



The Cornovii Trust

Health & Safety Policy 2022/23

**The Trustees of the Cornovii Trust (TCT) adopted this policy on:
29th November 2022**

Shared for information with the LGB of:

Alsager School

Brine Leas School

Alsager Highfields Primary School

Audlem St. James' C of E Primary School

Weston Village Primary School

Chair of F&A Committee: Will Clayton

This document sets out the Health & Safety management system, policy and organisational responsibility for Health & Safety within The Cornovii Trust (the Trust), detailing our organisation's commitment to and arrangements for providing a safe working and learning environment.

This policy will be reviewed in light of operating experience and/or changes in legislation.

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Health & Safety Policy Statement

This policy outlines The Cornovii Trust's (TCT) statement of intent and organisational structure relating to Health & Safety practices at all schools in the Trust. **TCT accepts full responsibility for all Health & Safety issues and understands it's duty of care in ensuring a safe working environment for all staff, pupils, visitors and other users of our school sites.** Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also legal and moral duties.

This policy explains the care and responsibility that each of us must practice and the guidance we must follow to ensure that neither our actions, nor our omissions, at work adversely affect the health, safety or well-being of our colleagues, ourselves, our pupils, visitors, volunteers, members of the public or anyone else who may be affected.

Purpose

- To ensure that Health & Safety is an integral part of the general process of risk management which the Trust and each school operates.
- To set out clear duties and responsibilities in terms of Health & Safety for all involved in the TCT.
- To provide the necessary clarity, authority and support for staff as they make their respective contributions to Health & Safety across TCT.
- To recognise the partnership necessary with other bodies to ensure that all statutory duties in this field are met
- To emphasise the importance of keeping hazards under control by making an assessment of operating risks.

This Policy applies across the Trust and to all schools within it.

It is the policy of the Trust to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees and others who may be affected by its activities.

In meeting this commitment, we will, so far as is reasonably practicable:

- Provide adequate control of the Health & Safety risks arising from our work activities
- Consult with our employees on matters affecting their Health & Safety
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances
- Provide safe systems of work
- Provide information, instruction and supervision for our employees
- Ensure all employees are competent to perform their tasks safely and give them adequate training
- Aim to prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Review and revise this policy at regular intervals

Scheme of Delegation

Despite having overall responsibility for Health & Safety, the Trust delegates the operational delivery and day to day management of Health & Safety at each site to the local governing body and Headteacher at each individual school. **It is the responsibility of each school to produce their own Health & Safety procedures based on the framework set out in this policy.**

These procedures will be monitored by the Trust's Estates Lead.

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Health & Safety Policy Organisation

Explanation

This section sets out the different Health & Safety responsibilities of each person working in the Trust. Each employee must manage Health & Safety issues within their own area of responsibility.

Overall Responsibility

The Trust Board accepts overall responsibility for all operational matters including those regarding Health & Safety.

Individual Responsibility

In meeting the above general statement of policy, the Trust requires its Trustees, managers and employees to acknowledge and accept their individual and collective responsibilities, and to ensure so far as is reasonably practicable their actions meet, or enhance, this Health & Safety Policy.

Responsibilities in Law

The Health & Safety at Work etc. Act (1974), subsequent legislation and associated regulations, codes of practice, guidance notes, etc., place legal responsibilities upon employers, employees, persons in control of premises, designers, manufacturers, suppliers, installers, self-employed persons and the occupiers of buildings.

A breach of those responsibilities is an offence criminally chargeable in law. Ignorance of the relevant legal duties is not an acceptable defence at law.

It is in the interests of each employer and employee to understand the potential severity of any failure to comply with Health & Safety legislation, standards and codes of practice on a corporate and personal level. Failure to act within the law can lead to fines and / or imprisonment. Such a failure may also result in disciplinary action.

