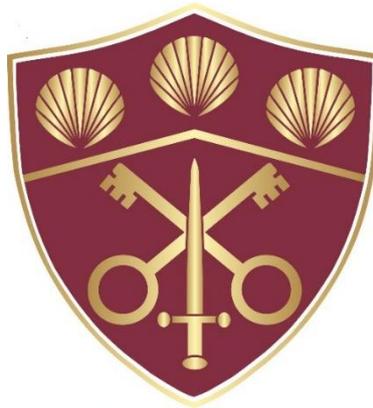


*Ad Gloriam Dei et Servitium Omnium*

# **Health, Safety and Welfare Policy**

**The Palmer Catholic Academy**

# MISSION STATEMENT



*Ad Gloriam Dei et Servitium Omnium*

The Academy's Mission promotes the academic and personal development of each member of its community, both students and staff alike.

We serve Christ in each other to the Glory of God and Service of all.



Adoption by Governing Body of The Palmer Catholic Academy:

Date of Implementation: March 2022

Signature of Chair of Governors: ..... 

Signature of Headteacher: ..... 

Review Date: March 2024

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# Health, Safety & Welfare Policy

## Introduction

This policy is written within the framework of the Health and Safety at Work etc. Act 1974 and its subsequent Regulations.

It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to the internal department of the academy. Copies and subsequent amendments will be made available to all employees.

The success of this Policy depends on the active support of all employees to achieve its objectives.

The Palmer Catholic Academy recognises the need for a well-defined policy setting out the standards it aims to achieve for protecting the health, safety and welfare of staff, students and others.

This Health, Safety and Welfare Policy sets out the organisation and arrangements for achieving this aim including the detailed responsibilities for key staff.

The Palmer Catholic Academy will ensure that it has access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by having a service level agreement with the London Borough of Redbridge, Corporate Health, Safety & Welfare Team.

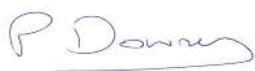
## 1. Policy Statement

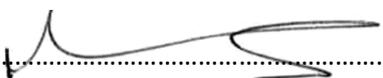
This academy will provide a safe and healthy working and learning environment for staff, students and visitors, this will be achieved by implementing the health and safety objectives detailed in this Policy.

This academy attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly students, parents and visitors. This academy will provide for its employees whilst working on the premises or elsewhere:

- Safe machinery and equipment, including vehicles;
- Articles and substances for use at work that are safe when properly used, stored, handled and transported
- Information, instruction, training and supervision to enable employees to work safely without risk to their health;
- Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health & safety;
- Adequate welfare facilities

Although the prime responsibility for health and safety under the Health and Safety at Work Act lies with employer, high standards of health, safety and welfare can only be achieved with the full co-operation and awareness of all staff.

  
..... (Headteacher) ..... (Date)

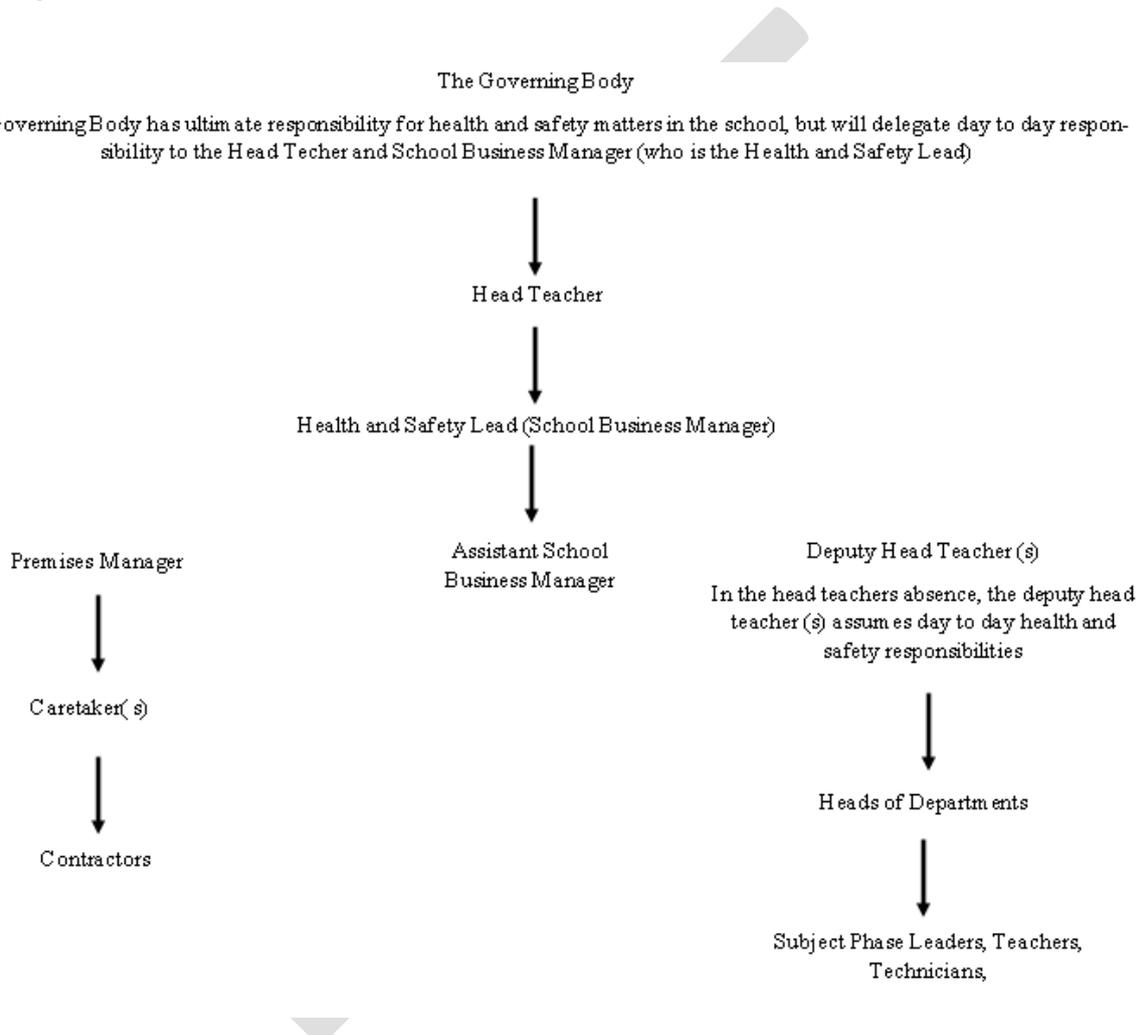
  
..... (Board of Governors) ..... (Date)

## 1.1 Professional Advice

The Palmer Catholic Academy will employ professionally qualified Health and Safety advisors who are available to assist the academy in the fulfilment of its responsibilities by providing advice and guidance on matters of health and safety.

## 2. Organisation and Responsibilities

Health and Safety within the academy is the responsibility of all staff, these responsibilities are outlined in sections 2.1 – 2.16. Key health and safety roles that have been designated to individual staff are outlined in the organisation chart.



### 2.1 Governing Body

The governing body has ultimate responsibility for health and safety matters in the academy, but will delegate day-to-day responsibility to Headteacher and academy business manager (who is the academy Health and Safety Lead).

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

The Palmer Catholic Academy, as the employer, also has a duty to:

- Assess the risks to staff and others affected by academy activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.
- Ensure that suitable standards of health & safety are achieved and maintained within the academy by monitoring the academy's health and safety performance on an annual basis.
- That the academy's Health & Safety Policy and procedures are annually reviewed to ensure their suitability.

