



Ark Bentworth Primary Academy
HEALTH & SAFETY POLICY

Statement, Organisation & Arrangements
January 2017

This Health and Safety Policy incorporates:

The Statement of Intent (Part 1)

- the declared commitment by the ARK Board to the health, safety and welfare of employees, pupils and of other users of their premises

The Organisation (Part 2)

- the roles and responsibilities of those entrusted with the management of health and safety

The Arrangements (Part 3)

- the means by which the management of health and safety is achieved

The Appendices (Part 4)

- containing summaries of regulations, guidelines, advice, etc

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Statement of Intent

The Ark Schools Board recognises and accepts that they are responsible for providing a safe and healthy environment for the staff employed across the network, for the pupils attending the academies and for other persons on network premises.

They, as a Body, will ensure that all reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work etc Act 1974, the Management of Health and Safety Regulations 1999 and those other Regulations made under the Act. To this end, the Board have designated that the Local Governing Bodies have strategic oversight of each Academy's Health and Safety Organisation and Arrangements on its behalf and that each Academy's Principal/Principal is expected to reinforce the Board's intentions on Health and Safety. They, furthermore, recognise that it also has a corporate responsibility towards the network of Academies, its staff, pupils and others coming on to their premises.

Each Local Governing Body (LGB) and Principal/Principal recognises and accepts that they are responsible for providing a safe and healthy environment for the staff employed in the Academy, for the students attending it and for other persons on the premises.

Each LGB and Principal/Principal has taken note of the implications of the Corporate Manslaughter and Homicide Act 2007 and the Health and Safety (Offences) Act 2008 and believe that its Health and Safety Management systems are duly in place and adequately rigorous. They will continue to monitor those systems with due diligence in respect of the health, safety and welfare of staff, pupils and anyone else who may be affected by them.

The Local Governing Body and Principal/Principal will ensure that within the Academy budgets there are adequate resources available to cover the cost not only of the planned maintenance of the grounds, buildings, plant and equipment in a safe condition but also, so far as reasonably practicable, of any emergency action necessary to ensure the health and safety of the occupants of the Academy premises.

The Principal/Principal will take reasonable steps to bring to the attention of each and every member of staff that

- under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work
- they must co-operate with their employers in fulfilling their duties under the Act and supporting legislation as well as under the Academy's Health and Safety Policy and
- they each read (and sign that they have done so) the Academy's Health and Safety Policy, including the statements about the **Organisation** and **Arrangements** through which the Local Governing Body, the Academy Management and staff aim to fulfil the relevant requirements.

This Statement of Intent will be displayed in staffrooms, on the Intranet and in the main reception areas.

Signed: **Chairman of Ark Schools Board**

Dated: **2017**

To be reviewed: January 2018

Part 2 - Organisation

A. Persons responsible for Health and Safety Management at Ark Bentworth

Ark Board (oversight)
Local Governing Body (oversight)
Principal
Inclusion Manager
Class Teachers
Site Manager
School Office Co-ordinator

Ark Schools uses the services of an independent Health & Safety Adviser

A. Dissemination of Health and Safety Information

Health and Safety will be a standing item on the agenda of all routine Staff and SLT meetings. All relevant information will be circulated on the intranet, posted on the notice boards or given to individual members of staff, where more appropriate

B. Health and Safety Committee

The Health and Safety Committee will meet three times per year or more frequently, if necessary. Minutes will be circulated on the intranet and a copy placed on the Staff room notice board.

The Health and Safety Committee will be drawn from the following as appropriate:

| | |
|----------------------------------|--|
| Governor | 1 x Teaching Union/ Staff Representative |
| Principal | 1 Support Staff Union Representative |
| Site Manager | Health and Safety Adviser |
| Inclusion Manager | ARK Central Representative |
| Class Teacher/Teaching Assistant | School Office Co-ordinator |

C. Audit and Inspection Schedule

Inspections will take place three times per year.

The exact schedule will be determined by each individual academy but as an example may be:

| | |
|------------|--|
| Term One | Inspection by the H&S Adviser |
| Term Two | Follow-up inspection by Principal/Site Manager |
| Term Three | Inspection by Staff Reps and/or Governor and/or ARK Central Representative |

Checks, using the H&S checklist, will be made as instructed by the Principal.

A Health and Safety Audit will be undertaken every year by the independent H&S Adviser.

Reports will be made available to all members of staff insofar as they affect their health, safety and welfare and as required under the Health and Safety (Consultation with Employees) Regulations 1996

D. Role of the Ark Board

- To accept its collective role in providing Health and Safety leadership, explain expectations and how the organisation and procedures will deliver them throughout the network
- To ensure all relevant Board decisions reflect its Health and Safety intentions as articulated in the Policy statement
- To ensure that Health and Safety risk management systems are in place and remain effective
- To receive an annual report on significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To ensure that all academies are adequately funded to meet their statutory health and safety obligations
- To review the Ark Schools Health and Safety Policy annually

Each LGB will be delegated to maintain, on behalf of the Board, oversight of the management of Health, Safety and Welfare of staff and other persons on individual Academy premises.