Responsibilities of the Trust Board

- Recognise and accept overall responsibility for all Health & Safety matters.
- Appoint a Trustee with oversight on Health & Safety
- Ensure that a practical system is in place for the management of Health & Safety issues at each site and that it is functioning effectively.
- Provide adequate resources for effective implementation of this policy.
- Provide the final authority on matters concerning Health & Safety at Work arising from business decisions and activities.
- Ensure employees and local governing bodies are provided with adequate information, instruction and training to fulfil their responsibilities.
- Ensure effective communication is provided and effectively disseminated on Health & Safety issues to all employees and local governing bodies.
- Ensure all employees are aware of their contribution to Health & Safety issues and encourage active involvement.
- Ensure that all decisions on employee Health & Safety are recorded.
- Require routine monitoring and reporting of compliance with statutory and policy requirements.
- Ensure that the Trust has access to competent advisors for Health & Safety matters.
- Ensure that there are processes for the internal and external auditing of systems, policies and premises.
- Make adequate resources available for the continued competent management of Health & Safety issues.
- Ensure that all decisions are made with knowledge of relevant Health & Safety legislation, guidance, standards and codes of practice.
- Accept and act upon updates from the Trust's Health & Safety Lead.
- Maintain effective communication of Health & Safety information with all those affected by this policy.

- Review this policy and arrange for any changes to be implemented and the policy document updated as necessary.

Responsibilities of the Trust's Health & Safety Lead

- Implement the Board of Trustees' decisions on Health & Safety issues.
- Administer the resources provided by the Board of Trustees for Health & Safety to meet legal duties and Trust standards and targets.
- Ensure responsibilities and authority are effectively assigned and delegated to nominated individuals.
- Liaise with the Trust's external health & safety advisors.
- Ensure each school has operational Health & Safety procedures in place which are based on this policy.
- Ensure each school establishes their own H&S committee which meets once per term. (see page 6)
- Ensure that health & safety standards and procedures are regularly audited and reviewed.
- Establish and Chair a Trust health & safety committee, which meets termly, comprising of the Trust Health & Safety lead, Health & Safety Trustee, school Health & Safety coordinators/ representatives, Union Representative. The Trust CEO may attend these meetings if required.
- Accept and act upon the minutes and recommendations of Health & Safety Committee(s).
- Obtain, receive and analyse accident and near miss data.
- Ensure that all relevant accidents are reported to the relevant authorities under RIDDOR as appropriate.
- Ensure that all relevant incidents/near misses particularly those of a behavioural nature are reported via the appropriate system (eg.SIMS, BromCom, CPOMS etc) and investigated thoroughly.
- Liaise effectively with the Health & Safety Trustee.
- Ensure that accident details, information and statistics are reported to the Trust Board.
- Provide an update on health & safety performance to the Trust Board at least annually.

Responsibilities for Local Governing Bodies

- Appraise and review the Trust's health, safety and welfare arrangements.
- Ensure that school-based health & safety procedures are in place and are based on the Trust's policy, including establishing a school-based Health & Safety committee which meets once per term.
- Ensure that all relevant Health & Safety issues are adequately addressed.
- Ensure that where there is shared responsibility (e.g. with a private facilities management company), effective arrangements are in place for the joint management of health & safety.
- Appoint a designated "Health & Safety Governor".
- Receive and act upon reports provided by Head teachers.
- Ensure that any recommendations on the continued Health & Safety of employees are followed.
- Consider accident, incident and ill health records / statistics.
- Consider reports of internal or external inspections.
- Make recommendations with regards health & safety training.
- Consider the effectiveness and relevance of emergency procedures.
- Consider any proposed changes that are likely to affect the management of health & safety.
- Provide minutes and recommendations to the Trust Board.

Responsibilities of School Health & Safety Governors

- Support the Headteacher in respect of day-to-day decisions on health & safety management.

- Act on concerns raised by the Headteacher, reporting these to Governors.
- Meet with the Headteacher at least termly to discuss health & safety performance.
- Provide a report on health & safety performance to Governors at least termly.
- Sit on the school Health & Safety Committee which shall meet termly.