## **2.2 Headteacher**

The Headteacher is responsible for:

- Producing the academy's Health & Safety Policy. This shall include a statement of intent, individual health and safety responsibilities, and the organisation, arrangements and procedures;
- Establishing and maintaining systems within the academy to ensure that health & safety is effectively managed;
- Appointing a Health & Safety lead for the academy.
- Ensuring that sufficient resources are allocated to enable health and safety to be successfully managed;
- Ensuring other health and safety information is communicated to relevant staff;
- Ensuring that accidents are investigated and reported using the established procedures;
- Ensuring that Trade Union Safety Representatives can carry out their functions including inspections and accident investigations and, where appropriate, that consultations take place with them. Where a Safety Representative has not been appointed by the union, ensuring that adequate arrangements exist for consultation with all staff on health, safety and welfare issues;
- Ensuring that all training needs are identified and met;
- Ensuring that assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken;
- Ensuring that new employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, fire safety and other safety procedures;
- Ensuring that fire precautions and procedures are implemented (including fire drills);
- Ensuring appropriate arrangements are made regarding companies hiring academy premises, where appropriate;
- Ensuring Health and Safety performance is monitored as specified in paragraph 3.24;
- Ensuring termly health and safety inspections of the academy are carried out.

## **2.3 Academy Health and Safety Lead**

The academy's Health & Safety Lead is the academy Business Manager.

The Health and Safety Lead is responsible for:

- Assisting in producing the academy's Health & Safety Policy. This shall include a statement of intent, individual health and safety responsibilities, and the organisation, arrangements and procedures;
- Assisting in establishing arrangements for dealing with health and safety matters such as:
  - Maintaining a central file of health & safety information relevant to the academy;
  - Maintaining systems within the academy to ensure that health & safety is effectively managed;
- Liaising with Safety Representatives;
- Liaising with contractors working at the premises;
- Ensuring that all inspection reports are dealt with in an appropriate manner;
- Co-ordinating all aspects of Health, Safety and Welfare Policy and practice;

- Ensuring 'reportable' accidents are reported to the Council's Corporate, Health, Safety & Welfare Team (whilst in a service level agreement);
- Ensuring other health and safety information is communicated to relevant staff;
- Carrying out assessments for all risks to health and safety and ensuring significant findings are recorded, with appropriate preventative measures being taken;
- Assisting in providing appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, fire safety and other safety procedures;
- Ensuring appropriate arrangements are made regarding companies hiring academy premises, where appropriate;
- Ensuring Health and Safety performance is monitored as specified in paragraph 3.24;
- Ensuring termly health and safety inspections of the academy are carried out.

#### **2.4 Line Managers/Head of Department**

Line Managers are responsible for implementing the Health, Safety and Welfare Policy and procedures within their area of control. They will need to ensure that:

- Appropriate health & safety information is held within the Department/Section;
- The Health & Safety appropriate safety signs or notices are displayed;
- Assessments for all risks to health and safety are carried out, the significant findings recorded, and the control measures as detailed in the risk assessment are implemented;
- Relevant health and safety information is communicated to staff;
- All accidents occurring in the Department/Section are reported; the causes are investigated and an accident report form is completed;
- Reasonable arrangements for allowing Safety Representatives to carry out their functions are complied with;
- Health and safety training needs of staff within the Department/Section are identified and met, or reported to Headteacher;
- Staff are aware of the fire procedures;
- New employees receive appropriate health and safety information, instruction and training, including Departmental safety procedures;

#### **2.5 Subject/ phase leaders**

Subject/ phase leaders are responsible for implementing the Health, Safety and Welfare Policy within their Department.

In particular, - Subject/ phase leaders will need to ensure that:

- Equipment within the Department is maintained in a safe condition. To achieve this the Subject/ phase leaders will ensure that the equipment is subject to regular inspections by competent staff and an annual maintenance programme.
- Termly inspections are undertaken to identify hazards and unsafe acts and omissions within the Department, and that an action plan is produced to ensure that any issues identified are resolved;
- New employees receive appropriate health and safety information, instruction and training, including Departmental safety procedures;
- Records are maintained of the Department's health & safety activities:

#### **2.6 Class Teachers**

The health, safety and welfare of students in classrooms, laboratories and workshops is the responsibility of the class teacher. These guidelines also apply to student teachers / teaching assistants who must be made aware of their responsibilities by the class teacher.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- Be aware of, and follow, health and safety guidance;
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not enough);
- Ensure that students' coats, bags, cases etc, are safely stowed away;
- Carry out classroom daily checks;
- Integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- Follow safe working procedures personally;
- Ensure protective clothing, guards, specialist safe working procedures etc. are used when necessary;
- Make recommendations on health, safety and welfare matters to the head of subject or team leader.
- Identify risks associated in the classroom and ensure risk assessments in place and communicated to all relevant staff.

## **2.7 Technicians**

Technical staff are responsible for ensuring health and safety within the practical areas in the Departments in which they work, including Science laboratories, Design & Technology workshops, Art or Drama studios, IT and preparation rooms.

Technicians are responsible for:

- Undertaking regular workplace inspections of their area to identify hazards and ensure good housekeeping.
- Undertaking regular equipment inspections, keeping equipment in good working order and keeping relevant inspection/maintenance records.
- Ensuring all hazardous substances are used, handled, transported and stored in accordance with the information outlined in COSHH assessments and other information sources (e.g. CLEAPSS).

## **2.8 Caretaker(s) / Premises Manager**

The Caretaker is responsible for ensuring the health and safety of the site, more specifically:

- Ensuring that all fire exits are clear from obstruction and fire exit doors are unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system;
- Undertaking the monthly test of the emergency lighting system;
- Undertaking the weekly test of the magnetic door release mechanisms;
- Checking the hazard reporting system at least daily, rectifying those issues within their authority and notifying the Headteacher/ Business Manager of any unresolved issues;
- Undertaking termly inspections of the communal areas of the academy to identify hazards;
- Liaising with persons / companies hiring premises space (if applicable / delete as appropriate) to ensure that they are aware of evacuation procedures and routes, first aid provision, hazard and accident reporting procedures.

## 2.9 Office Manager/Assistant business manager/Finance Manager

The Office Manager is responsible for ensuring the health, safety and welfare of Office Staff; and ensuring that:

- A record is maintained of all first aid and accidents and copies of completed accident forms are maintained. The forms will be retained for 3 years for adults and until the young person is 22 years old.

The Finance Manager is responsible for ensuring the asset register is updated.

## 2.10 Asbestos Duty Holder

The Control of Asbestos Regulations places a duty on the “Asbestos Duty Holder” to manage any asbestos or asbestos containing materials located within the premises.

The Asbestos Duty Holder is generally the person (or persons) who have clear responsibility for the maintenance or repair of the premises e.g. Headteacher and site manager.

The [Asbestos Duty Holder\(s\)](#) are: the Headteacher, academy Business Manager and Premises Manager.

Each academy has an Asbestos Register that identifies whether asbestos or asbestos containing materials are present within the premises including the location, the type of asbestos and its condition.

The Asbestos Register is located in the caretaker’s office or on the staff shared drive.

In addition, there is an Asbestos Information Poster, which outlines the processes to be followed prior to work commencing on the premises; and also, what to do if any suspected asbestos material is damaged in any way. This poster is displayed in an area occupied by personnel who have cause to access the asbestos log and/or deal with contractors, e.g. caretaker’s office or main academy office.

The [Asbestos Information Poster](#) is displayed in: the caretakers office.

It is the responsibility of the Asbestos Duty Holder to ensure that anyone, contractors or staff, who intend to work on the fabric of the building, read the Asbestos Information poster and consult the Asbestos Register prior to commencing work to ensure where they will be working is free from asbestos and asbestos containing materials, and that they sign the register to demonstrate they have consulted and understood it.

If, during the task, further work needs to be carried out at a different location, the Asbestos Register must be consulted again and be resigned and dated.

***Note: It is a legal requirement for the duty holder(s) to have asbestos awareness refresher training at regular intervals.***

## 2.11 Educational Visits Co-ordinator (EVC)

The EVC is responsible for ensuring that all trips and visits are approved and that the visit leader completes a suitable and sufficient risk assessment.

