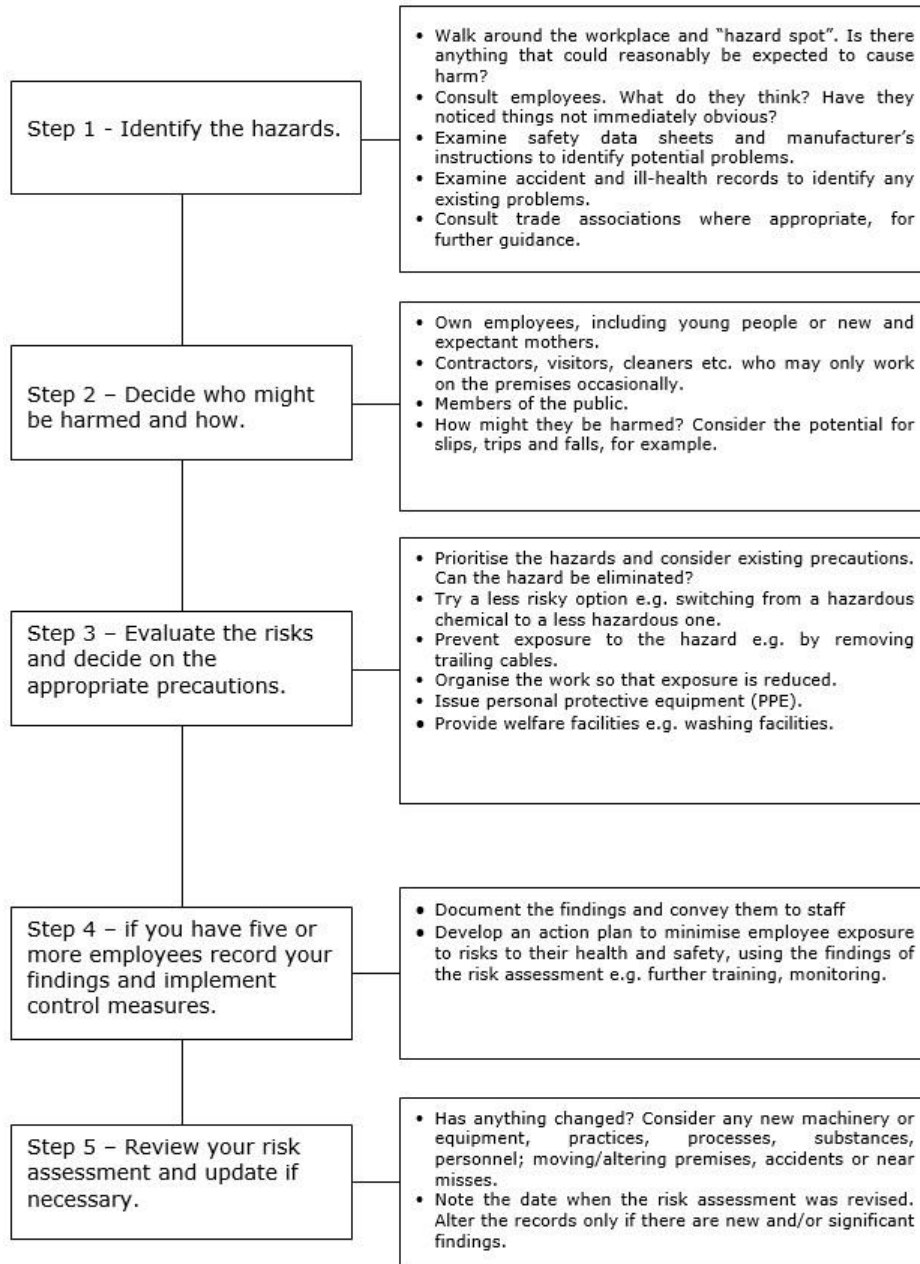
All employees must:

- Co-operate with management arrangements in respect of workplace risk assessments.
- Follow any training, information, guidance, and instruction given by the Trust.
- Comply with any control measures laid down within risk assessments.
- Report any hazards or defects to the Trust Site Maintenance Team, immediately.
- Make full and proper use of any PPE provided.

Risk Assessment Flow Chart



Risk Assessment Process



Safety Signs

The Principal's, the Site Maintenance Team's and the Compliance Officer's Responsibilities

- Provide specific safety signs whenever there is a risk that cannot be avoided or controlled by other means, for instance by engineering controls and safe systems of work
- The Principal, the Site Maintenance Team and the Compliance Officer acknowledge that signs must comply with the regulations, however where necessary the Trust may design specific signs to maintain a safe environment.