Responsibilities of Head teachers and School Health & Safety Coordinators

- Accept day to day management of Health & Safety matters.
- Design the operational school-based Health & Safety procedures around this policy.
- Ensure that risk assessments for all relevant work activities and areas are carried out, documented and reviewed.
- Disseminate information and instruction on Health & Safety matters.
- Receive health & safety concerns, ensure these are documented and that practical improvements are implemented.
- Ensure that records are maintained on training and experience of individuals, relevant to the health, safety and welfare of employees.
- Ensure that an up-to-date register of hazardous substances is maintained and that appropriate COSHH assessments are carried out and documented.
- Ensure that practical precautions and controls maintain acceptable standards as required by this policy.
- Ensure that working conditions are acceptable and safe working practices are followed.
- Ensure that all employees are aware of, understand and comply with Trust Health & Safety policy, rules and procedures.
- Ensure that any contractors engaged to carry out work on the premises are vetted and approved in accordance with Trust policies.
- Ensure that contractors, visitors and those hiring or using the premises are familiarised with site rules and procedures regarding accidents and emergencies.
- Monitor performance against health & safety targets by reports and personal observation.
- Establish a school Health & Safety committee, which meets termly, prior to the Trust Health & Safety Committee comprising of the Head, school Health & Safety coordinator, Health & Safety Governor, Union Representative and any other staff member deemed relevant to ensure that staff concerns may be addressed. Notes from these meetings to be forwarded to the Trust Health & Safety Lead to inform the Trust committee meetings.
- Provide relevant feedback to immediate managers where necessary.
- Ensure that a register of those authorised to drive on Trust business is maintained up to date.
- Report any observed breaches of Health & Safety rules or policies to the Trust Health & Safety Lead.
- Ensure that all accidents are recorded in the school specific electronic reporting system (PRIME etc.) and reported to Trust Health & Safety Coordinator for reporting under RIDDOR as appropriate.
- Compile accident and near miss statistics for presentation to the Trust Health & Safety Coordinator.
- Investigate work related causes of absence through accident or sickness.
- Ensure that risk assessments are carried out and approved.
- Enforce disciplinary action is enforced in cases of non-compliance.
- Ensure that all work equipment, including vehicles, is adequately maintained.
- Act on the findings of any accident investigation.

Responsibilities of all Employees

- Co-operate with the Trust Board, Governors, managers, fellow employees and others on health & safety matters.

- Comply with all Trust and school rules, procedures and reasonable requests.
- Not interfere with or misuse anything provided to safeguard their Health & Safety.
- Take reasonable care of their own Health & Safety and that of others.
- Warn others immediately of any known hazards or danger.
- Refrain from any task for which he / she is not trained, authorised and competent.
- Use the correct tools, plant or equipment, keep them in good order and ensure they are safe before, during and after use.
- Not to introduce any personal work or electrical equipment unless it has been inspected and approved by the Headteacher or Health & Safety Coordinator as appropriate.
- Use as directed any personal protective equipment needed to protect against hazards to Health & Safety.
- Report promptly all Health & Safety concerns, accidents, injuries, incidents and near misses to his / her immediate manager.

Health & Safety Policy Arrangements

Risk Assessments

Risk Assessments are used to identify potential hazards and appropriate control measures to ensure that activities can be undertaken safely.

Specific risk assessments will be carried out in respect of higher risk areas, such as sports facilities, design and technology departments, science laboratories and kitchens, and in respect of high-risk activities identified by legislation.

Risk assessments will be undertaken by or under the control of the respective Headteacher or school Health & Safety Coordinator. Training will be provided, as necessary, to any person who is required to record risk assessments.

The findings of the Risk Assessments will be reported to and approved by the Trust's Health & Safety Leader.

Control measures required to remove / control risks identified by the Risk Assessments will be approved by the respective Headteacher or school Health & Safety Coordinator, who will ensure that responsibility for implementation is delegated, communicated and implemented effectively.

The respective Headteacher or school Health & Safety Coordinator will check to ensure that control measures are implemented and that they are operating effectively.

Copies of Risk Assessments will be held by the respective Headteacher or Health & Safety Coordinator and are available to all employees. All employees will ensure that they are fully conversant and comply with these documents.

Any new hazards or circumstances which render a Risk Assessment inadequate will require a revised document to be agreed by the respective Headteacher or school Health & Safety Coordinator before work continues.

Risk Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

A copy of a generic risk assessment can be found in Appendix A.

Consultation

Consultation and communication on Health & Safety matters is via the supervisory chain of management and Health & Safety Committees.

Head teachers and school Health & Safety Coordinators will act as employee representatives. Any health & safety concerns should be reported immediately to the respective Headteacher or school Health & Safety Coordinator as appropriate, who will ensure that appropriate action is taken. The Headteacher or school Health & Safety Coordinator will, in turn, report these concerns upwards via the supervisory chain of management, including the Trust's Health & Safety Lead.