## **2.12 COSHH Co-ordinator**

The COSHH Co-ordinator is responsible for ensuring that data sheets for all hazardous materials are available and that all such materials are entered on the COSHH register and all such materials are retained in secure storage.

- Colleagues consider whether the hazardous substance they are intending to use could be eliminated altogether or replaced by a safer alternative prior to considering other control measures;
- Suitable & sufficient COSHH assessments are completed for all the hazardous substances used on site;
- No new hazardous substance is used by the academy's employees or students until a suitable & sufficient COSHH assessment has been completed;

## **2.13 Fire Marshals / Wardens**

Fire marshals / wardens are responsible for:

- Familiarising themselves with their areas of responsibility, the escape routes and any problem areas;
- On hearing the fire alarm, they are responsible for:
  - Ensuring the safe evacuation of everyone in their area(s) of responsibility;
  - Checking all rooms in their area(s) of responsibility; including toilets, rest rooms and store rooms; to ensure that everyone has safely left the building.
  - Where possible, closing windows and doors as each room is checked;
  - Reporting to the Headteacher (or most senior staff member on site) that everyone has safely evacuated the building, or to report any problems;
  - Ensuring that nobody re-enters the building until the Headteacher (or most senior staff member on site) has stated it is safe to do so;
- Ensuring they are available, after the evacuation, to attend a debrief meeting to discuss the evacuation, identify any problems and share information.
- Monitoring to ensure that fire routes and exits are kept clear at all times in their area(s).

## **2.14 First Aiders and Welfare Officer**

First Aiders are responsible for:

- Taking charge when someone is injured or falls ill;
- Administering first aid in the event of an injury;
- Calling for an ambulance, if required;
- Informing the Headteacher (or most senior member of staff on site) if an ambulance has been called;
- Keeping up to date with first aid training and ensuring they attend refresher training prior to the expiry of their first aid certificate.

## **2.15 All Employees**

Although overall responsibility for health and safety rests with Governors, all employees also have an individual responsibility for their own and other safety. Employees are required to:

- Take reasonable care for their own health, safety and welfare and that of other persons affected by their acts or omissions;
- Co-operate with their employer, so far as is necessary, to enable it to meet its responsibilities for health, safety and welfare;
- Be aware of, and follow, health and safety guidelines;
- Use work equipment provided correctly, in accordance with instructions and training;

- Inform their line manager or Business Manager of any work situations that represent a serious and immediate danger to health, safety and welfare. The academy has a formal hazard reporting system, details of which are contained in Section 3.1;

In addition, female workers must notify their employer as soon as possible after they become pregnant in order that a risk assessment can be carried out to ensure the safety of the mother and unborn child.

## **2.16 Trade Union Safety Representatives**

In accordance with the Safety Representatives and Safety Committee Regulations, recognised trade unions can appoint Safety Representatives who will, if necessary, take up matters on behalf of employees. The names of workplace representatives will normally be found on the “Health and Safety Law – What you need to know” poster displayed in the staff room or Bede reception foyer. The training of Safety Representatives is the responsibility of the appropriate trade union. The academy will provide its Safety Representatives with reasonable time off to undertake any training necessary and to undertake their duties.

## **3. General Arrangements for Implementing the Health, Safety and Welfare Policy**

### **3.1 Accident/Incident Reporting & Investigation**

An accident is an unplanned event that results in injury or damage. A near miss is an unplanned event that does not result in injury or damage but had the potential to do so.

All incidents (with the exception of minor injuries) should be reported on the Accident and Incident form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

The Accident and Incident form is kept on the staff drive or there is a supply in Bede reception. All accidents/incidents must be reported to the Business Manager.

As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.

Records held in the incident book will be retained by the academy for a minimum of 3 years.

### **3.2 Asbestos Management**

The Control of Asbestos Regulations places a duty on the “Asbestos Duty Holder” to manage any asbestos or asbestos containing materials located within the premises.

The Asbestos Duty Holder is identified above at 2.10.

It is the responsibility of the Asbestos Duty Holder to ensure that anyone, contractors or staff, who intends to work on the fabric of the building, reads the Asbestos Information poster and consult the Asbestos Register prior to commencing work to ensure where they will be working is free from asbestos and asbestos containing materials, and that they sign the register to demonstrate they have consulted and understood it. If, during the task, further work needs to be carried out at a different location, the Asbestos Register must be consulted again and be resigned and dated.

Control and safety management systems must include the following:

- Making sure that employees on the premises are fully aware that there are asbestos containing materials (ACM’s) in the building (if applicable) and where it is located;

- Ensuring that only appropriately accredited and competent contractors work on site and wherever any work may involve disturbing the fabric of the building, the contractor must be made aware of the contents of the asbestos survey / register before they commence work.
- Contractors must be advised to assume that materials contain asbestos unless there is evidence to the contrary;
- Ensuring that relevant asbestos related information is held on site in a secure location and warning notices are displayed on site if relevant;
- Ensuring that the Asbestos Information Poster is displayed at the reception point.
- Ensuring all contractors, and any other person undertaking work on the fabric of the building, sign the asbestos register confirming that they have had access to the information contained in the register and that their risk assessments and method statements reflect fully this knowledge of the potential risks;

The duty holder must always obtain a signature from persons carrying out the work, confirming that they are appropriately trained for the works, which they will undertake. This is essential where works could affect asbestos containing materials.

***Note: It is a legal requirement for the duty holder(s) to have asbestos awareness refresher training at regular intervals.***

### **3.3 Communicable Diseases**

Due to the age and number of children present in educational schools, it is not uncommon for them to contract a variety of communicable diseases.

Public Health England have produced 'Guidance on Infection Control in Academies and other childcare settings'.

This document provides guidance on the prevention and spread of communicable diseases, and promotes a co-ordinated approach to the management of communicable disease in academies, colleges and nurseries.

The exclusion periods for common infectious diseases and skin infections are also included in this document. A copy of the exclusion period chart is located in the welfare room.

### **3.4 Consultation with Employees**

Under the Health and Safety (Consultation with Employees) Regulations and the Safety Representatives and Safety Committees Regulations an employer has a duty to consult with employees or their appointed representatives on matters of health and safety.

Employees will be consulted on the following:

- The introduction of any measure which may substantially affect their health and safety at work;
- Arrangements for getting competent people to help them comply with health and safety laws;
- Information on risks arising from their work, measures to reduce or get rid of those risks and what employees should do if they are exposed to a risk;
- The planning and organisation of health and safety training and the health and safety consequences of introducing new technology;

This academy will consult with staff in the following ways:

- Weekly staff briefings, Email updates, Induction.

### 3.5 Control of Contractors

This academy recognises that it has responsibilities in relation to the use of contractors.

In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors to carry out some or all the work, all parties will have some health and safety responsibilities.

The client in these circumstances is the Headteacher/academy, or where academies have bought into SMADS, the Local Authority.

Clients need to satisfy themselves that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

The client and contractor are required to agree a safe method of working for the contracted work and preventative and protective steps that will apply when work is in progress. A risk assessment should be carried out to identify and address any potential hazards. Consideration should be given to those risks from each other's work that could affect the health and safety of the workforce or anyone else.

Clients are required to manage and supervise the work of the contractors. The more impact the contractor's work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities of the client. Clients therefore need sufficient knowledge and expertise to be able to manage and supervise the contracted work.

The academy will ensure that contractors visiting their premises do not pose a risk to their own health and safety or that of others present within the academy.

***All contractors should report to the academy office upon arrival.***

The Premises Manager is responsible for ensuring that all contractors on site are made aware of the asbestos register, fire safety and emergency evacuation procedures and any other relevant information as part of a formalised induction process.

Contractors in turn should notify the premises manager or academy business manager of any hazards arising from their activities, which may affect the occupants of the academy.

The Catering/Cleaning staff are responsible for the safety of the kitchen & cleaning areas and must notify the Headteacher, Business Manager or Premises manager of any hazards.

### 3.6 Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health (COSHH) Regulations impose duties on employers to protect employees who may be exposed to substances hazardous to health at work, and others who may be affected by such work.