It is the Trust's policy to ensure that any signs that are provided for safety reasons are:

- Maintained in a good condition.
- Compliant with relevant legislation.
- Positioned in the correct location.
- Explained to all employees and students to ensure that they are aware of the meaning of the signs and the correct actions to be taken.

Employees Responsibilities

Employees will:

- Familiarise themselves and comply with any signs and notices that are displayed.
- Bring any defects to the attention of the Site Maintenance Team.
- Follow safe operating procedures.

Safe Systems of Work

The Trust's Responsibilities

Following the completion of a risk assessment the Trust may feel it necessary to also compile a SSOW to further control the work activity and will communicate those findings to the individuals affected by the operations. The SSOW will include, where relevant: -

- The sequence of operations to be carried out.
- The equipment, plant, machinery, and tools involved.
- Chemicals and other substances to which individuals might be exposed in the course of the work. To consider the need for any permits to work, for example work being carried out on high voltage apparatus, complex machine machinery maintenance.
- The people doing the work – their skill and experience.
- All foreseeable hazards (Health, Safety, Environmental).
- Practicable precautions, scheduled and statutory maintenance; pre-use checks.
- Personal protective equipment required.
- Training requirements of those carrying out the operations under the procedure, including re-training.
- Documented evidence of communication and confirmation of their understanding, with individuals who might be exposed to risks involved with the task.
- Implemented monitoring systems to ensure that the defined precautions are implemented effectively.
- Any welfare facility arrangements
- Any emergency procedures.

Employees' Responsibilities

Employees must:

- Carry out work in accordance with the safe system of work.
- Co-operate with management arrangements in the safe system of work.
- Report any uncontrolled hazards to the employer.
- Follow instruction, training and guidance given by the employer.

Stress

The Trust's Responsibilities

The Trust will:

- Put in place a system so that employees can raise, with their line manager, a health and safety representative or colleague, if they are experiencing work-related stress or have any concerns about their work environment or instances of unacceptable behaviour.
- When notified of the issue, carry out a risk assessment in conjunction with employees to identify sources of stress and the associated risks and gather information, such as completed health questionnaires, sickness absence records and exit interview notes to assist in this process.
- Take steps to reduce the risks from work-related stress, as far as is reasonably practicable.
- Consult with, and communicate to, employees over any proposed changes to their work patterns or proposed changes to the working environment.
- Encourage employees to develop new skills to help them achieve their goals.
- Provide employees with access to support, advice, or training to help reduce work-related stress.

Employees' responsibilities

Employees will:

- Follow the Trust reporting procedures if they are experiencing work-related stress by talking directly to their Line Manager. It is beneficial to do this at an early stage, to prevent a situation from getting worse.
- Contribute to the development of any work-related stress risk assessment carried out by the employer.
- Read all communications from the employer that concern work related changes and the reasons behind those.
- Attend any counselling or stress management training sessions provided by the employer.

Trust Transport

The Trust's Responsibilities

The Principal will ensure that:

- Drivers are fit and competent to drive: that they holds a valid driving licence appropriate to the vehicle to be driven, is familiar with the vehicle and the task, understands the risk assessment findings and control measures and has received appropriate training, as necessary.
- Vehicles are appropriate for the task, insured, regularly serviced and maintained in a clean and roadworthy condition.
- Drivers carry out basic safety checks and are familiar with arrangements in the case of breakdown, accidents or emergencies.
- Journeys are planned and scheduling takes into account routes, time, distance and weather conditions.
- A risk assessment is completed for each school journey and a decision made about escorts. Any volunteer driver, including employees, who is not prepared to drive without an escort will not be required to do so.
- There is a code of conduct for students travelling on school transport.
- The school bus is provided with an emergency provisions pack including a means to make contact in an emergency situation, a first aid kit and an up-to date list of emergency contact numbers. There are systems in place to ensure that contract drivers and volunteers are providing a safe service.

Employees engaged in driving the school bus will:

- Follow any advice, information, instruction, and training given by the Trust Board
- Hold a valid drivers' licence for the class of vehicle they are driving.
- Ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose and is in a safe mechanical condition.
- Comply with traffic legislation, be conscious of road safety and demonstrate safe driving.
- Not be under the influence of drink or drugs and must not drive whilst disqualified.
- Stop after a crash or similar incident with which they are involved.
- Provide to the Principal a copy of their driving licence, on request, and declare any driving convictions.
- Comply with the Trust's policy on driving at work.
- Inform the Compliance Officer if they become aware of any medical condition or take medication that might affect their ability to drive.
- Implement the Trust's code of conduct for students.