Educational Visits

Staff wishing to lead visits out of school should speak to their respective Headteacher first, complete a risk-assessment in conjunction with the Educational Visits Co-ordinator (EVC) to ensure any necessary risks are minimised. These risk assessments will ensure that educational visits comply with all relevant DfE and HSE guidance. It is the responsibility of the trip leader to input all relevant details onto the EVOLVE system; the EVC will check the information and give approval where appropriate.

Monitoring

Head teachers and school Health & Safety Coordinators are responsible for ensuring that working conditions are acceptable and that our safe working practices are being followed.

Headteachers and school Health & Safety Coordinators will investigate work related causes of absence through accident or sickness.

Workplaces are maintained in safe condition. Routine inspections are carried out and recorded with any necessary improvements or changes made.

Training and Competence

The Trust will ensure all new employees have induction training before starting work. This induction will include general safety rules and procedures together with specific hazards. We will also ensure that employees are aware of their duties and responsibilities and are fully aware of the relevant safety issues. Risk Assessments will be made available to all employees.

Health & Safety training will be provided to all employees. If you are not trained to do a job, inform your manager immediately and check that it is safe for you to do the work. He / she will arrange for appropriate training if necessary.

Those employees needing specific skills and knowledge will be identified and appropriate training will be given.

Accident & Near Miss Response, Reporting and Investigation

An accident is defined as an undesired event that results in personal injury or damage. A near miss is an incident that did not result in injury, allowing the opportunity to prevent a serious event in future.

All accidents and near misses must be reported immediately to the respective Headteacher and school Health & Safety Coordinator. The Headteacher or school Health & Safety Coordinator as appropriate will ensure that these are recorded on the day of occurrence in the appropriate electronic recording system, including the behaviour management system for incidents/near misses of a behavioural nature.

It is the responsibility of the respective Headteacher and school Health & Safety Coordinator to ensure each incident is correctly recorded and that an appropriate investigation is carried out, and that incidents are reported to the Trust's Health & Safety Lead.

Events that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations will be reported to the relevant authorities by the Trust Health & Safety Lead.

Accident and Near Miss statistics will be compiled by the Headteachers and Health & Safety Coordinators and will be provided to the Trust Health & Safety Lead regularly.

The Trust Health & Safety Lead will ensure that accident data is analysed with a view to preventing a recurrence, and that information and statistics are provided to the Trust Board.

The site of any accident or near miss should not be cleared without the authorisation of the respective Headteacher and school Health & Safety Coordinator as the Police, Health & Safety Executive and Environmental Health Officer consider an incident site to be a potential crime scene and expect a careful investigation of the incident to be recorded if it cannot be left undisturbed.

Remember:

- Do not approach until it is safe to do so.
- Call a first aider or ambulance if necessary.
- Report the accident to the Headteacher and school Health & Safety Coordinator.
- Do not move anything except to release the injured person(s) until given specific authority to do so in case the police / HSE / EHO wish to investigate the incident.

The First Aider will:

- Only allow access if it is safe to do so.
- Only allow those needed to assist at the scene and keep all others away.
- Arrange medical assistance and other emergency services help as necessary.

- Send somebody to find and liaise with ambulance crew, police, etc.
- If relevant, ensure the COSHH Assessment and / or Data Sheet is provided to medical personnel.
- If possible, determine injuries.

The Head teacher and school Health & Safety Coordinator will:

- Investigate the cause.
- Record information, conditions, statements.
- Take photos, measurements, samples, etc.
- Record the incident in the accident book.
- Check the area is safe before restarting work.
- Report all incidents required under RIDDOR.
- Carry out an incident investigation and if necessary, prepare a report with relevant measurements, information, statements, photographs, CCTV footage, etc.
- Keep records of all incidents for reference.

The Headteacher and school Health & Safety Coordinator will act on the findings of the investigation to try to prevent a recurrence.

First Aid

First aid can only be given by a trained first aider or a medically qualified person. Only a first aider or the injured person can apply a plaster or bandage. Any person may apply a plaster or bandage to him / herself.

Names of appointed first aiders are displayed on staff notice boards.

Non first aid trained persons can help the injured person if requested, provided they act ONLY under the instructions of the injured person or a medically trained person. All remaining staff are authorised to call 999 in a medical emergency to ask for medical help.

First aid kits and eye wash stations are provided throughout our premises.

A list of the items which must be present in each first aid kit is kept inside each first aid kit. The contents of each first aid kit are checked termly by a nominated person. If you use items from a First Aid Kit notify the nominated person to ensure that the items are replenished.