COSHH Regulations cover chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on the packaging then the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases, biological agents that cause diseases such as Leptospirosis or Legionnaires Disease; and biological agents used in laboratories.

COSHH does not cover lead, asbestos or radioactive substances because they have their own specific regulations.

This academy will ensure that COSHH assessments will be carried out on all hazardous substances prior to use. The COSHH assessment, which provides information on specific hazards, first aid measures, personal protective equipment etc. will be reviewed as appropriate, or every five years, whichever is the sooner.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used in Science labs.

All laboratory's in Bede building have chemical spill kits. Mother Teresa building has a spill kits located in the prep room between MT1 and MT2.

COSHH data sheets and risk assessments can be obtained by contacting the Head of Science. The Head of Science is the academy's COSHH Co-ordinator.

### **3.7 Display Screen Equipment**

The Display Screen Equipment (DSE) Regulations require employers to minimise the risks to employees who habitually use display screen equipment as a significant part of their normal work.

Other people, who use DSE only occasionally, are not covered by the requirements of the regulations, however, employers still have general duties under other health and safety at work legislation.

'Users', as defined by the Regulations, can be identified by completing the DSE User questionnaire. Where users are identified, the following must be ensured:

- Workstations are assessed using the HSE workstation assessment checklist and the risks reduced, as applicable;
- Workstations meet the minimum requirements as outlined on the HSE checklist;
- Work is planned to allow adequate breaks or changes of activity;
- On request, eye tests are arranged, and a contribution made towards spectacles if they are required for DSE use; and
- Health and safety training and information is provided.

Completed User forms and DSE assessment checklists are saved with the HR Admin Assistant.

Staff must request an eye test. If the test shows that the user needs glasses specifically for DSE work, the academy will pay for a basic pair of frames and lenses. This could be 1/3 of the price paid, but no more than £100 in value.

Further information can be found on the HSE website: [www.hse.gov.uk/msd/dse](http://www.hse.gov.uk/msd/dse)

### **3.8 Driving**

Under the Health and Safety at Work etc Act, employers have a general duty to ensure the health, safety and welfare of employees and others who may be affected by their undertaking. This includes employees who may be required to drive as part of their duties. They may be required to drive either their own private vehicle or the academy minibus (see section 3.23).

Staff may only drive students in their own vehicles if prior written permission has been obtained from their parent/carer and providing that their licence, MOT, Tax and Insurance are valid for such an activity.

### 3.9 Electricity at Work

The Electricity at Work Regulations set out specific requirements on electrical safety. These regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained to prevent danger. 'Systems' includes all apparatus as well as the mains supply.

All portable electrical appliances should be visually checked before use. Attention should be paid to the condition of power cables and their connections, as these can easily be damaged which may introduce a hazard.

All portable electrical equipment should be visually inspected before use. Equipment used and moved regularly such as kettles, extension leads, vacuum cleaners etc should be subject to a detailed inspection and test by a competent person periodically. A written record of the tests, in the form of a logbook or register, should be maintained and be available for examination and the equipment itself should be marked with some form of identification and the date of the most recent test.

Portable Appliance Testing will be carried out by a competent contractor and the records are retained on Every.

Extension leads and adaptors should only be used where uncoiled fully.

Apart from phone charges, staff should not bring in their own personal electrical equipment.

Equipment should always be visually checked before use. Staff must inform [finance@tpc.academy](mailto:finance@tpc.academy) when they bring in any portable electrical items so that it can be recorded on the academy's asset register.

Fixed electrical installations should be inspected by a competent person at least every five years.

All records are retained on Every.

### 3.10 Educational Visits

The Health and Safety at Work Act places a duty on employers to ensure the health, safety and welfare of employees and others (students) who may be affected by the work activities. This includes all educational visits, whether local, national or international.

In order to safely manage educational visits, the academy follows the guidance provided by the DFE. <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>.

In accordance with this guidance this academy has appointed an Educational Visits Co-ordinator, and developed an academy Educational Visits Policy based on the DFE and Children's Services Guidance.

The Educational Visits Co-ordinators (EVC) is Rupert Slack. The academy Educational Visits Policy is located <https://drive.google.com/drive/folders/OAOxFsWliUw5gUk9PVA>

No educational visit will be allowed to proceed unless an educational visits risk assessment has been completed and the visit has the approval of the Headteacher and (for adventurous activities, residential visits and international visits) the local authority.

### 3.11 Fire Safety

The Regulatory Reform (Fire Safety) Order places duty on employers to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire.

Each academy should have a “Responsible Person” who is ultimately responsible for fire safety and who may have other competent people to assist them to carry out their duties. These include undertaking a Fire Risk Assessment and ensuring that any significant findings identified are acted upon, preparing an Emergency Evacuation Plan, and Personal Emergency Evacuation Plans (PEEPs) for staff or students with impaired mobility.

The Responsible Person for this academy is the Headteacher.

The current Fire Risk Assessment is saved on Every and is displayed on the notice board. The Emergency Evacuation Plan is stored on the staff shared drive and any Personal Emergency Evacuation Plans (PEEPs) are saved centrally by the Business Manager. These are also forwarded the SENCO for dissemination.

‘Fire Action Notices’ are displayed throughout the premises advising the actions to be taken on discovering a fire/on hearing the alarm.

Fire Drills are conducted on a termly basis and a record of the time taken to evacuate the premises and any comments arising should be reported to the Governing Body.

All staff have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective or damaged fire- fighting equipment, such as fire extinguishers.

Any fire that occurs within the premises, however minor, must be reported to the Headteacher.

#### **The competent people for fire safety at this academy are as follows:**

- a. Calling the Fire Brigade is the responsibility of Senior Leadership Team.
  - The academy will call the emergency services during academy hours (7:00am - 6:00pm, Monday to Friday).
  - Custodian Monitoring Station (on behalf of Eurolink security) will call the emergency services out of school hours: Monday - Friday - 6:00pm - 7:00am. Saturday and Sunday all day. All bank holidays.
  - Custodian Monitoring Station will call the named key holders to alert the academy the fire alarm has been activated.
- b. Liaising with the fire brigade is the responsibility of the Business Manager / Premises Manager or member of the Senior Leadership Team.
- c. Class teachers will take a register of students, which will then be checked against the attendance register of that day
- d. The office manager will take a register of all staff and visitors
- e. Fire Wardens and list of staff with specific managed evacuation duties are kept in the staff shared drive. Any staff not given a specific duty should assist their colleagues in evacuating the buildings.
- f. Organising fire drills is the responsibility of the Headteacher

- g. Organising fire safety training is the responsibility of academy business manager(s)
- h. Periodic inspections of the fire alarms, emergency lighting, fire door magnetic holders are carried out by competent contractors.
- i. Weekly checks of the fire alarm call points, emergency lighting and fire door magnetic holders are carried out by the Premises manager.
- j. Annual inspection of the fire extinguisher and firefighting equipment is carried out by a competent contractor.

The assembly points are Palmer Yard (years 7,8 and 9) and Kolbe yard (years 10, 11, 12 and 13) and visitors.

The academy's offsite evacuation building is St Aidan's Catholic Primary Academy via Bradford Road.

**The fire alarm sound is a loud continuous bell/tone that does not stop.**

There are two refuse call points.

1. Bede Maths and Science, first floor, by the Lift
2. Bede Maths and Science, first floor, by back staircase

The two-way communication is located in the Mother Theresa office.

Megaphones are stored in Bede reception. These will be brought to the assembly point and given to the Headteacher or deputy Headteacher to aid evacuation and communication.

### **3.12 First Aid**

The Health and Safety (First-Aid) Regulations set out a duty of care on employers to provide adequate and appropriate first aid provision for employees.

Staff nominated to administer first aid will attend the following course: First Aid at Work.

A first aid assessment of needs has been undertaken by the business manager using a First Aid Needs Assessment Form. A copy of the completed form is held centrally by the business manager. The assessment should be reviewed, at least every 3 years.