Violence And Aggression

The SLT's and the Compliance Officer's Responsibilities

The SLT and the Compliance Officer will:

- Ensure that a risk assessment is completed in respect of the potential for violence and aggression in the Trust. This will be undertaken in consultation with employees and their representatives, where appropriate
- Provide instruction and training regarding violence at work to employees on induction and during other workplace training sessions.
- Record all physical and verbal threats to employees.
- Classify all incidents in accordance with HSE's guidelines, using headings such as place, time, type of incident, potential severity, who was involved and possible causes. The Trust will investigate all complaints, which relate to violence at work.
- Ensure risk assessment is undertaken which takes into account the level of training and information provided, the environment and design of the job. The significant findings of the assessment will be recorded.
- Report any violence and aggression to the Police at the employee's request.
- Establish monitoring arrangements and if a violent or aggressive incident occurs, risk assessments will be reviewed immediately to take into account the circumstances surrounding the incident to prevent or minimise the risk of a further occurrence.

Employees will:

- Attend appropriate training sessions if they are deemed to be at risk at work from violence or aggression.
- Report any incidents of violent or threatening behaviour to the Compliance Officer
- Report all violent incidents using the behaviour system, supported by a Safety Cloud report, if appropriate.
- Co-operate with management arrangements for dealing with violence and aggression at work.

Visit By an Enforcement Officer

The Principal's Responsibilities

The Principal recognises the importance of co-operation with enforcement officers. For this reason, it is imperative that all relevant documentation associated with the Trust is maintained and kept up-to-date. Such documentation includes (but is not limited to):

- Health and safety policy and procedures.
- All relevant risk assessments.
- Induction and training records.
- Maintenance, test and inspection records.
- Health records.
- Emergency plans etc.

Employee's Responsibilities

Employees should:

- Not obstructing any reasonable request made by an Enforcement Officer.
- Complying and co-operating with requests by the officer.
- Follow instruction and guidance given by the Trust.

Waste Disposal

The Principal's, the Site Maintenance Team's and the Compliance Officer's Responsibilities

The Site Maintenance Team and the Compliance Officer will:

- Identify all waste that should be removed from the premises.
- Establish contracts with appropriate waste disposal companies to ensure that waste is removed from the premises safely and appropriately.
- Ensure that the confidential waste, whether paper based or digital is disposed of securely.
- Confirm with the waste disposal companies the specific items which can or cannot be placed in the receptacles provided.
- Provide suitable waste collection receptacles dependent upon the waste to be disposed and where relevant label or sign the receptacles to easily identify the disposal of waste.
- Ensure that any chemical waste or unknown substances are stored in their original containers until an authorised waste disposal company can remove them from the Trust premises.
- Maintain any copies of waste transfer notes or duty of care notes on site for a minimum of two years for future reference.
- Instruct all employees in the correct disposal of waste and maintain records of instruction and training on file.

Employees' Responsibilities

- To dispose of waste as instructed.
- To inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal.
- Not to climb onto skips or other waste receptacles.
- To inform management if waste receptacles are full and need emptying.
- Not to remove items from waste receptacles and take or use for personal use.

Welfare and Hygiene

The Trust's Responsibilities

The Trust has responsibility to assess and provide, adequate welfare and hygiene facilities for employees, students and other persons using the premises and take account of the general working environment to include:

- Ventilation.
- Indoor temperature and the impact of working in hot and cold environments.
- Lighting.
- The provision of adequate room and space in which to complete activities.
- The safe and frequent removal of waste and the cleaning of the premises.
- The provision of suitable workstations and seating for the activity being undertaken.

Assessing the safety requirements of the Trust with regard to:

- The floors and traffic routes providing suitable standing for vehicles and persons.
- The position, integrity and visibility of transparent windows, doors, gates etc.
- The safe use and maintenance of lifts and equipment to move persons.
- Sanitary conveniences and washing facilities.
- The provision of potable drinking water.
- Accommodation for clothing and changing facilities.
- Providing suitable facilities to rest, drink and eat meals away from sources of contamination.

Employees and students' responsibilities

The welfare and hygiene facilities provided and maintained by the Trust are for the benefit of all employees, students, and visitors. Employees and students have a responsibility to use the facilities in a proper manner and not damage or misuse any equipment that is provided.

Personal responsibility should be taken for clearing your own waste and cleaning any utensils when eating or drinking on the premises. Any damage or defects should be reported immediately to enable attention and repair.