Each Principal/Principal will be delegated to manage, on behalf of the Board, the Health, Safety and Welfare of staff and other persons on individual Academy premises.

E. Role of the Ark Central Team

- To ensure that the necessary advice, resources and support are available to the Principal/Principal including legislation updates
- To check the health and safety credentials of all major contractors
- To receive reports from the Principal on significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To maintain a network health and safety risk register
- To report annually to the ARK Board

F. Role of the Local Governing Body

(A Governor may be appointed to maintain, on behalf of the LGB, oversight of the management of Health, Safety and Welfare of staff and other persons on Academy premises)

- To accept its collective role in providing Health and Safety leadership, explain expectations and how the organisation and procedures will deliver them at the academy
- To ensure all relevant LGB decisions reflect the ARK Board's Health and Safety intentions as articulated in the Policy statement
- To ensure that Health and Safety risk management systems are in place and remain effective and to receive copies of the two yearly Health and Safety Audit
- To receive reports from the Principal/Principal of significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To be informed by the Principal/Principal or member of the Health and Safety Committee of relevant Health and Safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate

- To ensure there are the necessary staff competencies, resources and support of the Board members
- To review the Academy's Health and Safety Policy annually

G. Role of the Health and Safety Committee

The aim of the Committee will be promotion of co-operation between Local Governing Body, management and all employees at the Academy in achieving and maintaining a safe and healthy workplace for all users of the premises.

Within that aim the Committee will consider certain specific matters:

- accidents which have occurred since the previous meeting, and remedial action taken to prevent a recurrence
- arrangements of the next inspection of the premises, and matters arising from the previous inspection
- implementation within the Academy of safety instructions/ advice issued by the Health and Safety Adviser
- progress on remedying any specific hazards which may have been identified
- review, on an annual basis, of the content of the Health and Safety Policy and the monitoring of its implementation

Committee members may inform the Local Governing Body of relevant Health and Safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate if not resolved at a lower level.

The Committee will meet at least three times per year. Additional meetings may be held by agreement between the Chair and the staff representatives where circumstances warrant it.

H. Role of the Principal

- To manage the Health, Safety and Welfare of staff and other persons on individual academy premises with day to day management delegated to the Site Manager
- To reinforce the Ark Boards Health and Safety intentions as articulated in the Policy statement
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- To encourage the staff's active participation in improving Health and Safety
- To consult with staff on the Health and Safety management system of the Academy
- To inform the Local Governing Body of relevant Health and Safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate
- To arrange whole Academy H&S training including Induction and specific training for specialist staff
- To report to the Ark Central team and Local Governing Body on significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To keep an up-to-date list of all safety representatives in the Academy, both teaching and support staff and of their training
- To be readily available to safety representatives and to co-operate with them so far as is reasonable in their efforts to carry out their functions
- To receive written reports from safety representatives concerning possible hazards and to respond in writing within a reasonable period of time

- To produce, for the Academy, a written Health and Safety Policy, ensuring (i) its implementation (ii) that all members of staff are aware of its contents and fully understand their responsibilities (iii) training is provided where necessary for Responsible Persons so that they can act with knowledge (iv) it is monitored and (v) revised as necessary

I. Role of the Site Manager

- To manage the Health, Safety and Welfare of staff and other persons on individual academy premises as directed by the Principal
- To act on behalf of the Principal on all Health, Safety and Welfare issues in relation to external bodies and agencies - HSE, Fire Brigade, Local Authority, Insurance Risk Manager, etc
- To be responsible for organising the Health and Safety Team
- To liaise with the independent Health and Safety Adviser
- To arrange Health and Safety Audits and Inspections as laid down in this Policy
- To investigate safety matters raised by staff or students and to take any necessary action
- To consult with the Principal for advice and guidance where his/her normal executive authority does not allow him/her to resolve the matter effectively
- To monitor the maintenance of premises plant, machinery and equipment
- To ensure the statutory display of information (H&S poster, Certificate of Employer's Liability Insurance, etc)
- To be responsible for the appointment (including H&S competence) and monitoring of contractors
- To be responsible for other Health and Safety matters as reasonably requested by the Principal and as indicated in the Organisation and Arrangements contained in this Policy
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not otherwise resolved
- To take appropriate action to ensure removal or reduction of hazards and risks
- To inform the Local Governing Body of relevant Health and Safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate
- To take note of Health and Safety bulletins, instructions, etc., issued from time to time, ensuring that where required these are distributed and maintaining a file of all such material which is readily accessible to all employees
- To ensure that materials and equipment purchased are safe and without risk to health when properly used
- To ensure that the circumstances of accidents are properly reported, examined and recorded and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence
- To ensure that all occupants and visitors, including those who will be undertaking work on the premises, are made aware of any hazards on site and of when and where such work activities may affect the occupants
- Encourage the staff's active participation in improving Health and Safety