See the First Aid & Adminstrating Medications policy for nominated persons with first aid responsibilities.

See the First Aid & Adminstrating Medications policy for First Aid Boxes locations.

See the First Aid & Adminstrating Medications policy for First aid emergency kits.

The person responsible for maintaining the First Aid boxes is: The Welfare Officer.

Notices are displayed throughout the academy advising of the locations of first aid boxes and the names of first aiders.

Any accidents requiring first aid must be recorded and where relevant reported to the Headteacher.

Further information can be found at <https://www.gov.uk/government/publications/first-aid-in-Academys>

### **3.13 Flood**

The academy has used a recognised source (DFE government website) to determine the risk from flood and storm.

The academy will actively monitor weather conditions and react if the academy hears bulletins through media platforms.

Flood risk summary for the area around the academy

Surface water: Medium risk. Medium risk means that each year this area has a chance of flooding of between 1% and 3.3%.

Rivers and the sea: Very low risk.

The Environment Agency is responsible for managing the flood risk from rivers and the sea.

Lead local flood authorities (LLFA) are responsible for managing the flood risk from surface water and may hold more detailed information.

The academy's LLFA is Redbridge council.

### **3.14 Gas Safety**

Under the Gas Safety (Installation and Use) Regulations, any work on gas systems and appliances must only be undertaken by persons registered with the Gas Safe register.

The Business Manager is responsible for ensuring that gas appliances will be regularly serviced by competent persons.

Annual servicing will be carried out by a competent contractor and records are maintained by the academy business manager and held on Every.

If you smell gas:

- Do not use any naked flames/other ignition sources
- Open doors and windows
- Contact the gas board
- Do not switch on or off the lights or any portable switch appliance switch
- Shut off the gas
- Evacuate the premises, if appropriate

Any gas matters within the academy, must be reported to the Headteacher, Business Manager or Premises Manager and the Corporate Facilities Management Team on (0208 708 3528). The responsible person/nominated person must contact the Gas supply/ company immediately.

### **3.15 Health & Wellbeing of Staff**

The Health and Safety at Work Act establishes a duty for employers to ensure the health, safety and welfare of employees, whilst at work. This includes not only their physical health, but also their mental health and wellbeing. The Management of Health and Safety at Work Regulations 1999 require a general risk assessment of all risks in the workplace, and this will include the risk to staff from stress.

The HSE defines stress as *“the adverse effect people have to excessive pressure or other types of demand placed on them”*.

### **3.16 Information, Instruction and Training**

The Health & Safety at Work Act establishes the duty of the employer to supply employees with such information, instruction, training and supervision as necessary to ensure their health and safety at work.

This academy is committed to providing all staff with the appropriate information, instruction, training and supervision to enable them to undertake their duties safely and without risk to themselves or others.

Induction training will be provided to all new employees appropriate to their role.

Health and safety training, and refresher training will be organised for staff as appropriate, and training records (including induction) will be kept.

Health and safety training records are kept by the academy and held centrally by the business manager.

### **3.17 Legionella**

The Control of Substances Hazardous to Health Regulations relates to the risk from hazardous micro-organisms, including Legionella. Under these Regulations, risk assessments and the adoption of appropriate control measures are required to be put in place.

The academy will ensure that an adequate risk assessment of the water systems in its buildings is carried out; and will identify and assess the risk of exposure to Legionella bacteria from work activities and water systems on the premises and any necessary precautionary measures.

The Legionella risk assessment has been undertaken by a competent contractor and is located on Every.

All water systems should be subject to monitoring, inspection and testing at regular intervals by a competent person. The written records of the risk assessments, monitoring, inspections and testing, in the form of logbook or register, should be maintained and should be retained for at least 5 years.

Regular monitoring, inspection and testing will be carried out by a competent contractor and records will be maintained by the academy business manager and held on Every.

Any queries regarding Legionella risk management should be referred to the Corporate FM Team on (0208 708 3528).

Further information can be found on HSE website [www.hse.gov.uk/legionnaires](http://www.hse.gov.uk/legionnaires)

### **3.18 Letting of the academy premises**

Employers have a general duty under the Health and Safety at Work Act to ensure the health, safety and welfare of their employees at work, and others who are not employees but use their premises.

The Act also requires that when parts of the building are used by other organisations that there is "co-operation and co-ordination" between the two parties for the purposes of health and safety.

- a. This academy will ensure that the appropriate health and safety information is passed to the hirer.

- b. The finance team is responsible for providing the hirer with appropriate health and safety information and ensuring the hirer sign a copy of the letting's checklist.
- c. Where the hirer is undertaking activities that require personal qualification or proficiency (for example martial arts), the academy will check to ensure competence of the instructor prior to the letting being agreed.
- d. Lettings are organised by the finance team.
- e. Letting documents are located on the staff drive/Finance/Lettings.

### **3.19 Local Exhaust Ventilation**

The Workplace (Health, Safety and welfare) 1992 Regulations specify general ventilation requirements.

The Control of Substances Hazardous to Health (COSHH) 2002 Regulations require that, where hazardous substances are used, they should either be contained or safely dispersed (i.e. Local Exhaust Ventilation). The regulations also set compliance requirements for LEV systems used to control exposures to hazardous substances.

The academy will ensure that all LEV systems are maintained to standards suitable for their purpose and that visual checks are carried out every week by trained personal.

The following staff will be responsible for carrying out visual checks of LEV systems.

Science and Design and Technology Technicians.

All LEV systems should be subject to a thorough inspection and testing at least every 14 months by a competent person. The written records of the visual checks (with findings), test and inspection, in the form of logbook or register, should be maintained for at least 5 years and be available for examination.

Annual inspection and testing will be carried out by a competent contractor.

Records are maintained by the academy business manager and held on Every.

Further information is available from the HSE document INDG 408(rev1) – Clearing the air A simple guide to buying and using local exhaust ventilation (LEV).

### **3.20 Lockdown**

The academy will ensure that it has emergency procedures in place to deter an intruder related incident.

Staff are expected to report any suspicious surveillance type behaviour noted in the vicinity of the academy to SLT, who will then share this with the police.

Local police and other schools will share information between themselves of any suspicious behaviour or noted incidents.

In the event of an intruder posing a threat, staff will need to follow the 'lock-down' procedure to keep the academy site safe and each classroom safe.

In the event of a weapons/firearms attack, the academy will follow the UK government Office national counter terrorism security advice.

**The 'lock-down' will be commenced upon the alarm sounding an intermittent continuous bell sound.**

**The competent people for lockdown at this academy is as follows:**

- a) Activating the alarm is the responsibility of office staff in Bede or Mother Theresa office from the direction of a member of the Senior Leadership Team. Designated staff must press the blue call button to sound the alarm.
- b) Liaising with the police is the responsibility of the Headteacher.

### **3.21 Lifting Operations and Lifting Equipment Regs. (LOLER)**

LOLER applies to any item of lifting equipment including new or existing equipment, second-hand or leased equipment and the accessories used for lifting.

- Lifting equipment is work equipment designed and used for lifting and lowering loads; such as cranes, lifts, and hoist; and includes its attachments used for anchoring, fixing or supporting it.
- Accessories for lifting are work equipment for attaching loads to machinery for lifting, such as chains, ropes, slings, hooks, shackles and eyebolts.
- Load includes a person (lifts in academies).

Generally, the Regulations require that lifting equipment provided for use at work is:

- Strong and stable enough for the use and marked to indicate safe working loads;
- Positioned and installed to minimise any risks;
- Used safely, i.e. the work is planned, organized and performed by competent people; and
- Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

This academy requires that all lifting equipment be clearly marked to indicate the safe working load. Where the safe working load is affected by the configuration of the equipment, then the equipment must be marked to indicate its safe working load in each configuration. Accessories for lifting, such as slings, must also be marked with their safe working load.