Security and Safeguarding

The Trust aims to provide a safe and secure environment for our employees, visitors, students and others who may visit our premises or use our facilities.

Access is restricted to authorised persons. A security risk assessment is carried out and all reasonable steps are taken to prevent unauthorised access to our premises.

Measures in place include will depend on the location but will include a mixture of physical barriers such as security fencing and access control systems, CCTV systems, intruder alarms and staff training.

Safeguarding / Child Protection Policies are in place where appropriate and are reviewed as required. Designated persons are responsible for managing the implementation of these policies.

Visitors

Visitors must report their arrival and departure. They are then supervised while on site by the person responsible. Safety rules and emergency procedures will be communicated.

Employees are encouraged to challenge anyone seen unaccompanied or unidentified on the premises and to report them to their immediate manager if there are any suspicions.

Alcohol and Drugs

It is our policy to prohibit the misuse of all prescribed and non-prescribed drugs or alcohol at or before work to avoid the associated risks to those taking the substance and those who may be affected by

the consequences. Any misuse or abuse of alcohol or drugs at work will be treated as gross misconduct and will be subject to disciplinary action.

Any employee who is involved in taking such substances while not at work will be provided with advice and some support in dealing with the situation provided it does not put themselves or others at risk while at work. Any contractor found to be under the influence of alcohol or drugs will be asked to leave and will not be asked to carry out work for the Trust in future.

Personal Protective Equipment (PPE)

PPE is considered a temporary or last resort measure. All PPE will be assessed to provide adequate protection against the hazard(s) and for suitability for the task and the user, and as identified within the risk assessments and safe systems of work.

Where PPE is assessed as being required by risk assessment, staff will be provided with suitable PPE at no charge. Where necessary, PPE will also be inspected, maintained, cleaned and replaced without charge. Suitable storage facilities will be provided. Records will be kept of issue, maintenance, cleaning and testing.

Employees are to check that their PPE is in good condition at all times and obtain replacements from their supervisor if required.

No work is to be carried out without the appropriate PPE being worn.

Constant supervision of PPE use and condition will be carried out by managers and supervisors. Failure to comply with PPE requirements will be regarded as a formal disciplinary offence.

Smoking

Smoking is banned inside our premises and grounds. It is a risk to health for smokers and those nearby, and also involves a risk of fire from unsafely discarded smoking materials.

Smoking within the premises or grounds will be treated as gross misconduct and will be subject to disciplinary action.

Management of Contractors

The system for approval and control of contractors will be followed in all cases to ensure the safety of contractors, visitors, employees and the public.

All contractors must satisfy the Trust that they are:

- Competent to do the planned work safely
- Routinely managing Health & Safety matters competently as part of their activities
- Providing adequate resource to Health & Safety risk control, including training, documented safe working procedures, method statements, etc.
- Adequately insured for the planned work

When it is planned to use contractors on site, a Method Statement will be agreed before work can start. It will identify hazards and an agreed safe method for the task to minimise the risk to employees, pupils, visitors and others who may be affected. The respective Headteacher and school Health & Safety Coordinator must ensure this document is prepared, and then made available to all involved before the work starts. Copies of Risk Assessments and Method Statements will be held by the Headteacher or school Health & Safety Coordinator as appropriate.

Contractors will be issued with site rules and safety procedures to adhere to whilst they are working at our premises.

Only approved contractors are to be engaged at Trust premises. The Headteacher and school Health & Safety Coordinator will maintain a register of approved contractors.

Site induction will be provided by the Headteacher or school Health & Safety Coordinator or their representative, or by the contractor for sub-contractors, as appropriate. Personnel will be met when starting work on the first day and all operational points covered including task specific risk assessments and method statements, etc.

Supervision of contractors will be by a nominated person. Specific high-risk work will be controlled using permit systems. This includes hot work, work at height, work on live electrical equipment, work underground and work in confined spaces.

Fire Safety

A fire risk assessment is regularly carried out at each Trust premises. All of the control measures identified are implemented and the risk assessment is reviewed annually or whenever there are any changes to the workplace (whichever is the soonest).

Fire escape routes, doors and corridors should be kept clear at all times. Fire doors should not be propped open or obstructed in any way. Escape routes are checked daily by a designated person.