Work Equipment

The Trust's Responsibilities

The Trust appreciates that some items of work equipment can pose a significant risk if not used in line with the manufacturer's instructions, not maintained properly or stored in a correct manner. To control exposure to the hazards presented by use of, cleaning of, or maintenance of work equipment the Trust will: -

- Undertake full risk assessments for the equipment that is being used, cleaned, or being maintained and issue copies of the assessments to all operatives along with the people who may be adversely affected by the equipment.
- Ensure that safe systems of work are implemented.
- Ensure that all relevant employees are provided with sufficient information, instruction, training, and supervision when using, cleaning, or maintaining the equipment. All training will be documented on the employee's personnel file. Training will be provided where necessary for all students using equipment.
- Ensure that all necessary safety controls are in place such as guards*, stop buttons, automatic breaks, and isolation switches etc. and are secured in position, properly adjusted, and working correctly.

**** Even if equipment is supplied with guarding, assess its suitability and with advice from guarding specialists, fit additional guarding if required, to prevent access to all dangerous parts of the equipment/machinery.***

- Ensure that all equipment including guarding is maintained by competent people and inspected as required by assessment and the manufacturer's instructions. Records will be kept of all inspections on the Zurich Crimson system.
- Provide personal protective equipment including that for hearing, sight, and breathing protection as required by risk assessment. Ensure employees are trained in its use and maintenance.
- Ensure that work equipment is selected which is suitable, by design, construction, or adaptation, for its intended purpose in its particular place of use and is suitable for the process and conditions of use.
- Ensure that work equipment is subject to regular inspection and maintenance carried out by persons competent for the work. The complexity and frequency of inspection and maintenance will vary with the type of equipment and its conditions of use. Planned preventative maintenance may be necessary. Wherever possible maintenance will be in accordance with manufacturers' instructions.
- Maintain suitable records of all maintenance and inspections.
- Identify and label equipment as "Unsafe to use" or similar and take out of service.
- Undertake an assessment of hazardous substances that are used or created by work equipment as required by the Control of Substances Hazardous to Health (COSHH) Regulations.

All employees and students will:

- Use work equipment safely and in accordance with the information, instruction and training provided by the Trust.
- Only use, clean or maintain the equipment that they are trained on.
- Visually check and carry out other checks, required by risk assessment, prior to and during use and report any faults and unsafe conditions to the Compliance Officer.
- Take reasonable care of themselves and others who may be affected by their actions.
- Co-operate with the Trust in the management arrangements for the provision and use of work equipment.
- Seek the permission of the Trust before bringing any personal items of equipment to work where it is intended that they be used by either themselves or others as part of work activities.
- Make full and proper use of any personal protective equipment provided by the Trust.
- Inform the Compliance Officer if they are taking any prescription medications that may affect their ability to safely operate any item of work equipment.

Work Experience

The Trust's Responsibilities

The Trust and the SLT will develop a policy for work experience, which:

- Has clear aims and objectives.
- Defines roles and responsibilities.
- Includes arrangements for health and safety management.
- Is linked to the Trust's curriculum plan for raising students' achievement.
- Considers the demands on employees' time, resources etc.
- Takes account of the views of employees, students, employers, and parents.
- Includes arrangements for evaluation and review of work placements.
- Appoint a work placement co-ordinator who will be trained as follows:
 - An introduction to legal liability, child protection and insurance issues.
 - Basic health and safety training preferably on an accredited course.
 - Practical experience alongside an experienced coordinator.
 - Specialist advice resources.
 - Report to the relevant authorities, any accident or assault to students undertaking work experience.

Employees' Responsibilities:

- To cooperate and comply with the Trust's arrangements for students undertaking work placement experience.
- To report any adverse feedback or concerns, in relation to work placements.

Work At Height

The Principal's, the Site Maintenance Team's, and the Compliance Officer's Responsibilities

- Comply with the Work At Height Regulations and ensure work is properly planned, supervised, and carried out by competent persons.
- Avoid work at height where possible.
- Conduct a risk assessment to identify the hazards and the controls necessary to complete the job in a safe manner.
- Do all that is reasonably practicable to prevent anyone falling.
- Ensure that all work at height is properly planned and organised.
- Ensure that all work at height takes account of weather conditions that could endanger health and safety.
- Ensure that those involved in work at height are trained and competent.
- Ensure that the place where work at height is done is safe.
- Ensure equipment for work at height is properly inspected.
- Ensure the risks from fragile surfaces are properly controlled.
- Ensure the risks from falling objects are properly controlled.

Employees' Responsibilities:

Employees will:

- Comply with training for working at height.
- Only use the height access equipment identified in the risk assessment.
- Make use of any personal protective equipment provided by the Trust.
- Follow safe systems of work devised by the Trust.
- Report any accidents, incidents and near misses to the Trust.

Work At Height Flowchart