It is the responsibility of Business Manager to ensure all lifting equipment and accessories are marked with the safe working load.

This academy also requires that all lifting operations are properly planned by a competent person, appropriately supervised and carried out safely.

Staff must not use lifting equipment unless they have received appropriate training and must use the equipment in an appropriate manner, according to the information received in training and from their line manager.

It is the responsibility of the Business Manager to arrange staff training and refresher training as appropriate, and to ensure that records of staff training are maintained.

This academy requires that all lifting equipment undergoes a thorough examination by a competent person before it is first put into use, unless the equipment has an EC declaration of conformity made not more than 12 months before the equipment is put into service or it is accompanied by physical evidence of its last thorough examination.

Ongoing thorough examination must also be undertaken to ensure that lifting equipment remains safe for use. In the case of lifting equipment for the lifting of persons or an accessory, a thorough examination is required at least every 6 months, for other lifting equipment a thorough examination is required at least every 12 months.

It is the responsibility of the Business Manager to arrange for all lifting equipment and accessories to be thoroughly examined by a competent person, at appropriate intervals.

Examination records will be held on Every.

All defective lifting equipment or lifting accessories must be reported and the equipment taken out of use until the defect is rectified.

All defects and lifting equipment documentation is kept on Every.

The emergency call button dials straight through to the service providers emergency call centre for entrapment. 24 hrs, 365 days.

Further information and guidance on LOLER can be found in the following documents:

- HSE INDG 290 (rev1), Lifting equipment at work- A brief guide.
- HSE INDG 422, "Thorough examination of lifting equipment – a simple guide for employers".

### **3.22 Lone Working**

The Health and Safety at Work Act 1974 places a duty on employers to ensure the health, safety and welfare of employees. The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work. This will include the risks to staff from lone working.

Lone workers have been defined by the HSE as 'those who work by themselves without close or direct supervision'. Lone workers are found in a wide range of situations, and can be divided into those who work at fixed Academies (where only one person is on site, where people work separately from others, or where people are working out of normal working hours), and those who are mobile workers, working away from their main working base.

This academy will ensure that all lone working activities are identified, and the risks from such lone working activities are assessed and control measures identified and implemented to minimize the risk to the health and safety of staff.

It is the responsibility of Business Manager to identify all lone working activities within the academy and ensure that a suitable risk assessment is undertaken for each.

The responsibility for undertaking lone working risk assessments and ensuring the outcomes are communicated to the lone workers lies with the Business Manager.

It is the responsibility of Business Manager to ensure lone workers have received adequate lone working information and training, and for keeping training/briefing records.

It is the responsibility of all staff to follow the defined lone working procedures and safe systems of work, and to report immediately any problems or concerns to their line manager.

All staff that work alone must be competent to carry out the activities they are engaged in, must have received sufficient information to enable them work alone safely and to be able to summon help and assistance if required.

### 3.23 Manual Handling

The Manual Handling Operations Regulations apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

The health and safety lead and SENCO will be responsible for carrying out risk assessments for all manual handling activities, which constitute a significant risk of injury to staff and to update and review as necessary.

The risk assessment will be recorded using the Manual Handling Assessment Form, completed copies of which are located centrally by the Business Manager.

Employers are required to:

**Avoid** the need for manual handling, so far as is reasonably practicable;  
**Assess** the risk of injury from any hazardous manual handling that can't be avoided; and **Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Employees are required to:

- Follow appropriate systems of work laid down for their safety;
- Make proper use of equipment provided for their safety;
- Co-operate with their employer on health and safety matters;
- Inform the employer if they identify hazardous handling activities;
- Take care to ensure that their activities do not put others at risk.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed.

Training records will be maintained by the Business Manager and held centrally by the business manager.

If a member of staff develops any medical / physical condition, the responsible person should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

Further advice can be found on the HSE website [www.hse.gov.uk](http://www.hse.gov.uk)

Manual handling- Manual Handling Operations Regulations 1992 - L23 (Fourth edition) Published 2016.

### 3.24 Medicines

In general, medicines should not be brought into the academy. However, if a student has a medical condition that requires regular medication during the School day or medicine in the event of an emergency, then arrangements for administration must be made between the academy and the student's parent/guardian. These arrangements must be in the form of an agreed Care Plan.

Care plans are saved electronically on SIMs and in a shared drive which all staff are aware of [https://drive.google.com/drive/u/0/folders/OAO\\_9f2PiUtdZUk9PVA](https://drive.google.com/drive/u/0/folders/OAO_9f2PiUtdZUk9PVA)

[https://docs.google.com/spreadsheets/d/1OVGOILHfMI\\_XDBocviZi1IEbtxITdn3D51QUB6Xj0JM/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1OVGOILHfMI_XDBocviZi1IEbtxITdn3D51QUB6Xj0JM/edit?usp=sharing)

Prescribed medicines are stored in the welfare room.

Protocols for students with serious medical conditions are displayed in the welfare room and staffroom. The protocols and care plans should be clearly marked with the student's name and an up to date photograph.

Registers should be clearly marked to alert supply teachers of any students with medical needs.

All staff involved in the administering of medicines should be appropriately trained, e.g. epi-pen training.

Appropriate records in relation to the administration of medicines should be maintained at all times. A Medication Administration Permission Form must be completed and signed by the parent/carer, and a Medication Administration Record Sheet completed each time medicines are administered.

More detailed information can be found in the Department for Education document 'Supporting students at academy with medical conditions'

### **3.25 Minibuses**

The Provision and Use of Work Equipment Regulations 1992 set out specific requirements for the selection, maintenance and inspection of work equipment, and the provision of appropriate instruction, information and training, to ensure its safe use. These Regulations cover minibuses that the academy either owns, or hires.

Each minibus must have a Section 19 Permit disc displayed on the windscreen to enable its use without having to comply with the full passenger carrying vehicle entitlement (PCV) operator licensing requirements and without the need for their drivers to have PCV entitlement.

Minibus drivers must be over the age of 21 and hold an LBR Minibus Permit.

A list of qualified minibus drivers is held by the academy.

All minibus drivers must complete the vehicle log each time the minibus is used, and carry out a pre-use check. The minibus vehicle log is kept in the premises office.

All vehicles must have:

- A MOT if over 1 year old (13 or more passenger seats) 3 years old (12 or less passenger seats);
- A valid certificate of insurance;
- A fire extinguisher complying with BS 5423;
- A first aid kit.

It is the responsibility of the premises team and business manager(s) to ensure all the documents are up to date, the fire extinguisher is inspected annually, and the first aid kit is kept fully stocked.

The minibus must, as a minimum, be subject to the following:

- Daily/pre-use checks by the driver (use of the Minibus Daily Inspection Record sheet will assist with this) ;
- Annual maintenance (including MOT);
- Two safety checks between annual maintenances (e.g. Autumn Term – Annual Maintenance, Spring Term – Safety Check, Summer Term – Safety Check).

The responsibility to ensure the maintenance checks are undertaken by a competent person lies with the Business Manager(s). Further information can be found in Driving Section of this policy and the Driver's Handbook .

### **3.26 Monitoring – Audits & Inspections**

In order to ensure health and safety arrangements are working and that risk control measures are effective and are being maintained, it is necessary to monitor health and safety performance. Monitoring also ensures that lessons are learnt from any incidents, accidents or causes of ill health.

This academy will carry out the following monitoring:

- Daily checks by premises staff in addition to detailed termly inspections of the academy (these could be in conjunction with inspections by academy safety representatives). A written record of identified items must be kept;
- Routine equipment maintenance checks either carried out by staff of the academy or by external contractors, as appropriate, including access equipment, fire extinguishers, fume and dust extraction systems, portable electrical appliances, PE equipment including climbing frames etc;
- Investigations of incidents, accidents, causes of ill health and complaints as appropriate to the circumstances;
- Reviewing accident statistics by governing body to identify causes of accidents; and
- Reviewing audit reports detailing the performance of the academy's health & safety management system.