Fire Extinguishers are provided at Fire Extinguisher Points throughout the buildings. Extinguishers are maintained under contract by an approved firm and are inspected weekly by a designated person.

Where a Fire Alarm system has been installed, this is maintained under contract by a specialist firm. Fire Points should not be interfered with in any way.

Emergency lighting, where provided, is maintained by a specialist contractor.

Fire Alarms are tested once a week. Emergency Evacuation drills are practised termly. Fire Marshals are appointed and trained to assist with evacuation. Personal Emergency Evacuation Plans are compiled for those with impaired mobility.

Records of testing, maintenance and evacuations are held by the Headteacher and Health & Safety Coordinator.

Fire Evacuation Procedures

DO NOT TAKE PERSONAL RISKS

The Fire Assembly Points are signposted externally and detailed on “Fire Action Notices” within the premises.

In the Event of Fire:

- Activate the nearest fire alarm.
- Contact the school office, they will call the fire brigade.
- Leave the building immediately by the nearest Fire Exit and go to Assembly Point.
- Report the location of the fire to the Chief Fire Marshal.

On hearing the fire alarm:

- Immediately shut down any equipment
- Leave the building immediately by the nearest Fire Exit and go to Assembly Point
- Close all windows and doors (if possible and without endangering yourself)

Remember:

- Do not collect personal belongings
- Do not panic or cause panic
- Do not run or shout
- Do not return inside the building until authorised to do so
- Beware of emergency vehicles

Work Equipment

We will ensure that work equipment provided by the Trust or by our employees is suitable and safe, meeting the required health & safety standards, before it is first used. All equipment belonging to employees is checked by the Headteacher (or representative) and school Health & Safety Coordinator before use and is included in inspection and maintenance procedures. All work equipment provided requiring maintenance is identified and it is ensured that effective maintenance procedures are in place.

Any problems found with work equipment should be reported to the Headteacher and school Health & Safety Coordinator. Defective equipment will be removed from service immediately and not used until it has been repaired / replaced.

Work equipment is inspected regularly. Inspection and cleaning is carried out only by authorised, trained and competent employees following specified procedures.

The electrical supply to the item must be turned off during inspection / cleaning.

Records of inspections and repairs are held. Risk assessments are recorded as appropriate. Where there is a legal requirement for independent inspection by an approved body, this is arranged.

Driving on Trust Business

All vehicles owned or used on official Trust business will be maintained regularly by a qualified vehicle mechanic. In addition, they will be subject to a pre-use inspection by the driver or other authorised member of staff.

Whether using their own or a Trust owned vehicle, only authorised persons may drive on Trust business. Authorisation will be given by the Trust Board, Headteacher or school Health & Safety Coordinator.

Drivers must be in possession of a valid licence for the class of vehicle they are asked to drive. In the case of minibuses, the driver must also hold a current MIDAS certificate. Training can be arranged via your manager if required for business purposes.

Where required, MoT certification for vehicles for which the Trust is responsible will be arranged by the Headteacher and school Health & Safety Coordinator. The Trust will arrange motor insurance and ensure that vehicles are taxed.

Where employees use their own vehicles for business purposes (e.g. to attend meetings at places other than the usual place of work) they must provide the following documents for approval prior to the journey being carried out:

- Driving licence
- MoT certificate (where required due to the age of the vehicle)
- Motor insurance certificate confirming the existence of "Business Use" cover

The Headteacher and school Health & Safety Coordinator will require these documents to be supplied annually for inspection. Employees are required to disclose any changes to the validity of the documents immediately.

Failure to comply with these requirements will be regarded as a formal disciplinary offence.

Safe Handling and Use of Substances

Some work involves the use of hazardous substances (e.g. cleaning). This work may be done by employees or contractors but will be managed in the same way. Only those trained and authorised may use these substances, following the safe systems of work and controls specified. Storage, use and disposal of hazardous substances must be strictly controlled by each authorised person.

If you are not trained and authorised, do not use any substance known to be, or marked as, hazardous.

All substances that fall under Control of Substances Hazardous to Health (COSHH) Regulations are identified and are subject to COSHH Assessment before being used. All actions identified in COSHH Assessments are implemented.

Data sheets and COSHH Assessments will be kept available for reference at all times, with an up-to-date library set held by the Headteacher and Office Manager. If anyone is exposed to a hazardous substance, a copy of the data sheet will be taken to hospital / doctor with the injured person.