Records of maintenance checks, inspections etc are located on Every and log books in the caretaker's office.

### **3.27 New & Expectant Mothers**

The Management of Health & Safety at Work Regulations 1999 place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their employees, to which they are exposed whilst at work in order to identify the measures that need to be taken to comply with health and safety legislation.

In addition, the Regulations identify two groups of workers; new and expectant mothers and young persons; for whom a specific risk assessment must be undertaken, or an existing risk assessment must be reviewed in order to identify any additional control measures that may need to be taken.

A "new or expectant mother" is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding.

When a member of staff notifies the academy in writing that she is any of the above, then a specific risk assessment must be carried out to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of her work.

Further advice can be found in the following documents available on the HSE website [www.hse.gov.uk](http://www.hse.gov.uk):

HSE INDG373(rev2)- New and expectant mothers who work, A brief guide to your health and safety.

### **3.28 Noise at Work**

The Control of Noise at Work Regulations 1992 are in place to ensure that worker's hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or suffer from tinnitus.

It is the responsibility of the employer to assess and identify measures to eliminate or reduce risks from exposure to noise. Where the risks are low, the actions taken may be simple and inexpensive, but where the risks are high, they should be managed using a prioritised noise-control action plan.

As a rule, in this academy, noise will be considered to be a hazard if:

- Staff have to raise their voices to carry out a normal conversation when about 2m apart for at least part of the day
- Staff use noisy powered tools or machinery for more than half an hour each day
- Staff are exposed to high levels of noise for a significant part of their working day.

Where noise is perceived to be a risk to academy staff, academy will:

- Assess the risks to employees from noise at work;
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if the noise exposure cannot be reduced enough by other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction, training and health surveillance

Further information and advice about noise at work can be found on the HSE website <http://www.hse.gov.uk/noise>

### **3.29 Personal Protective Equipment**

The Personal Protective Equipment Regulations 1992 are designed to protect people from risks to their health.

The Personal Protective Equipment should be properly assessed before use to ensure it is suitable; be maintained and stored properly. Employees should be provided with instructions and training on how to use it safely and supervised to ensure the equipment is being used correctly.

PPE is defined in the Regulations as "all equipment (including clothing protection against the weather) which is intended to be worn or held by a person at work and which protects them against one or more risks to his health or safety", e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

All Personal Protective Equipment should be identified through risk assessment, but only if the control measures cannot be reduced by other means.

### **3.30 Playground / Play Equipment**

The Health and Safety at Work Act requires employers to ensure, not only the health, safety and welfare of employees, but also others who may be affected (i.e. students).

The Provision of Work Equipment Regulations requires all work equipment to be suitable for purpose, maintained in a safe working order, and regularly inspected to ensure it remains so. Although playground equipment would not strictly be regarded as work equipment, this academy recognises that it has a duty of care to all students and this includes ensuring the equipment provided for their use is suitable, maintained in a safe working order, and regularly inspected to ensure it remains so.

The playground and all playground equipment is visually checked on a daily basis and an annual inspection is also undertaken. These checks are recorded and signed by the person responsible for undertaking them.

A competent person is responsible for maintaining the playground and playground equipment. Records of playground and playground inspections are located on Every.

### **3.31 Ponds**

The academy has a pond but it is empty and out of use.

### **3.32 Risk Assessment**

The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work, and any others who may be affected by their undertaking.

The responsibility for carrying out risk assessments lies with the Business Manager.

The risk assessment must be recorded, and reviewed if it is no longer valid, if there have been significant changes in the matters to which it relates, or annually, whichever is the sooner.

The Business Manager will be responsible for ensuring that risk assessments are undertaken, recorded and reviewed within the academy.

Copies of current risk assessments is held centrally by the business manager.

Employees' have a duty to cooperate with their employer when they are conducting risk assessments and for cooperating with them in implementing any remedial action or control measures to reduce the risk.

Staff involvement and consultation will be ensured during the risk assessment process.

### **3.33 Safety, Signs and Signals**

The Health and Safety (Safety Signs and Signals) Regulations places duty on employers to use and maintain appropriate health and safety signs, in order to make persons aware of risks, where the risk to health and safety cannot be avoided or adequately controlled by other means.

This academy will ensure that where the requirement for the posting of a safety sign has been identified, such signs are posted at suitable locations, conform to the relevant standards and are adequately maintained. It is the responsibility of the Business Manager(s) to ensure that health and safety signs are displayed and adequately maintained.

Staff will be provided with appropriate instruction, information and training in the use and understanding of safety signs, as applicable.

Staff should report missing or damaged safety signs to the Premises Manager/Business Manager(s). Further information on safety signs and signals can be found on HSE website [www.hse.gov.uk](http://www.hse.gov.uk):

HSE L64 (Third edition) Published 2015 'Safety signs and signals- The Health and Safety (Safety Signs and Signals) Regulations 1996.

### **3.34 Security**

Specific responsibility for School security is not set down in legislation. However, academy security is related to health and safety, therefore whoever has responsibility for health and safety should consider what security measures are necessary to ensure, as far as reasonably practicable, the safety of the staff and students.

The Premises team, Headteacher, deputy Headteacher and Business Manager are responsible for the security of the academy site in and out of academy hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems and any academy security issues.

The following roles are key holders and will respond to an emergency:

- Premises manager
- Caretaker(s)
- Premises/lettings officer
- Business manager
- Headteacher

### **3.35 Smoking**

The Smoke free Regulations were introduced in England to make virtually all enclosed public places and workplaces in England smoke free.

As a result, this academy is a strictly no smoking academy.

### **3.36 Slips and Trips**

The Health & Safety at Work Act 1974 requires employers to ensure the health, safety and welfare of employees and others who may be affected. The Act also requires the provision of a place of work that is maintained in a safe condition, and a means of access and egress that is safe and without risk.

This academy recognises that good housekeeping is essential to preventing slip and trip accidents. The following measures will be taken to ensure good housekeeping:

Formal recorded workplace inspections will be undertaken by the appointed Governor and Headteacher on a termly basis.

Informal workplace inspections will be undertaken by the Headteacher, Deputy Headteacher and Business Manager on a half termly basis.

All staff are responsible for undertaking informal daily checks of their own work areas.

Where action is identified during workplace inspections but cannot be implemented immediately, interim measures will be taken and an action plan produced to outline when the action will be implemented, who will be responsible for ensuring it is implemented and the estimated completion date.

Copies of the action plan and formal workplace inspection records will be recorded is held centrally by the business manager.

### **3.37 Swimming Pool**

The academy does not have a swimming pool.

### **3.38 Traffic Management**

The Workplace (Health, Safety and Welfare) Regulations require that workplaces are organised to ensure that vehicles and pedestrians can move around safely. This includes organisation of traffic routes to enable pedestrians and vehicles to circulate safely.

A risk assessment of traffic management within the academy grounds and immediate vicinity should be carried out.

A copy of the traffic management risk assessment/plan is located in the staff shared drive/other staff resources/academy business management/health and safety/risk assessments/Risk assessment-premises management.

Further information on workplace transport is available from [www.hse.gov.uk/workplacetransport/](http://www.hse.gov.uk/workplacetransport/)

### **3.39 Personal Safety of Staff**

The Health and Safety at Work Act 1974 places a legal duty on employers to ensure the health, safety and welfare of employees at work.

The Management of Health and Safety at Work Regulations 1999 places duty on employer to consider and assess the risks to employees. This would include the risk of reasonably foreseeable violence.

Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally, in circumstances relating to their work.

Physical or verbal abuse of staff within this academy will not be tolerated. A risk assessment will be undertaken to identify and minimise the risk to staff from potentially violent persons or situations.

Staff will, where appropriate, receive information, instruction and training on the risks from potential violence and aggression, and how to avoid or minimise potential violent or aggressive situations.

All acts of physical or verbal abuse must be reported to the Headteacher.

As an employer the academy will support any employee who is assaulted or threatened in the course of their duties.