Workplace Slips & Trips

Slips and trips are one of the most common causes of injury at work. We aim to reduce the likelihood of slips and trips by a combination of good housekeeping measures, including effective cleaning, and by encouraging the use of sensible footwear by our employees.

Cleaning chemicals used on floors by cleaners are selected for their non-slip properties.

Lids must be used when transporting containers of liquid or food. Any spillages, flooring defects or obstructions observed must be removed or reported to the Headteacher, manager or school Health & Safety Coordinator immediately. Warning signage is placed by spillages until they have been removed and the area is thoroughly dry.

Manual Handling

Occasional tasks will require physical effort (e.g. moving equipment, stock, reorganising furniture). So far as is reasonably practicable, we are committed to managing the risk to health from manual handling operations.

Manual work will be automated or carried out using suitable equipment where practical. For the remaining tasks involving significant manual effort, risk assessments will be written to reduce the risk to an acceptable level.

If due to the nature of the work the elimination of manual handling is not possible, the following guidelines should be followed:

- Do not attempt physical effort if you are not confident of your capacity to do it safely.
- Avoid unnecessary handling by the use of any mechanical aids provided.
- Place materials as close as practicable to workplace to limit distance, time and effort.
- Avoid lifting loads of excessive weight.
- Do not overload shelves.
- Ask for help or guidance if necessary.
- Ensure sufficient personnel are available to undertake the lift taking into account the size, weight and shape of the load and the area in which the lift is planned.
- Adopt good lifting techniques including straight back, knees slightly bent and legs apart, chin up, good grip, keep the load as close to the body as possible.
- Protect any sharp edges, leaks, etc.
- Wear uniform, gloves, apron, etc. as appropriate.
- During any repetitive work, allow sufficient time between lifts for resting.
- Ensure good communication between all personnel involved in any shared lifts.
- Avoid sudden movements (e.g. by catching a falling object).
- Do not put any other person at risk.

Fixed Electrical Installation

NICEIC or ECA approved electricians maintain the electrical installation. They work to current IEE Wiring Regulations. A full test of the installation is carried out at least every 5 years with records kept.

Any changes and repairs are carried out by NICEIC approved electricians to the same standard and are certified. Records are kept.

Employees are not to touch or open fuse boxes or electrical circuitry. Any damaged or defective items observed should be reported immediately to the Estates Team to allow them to arrange for defects to be made good.

Portable Electrical Appliances

Portable Electrical Appliances includes any item that is electrically powered and used in the workplace, whether belonging to the Trust or to an employee, and includes ancillary equipment such as extension cables.

Employees should visually inspect portable electrical appliances before using them. Damaged or defective items should be reported immediately to your immediate manager and removed from service until replaced / repaired by a competent person. The use of insulating tape as a temporary repair is prohibited.

Routine maintenance applied to all portable electrical appliances includes Portable Appliance Testing annually by an electrical contractor or trained in-house staff.

Flexible cables will be kept as short as possible. Cables should be fully unwound from reels or drums before use to reduce the potential for overheating.

Electrical appliances and their cables should not be used in wet conditions or on wet floors unless the circuit is protected by a Residual Current Device (which will be tested regularly).

Gas & Oil Appliances

Gas and / or oil-fired boilers are provided in some Trust premises for both heating and hot water. These are subject to regular maintenance by competent, approved contractors and should not be interfered with by staff.

Gas / oil isolation valves are provided that can be turned off in the event of an emergency (if safe to do so).

Work at Height

Work at height presents a hazard both to persons undertaking the work, particularly falling from height, and to others in the vicinity, particularly from falling objects.

As such, work at height will be avoided where practical.

Ladders, stepladders and steps are provided as a means of access and for light / short term work where it is not reasonably practicable to select an alternative safer method. This may include removing items from upper shelves.

However, care should be taken not to store heavy or bulky items at height.

If stepladders are used, the following general rules will apply:

- Manufacturer's guidance will be followed
- The stepladders in use will be British Standard Class 1 'Industrial' or BS EN 131
- The stepladder must be of adequate length so the work can be done without overreaching
- The stepladder must be erected on suitable firm ground and never on loose materials
- Stepladders will be inspected monthly to ensure they remain fit for use with records kept
- If any ladder is considered unsafe it must be reported to the Headteacher at Academies and Health & Safety Coordinator at Trust Offices and not used until it has been repaired / replaced

Skin Conditions

Extended exposure to some cleaning products or food juices can lead to skin problems. To reduce this exposure, it is compulsory for all employees in kitchens and food technology departments, as well as cleaners, to wear the non-latex protective gloves provided whenever they are handling food or cleaning (including cleaning glasses, dishes, etc.).

The following general protective measures are to be followed:

- All hand jewellery, other than wedding rings, should be removed whilst at work.
- Tongs, etc. are provided for handling food and should be used wherever possible.
- Hands should be thoroughly dried after washing.
- Any skin rashes, itches, etc. should be reported immediately to your immediate manager.

Musculoskeletal Injury

Tasks are varied and are managed to reduce the likelihood of exposure to musculoskeletal injury (also known as work related upper limb disorder or repetitive strain injury).

Should an employee experience any symptoms (such as sore arms or swelling) they should report these immediately to their immediate manager.

Food Safety

All employees who are to be involved in handling food are provided with independently accredited food hygiene training as soon as possible after commencing work.

Controls in place include:

- Ongoing cleaning regime in all work and storage areas
- Temperature controlled food storage

- Daily, recorded temperature checks
- Segregated food storage
- Food is marked with “use by” dates
- Pest control points
- Use of colour coded cutting boards
- Use of separate knives for different types of food (meat, vegetables, etc.)
- Regular cleaning of all work equipment and surfaces

Any employee whose role involves handling food who has suffered from diarrhoea or vomiting is required to phone in sick and remain away from the premises for at least 48 hours.

Lone Working

Working alone can be dangerous. Risk assessments are carried out and documented to reduce the risk. Lone working is to be avoided where possible.

We arrange for employees who are working alone to be adequately trained and equipped to work safely. Each person must be suitably trained and aware of the risks before working alone and be able to summon help quickly in any emergency.

Each person will manage their own risk responsibly and ask for help or guidance as appropriate.

Control of Asbestos

Asbestos is a naturally occurring mineral that has been used extensively in the construction of buildings and other products, particularly buildings constructed prior to the year 2000. It was used mainly because of its fire resisting and insulating qualities.

The Trust takes the management of asbestos seriously and complies with all required legislation to protect our employees from exposure to asbestos as far as is reasonably practicable.

Asbestos surveys are carried out at all Trust premises in accordance with the Control of Asbestos Regulations to identify any asbestos in the building construction. Where asbestos is identified this is recorded on an Asbestos Register and is managed in accordance with an Asbestos Management Plan to ensure that employees and others using the premises are not exposed.

The Asbestos Register is made available to all contractors and site staff who will carry out work at the premises.

Specialist contractors will be engaged if there is need to carry out work in any area involving asbestos and appropriate control measures / exclusion zones will be put in place.

If anyone suspects they have discovered or disturbed asbestos, they should:

- Not disturb it further
- Ensure that access to the affected area is prevented.
- Report it immediately to the Estates Team.
- Ensure that any clothing that may have been covered in dust or debris is appropriately disposed of.

Legionella

Legionnaires Disease is an uncommon, but serious, type of respiratory illness. It does not spread from person to person but is contracted by inhaling small droplets of water suspended in the air which contain the legionella bacterium.

Outbreaks occur from water systems where temperatures are warm enough to encourage growth of the bacteria and where conditions allow the bacteria to develop.

However, it should be noted that most people who are exposed to legionella do not become ill.

The Trust arranges for legionella surveys and risk assessments to be carried out at our premises by approved contractors. A legionella management plan is provided and followed.

Depending on the nature of the water system at each Trust premises, regular checks such as temperature monitoring, flush throughs, descaling of shower heads and cleaning of water tanks may

be required. The Headteacher at Academies and Health & Safety Coordinator at Trust Offices will ensure that these checks, which will be detailed in the legionella management plan, are in place.

Waste Management

Waste is to be placed in bins that are provided throughout our premises. These are emptied regularly by cleaners to external bins, which are in turn emptied at least weekly by registered waste carriers for disposal by registered waste processors or for transport to landfill sites. Materials are recycled where practical.

Hazardous waste is collected separately and disposed using suitably registered contractors.

The above list is not exhaustive, however it covers key areas of risk