### **3.40 Waste including Waste Electrical & Electronic Equipment (WEEE) Regulations**

All waste generated by this academy will be disposed of responsibly.

General waste will be disposed of in the wheelie bins provided by the London Borough of Redbridge. Any hazardous waste will be disposed of in accordance with the Hazardous Waste Regulations. This may be via the Corporate Facilities Management Team (SMADs) or through a specialist licensed contractor.

Any waste being stored on site must be stored in such a way so as not to pose a risk to staff or students.

Members of staff must not take waste in their own private vehicles or in any LBR vehicle unless they are a registered waste carrier (i.e. it is no longer possible to take waste directly to a municipal refuse site).

### **3.41 Work Equipment**

The Provision and Use of Work Equipment Regulations (PUWER) apply to all types of work equipment. The Regulations generally apply to any equipment that is used by an employee at work, for example hammers, knives, ladders, drilling machines, circular saws, photocopiers, lifting equipment (including lifts) and motor vehicles.

In general terms the Regulations require that equipment provided for use at work be:

- Suitable for the intended use;
- Safe for use;
- Maintained in a safe condition;
- Used only by people who have received adequate information instruction and training;
- Inspected
- Accompanied by suitable safety measures, e.g. guards, markings, warnings

In addition to PUWER, the Management of Health and Safety at Work Regulations require employers to carry out suitable and sufficient risk assessment of the risks to which employees are exposed to at work including work equipment.

Defects should be reported on Every.

All the equipment provided must only be used for its intended purpose.

Staff must not use work equipment unless they have received appropriate training and must use the equipment in an appropriate manner, according to the information received in training and instructions from their line manager. Students using the work equipment must be supervised at all times.

It is the responsibility of the Business Manager to arrange staff training, and to ensure that records of staff training are maintained.

All work equipment, where the failure of said item could result in a significant risk of injury, are to be subject to at least an annual maintenance/inspection by a competent person/organization. Where legislation imposes specific duties to undertake inspections at set frequencies these will be carried out in accordance with the Regulations. The written records of the inspection and maintenance, should be maintained and be available for examination.

Annual inspection and maintenance will be carried out by a competent person and held on Every.

When work equipment has reached the end of its working life or is no longer required it must be written-off in the asset register and then disposed of safely. Under no circumstances may equipment be sold or passed-on to a third party.

Further Information is available from "Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and guidance - L22"

### **3.42 Work Experience and Young Persons**

Students on work placements/experience are regarded in health and safety law as employees and therefore must be provided with the same health, safety and welfare protection given to other employees.

Students who are under the age of 18, taking part in work experience/placements, are considered Young Persons under health and safety law. The Management of Health and Safety at Work Regulations 1999 require employers to specifically take account of young persons when carrying out their risk assessments.

If young persons have not previously been employed in the workplace, then existing risk assessments should be reviewed accordingly. The assessment of risks to 'young persons' must be carried out before their employment or work placement period begins.

The line manager is responsible for carrying out risk assessments and maintaining records. Significant findings will then be brought to the attention of students on work experience, and the measures they need to take to avoid the risk before they work in the area.

The academy will ensure that the parents/guardians of children, i.e. those under minimum academy leaving age (MSLA), are informed of the key findings of the risk assessment before the placement begins.

All young people and students on work experience will be provided with appropriate induction, information, instruction, training and supervision.

Where the academy's own students undertake work experience with a local employer, the academy will ensure that pre-placement checks of health, safety and welfare arrangements at the employers' premises are carried out by suitably qualified and competent people. They must also ensure that students are prepared for, supported and monitored appropriately during work placement programmes.

The academy's careers advisor will be responsible for carrying out health, safety and welfare arrangements pre-placement checks (including risk assessments) and ongoing monitoring during placement period.

The academy's careers advisor will be responsible for managing work experience placements.

Any student undertaking work experience at this academy will be given an induction, which will be recorded using the Work Experience Induction Checklist.

Completed checklists are located on the staff shared drive/other staff resources/HR/risk assessments.

### **3.43 Working at Height**

The Work at Height Regulations requires that, "every employer shall take suitable and sufficient action to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury".

Under the Management of Health and Safety at Work Regulations 1999 the Employer has duties to undertake risk assessments including the duty to identify, assess and control risks on their premises.

This academy will assess the risks from working at height and make plans to either avoid the work at height, or to do the work more safely.

The Business Manager will be responsible for carrying out the risk assessment for each activity involving significant risk whilst working at height and maintaining the records.

Where work at height cannot be avoided suitable and appropriate work equipment will be provided. It will be inspected, tested and maintained on a regular basis by a competent person and records will be kept.

An annual inspection of equipment used to work at height will be carried out by a competent person.

This academy has a Ladder Checklist to record the inspection and maintenance of ladders and/or other access equipment.

The checklists are located on a label on each ladder.

Staff using the equipment should carry out visual checks prior to every use.

Staff must follow defined work procedures and safe systems of work whilst working at height. Any faulty equipment should be taken out of use immediately and the appropriate manager should be informed.

All staff members involved in working at height will be given full information, instruction and training in the use of any relevant equipment.

Further information can be found on HSE website <https://www.hse.gov.uk/work-at-height/stepladders.htm>

Advice for teachers and classroom assistants is available in the HSE document “Keeping safe when working at height”

The HSE document “Practical guidance for Academies on working at height”

HSE INDG455- Safe use of ladders and stepladders- a brief guide.

### **3.44 Workplace (Health, Safety & Welfare)-**

Employers have a general duty under the Health and Safety at Work Act to ensure the health, safety and welfare of their employees at work, and others who are not employees but use their premises.

The Workplace (Health, Safety and Welfare) Regulations expand on these duties and are intended to protect the health and safety of everyone in the workplace and to ensure adequate welfare facilities are provided for people at work.

The Regulations require employers to make provision for the following:

- Maintenance of a safe workplace, equipment and systems of work;
- Suitable and sufficient ventilation, lighting and indoor temperature;
- A clean workplace and furnishings with easy to clean surfaces;
- Sufficient work space with suitable work stations and seating;
- Floors and traffic routes of suitable condition and free from damage or hazards;
- The prevention of people falling from height, or being struck by falling objects;
- Windows (and other transparent/translucent surfaces) made of safe materials, that do not expose people to risks to their health & safety, and are able to be cleaned safely;
- Traffic routes organised to allow pedestrians and vehicles to circulate in a safe manner;
- Suitable and sufficient toilets and washing facilities;
- An adequate supply of drinking water;
- Accommodation for personal or work clothing, and adequate facilities for changing clothing where necessary;
- Facilities for rest and to eat meals.

This academy will ensure that suitable arrangements are in place to cover these provisions, so far as is reasonably practicable. In order to monitor this, a regular workplace inspection will be undertaken using a workplace H&S Inspection checklist.

Workplace inspections will be undertaken by the Headteacher, Deputy Headteacher and Business Manager on a termly basis.

Workplace inspection records will be kept on Every. The responsibility for building and equipment maintenance lies with the Business Manager.

Any building or equipment defects or hazards should be reported on Every.

#### **4. Access to Policy Statement**

A copy of this statement is to be made available to all employees and others

#### **5. Names of Key Staff**

<b>Designation</b>	<b>Name</b>	<b>Extension No</b>
Headteacher	Paul Downey	211
Deputy Headteacher	Louise Williams and	217
Deputy Headteacher	Christie Mayer	243
Business Manager/Health and Safety Lead	Maxine Ferris-Appiah	224
Premises Manager	Malcolm Buxey	Speed 500

#### **6. Linked Documents**

- Asbestos Management policy
- First Aid & Adminstrating Medications policy
- Fire Managed Evacuation Plan
- Mini Bus policy
- Staff handbook
- Safeguarding and CP policy
- Education Visits policy
- GDPR policy
- Staff Wellbeing policy
- Positive handling policy
- Business Continuity and critical Incident Plan
- Regular Lets Agreement policy
- Premises Risk Assessment