J. Role of the School Office Co-ordinator/Inclusion Manager

- To organise and monitor the administration of medication and First Aid
- To ensure the safekeeping and administration of medication for those pupils with special medical needs

K. Role of other Responsible Persons

- To take appropriate local action to remove or reduce hazards and risks and to avoid ill-health arising from work or work-related activities
- To receive reports of hazards from users of the area and to take steps, so far as reasonably practicable, to remove or reduce them
- To report to the Principal or Site Manager cases where their normal executive authority does not allow them to deal effectively with a hazard/ risk or where there is any doubt as to the practicability of a proposed solution and, where necessary, to take appropriate short term measures to maintain safety pending rectification
- To ensure that accidents are reported in accordance with instructions when so directed by the Principal and to establish the facts of any accident
- To co-operate with the Principal in ensuring that staff are aware of the contents of the Health and Safety Policy and any other information necessary on health and safety issues
- To ensure the appropriateness of all Risk, COSHH and Fire Risk Assessments
- To monitor their implementation and to review them
- To provide information, instruction and training on them
- To ensure the use of protective clothing and equipment where appropriate, and to ensure that this is properly maintained and renewed when necessary
- To ensure, within the remit of their responsibilities, that (i) employees new to the Academy are helped to perform their duties in a safe manner, (ii) pupils are able to work and move about safely in the Academy and (iii) all other persons, visitors, parents and contractors, are so able to do. In particular, to ensure that they have all necessary information on health and safety matters including, for staff, a copy of the local arrangements and the opportunity to read and discuss them before starting work.

L. Role of Staff Representatives

See also Consultation with Employees in the Arrangements

Section 2(6) of the Act provides:-

"It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of employees, and in checking the effectiveness of such measures."

The Regulations on Safety Representatives provide that they shall have the following functions:-

- (a) to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he represents) and to examine the causes of accidents at the workplace;
- (b) to investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
- (c) to make representations to the employer about matters arising out of sub-paragraphs (a) and (b) above;
- (d) to make representations to the employer on general matters affecting health, safety or welfare at work of the employees at the workplace;
- (e) to carry out inspections in accordance with the regulations;
- (f) to represent the employees he/she was appointed to represent in consultations at the workplace with Inspectors of the Health and Safety Executive or of any other enforcing authority;
- (g) to receive information from Inspectors in accordance with the Act;
- (h) to attend meetings of safety committees where he/she attends in his/her capacity as a safety representative in connection with any of the above functions.

("Workplace" in this respect means the place or places where the employees represented by the safety representative work or frequent in the course of their work. There is no legal right of access to premises or parts of premises handed over to contractors for work.)

Notification of Safety Representative Appointments

Recognised Trade Unions should notify the Principal/Principal of the details of all safety representative appointments and a record of this will be maintained by the Academy.

In accordance with the Health and Safety (Consultation with Employee) Regulations 1996, the Principal/Principal will advise all staff of their right to be consulted on health and safety matters and will enable them to elect staff Health and Safety representatives.

Time off and Facilities for Safety Representatives

The Academy will grant reasonable paid time off to enable safety representatives to carry out the duties set out above (Safety Representative of each recognised Trade Union and Staff elected Safety Representatives). It will also grant reasonable paid time off, subject to its Trade Unions Facilities Agreement and the 1996 Regulations, to enable Safety Representatives to receive health and safety training.

References - the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employee) Regulations 1996

M. Duties of Employees

Section 7 of the Act places a duty on all employees while at work to take reasonable care of themselves and anyone who may be affected by their acts or omissions. They also have a duty to co-operate with the Academy management in the interests of health and safety, e.g. fire drills, first aid, etc. Breaches of the Act are criminal offences. In the event of prosecution the onus of proving that something was not reasonably practicable in the circumstances is placed on the defence. Failure to comply with Codes of Practice issued under the Act raises a presumption that a related safety requirement was not complied with. The Academy, employees, suppliers of goods and services and (so far as section 8 is concerned) members of the public are all subject to the Act.

It is important to note that the degree of care, which is reasonable in any circumstance, will be greater where persons of more than usual vulnerability are concerned. This must be borne in mind where pupils and employees have disabilities. Where people with disabilities use the premises, consideration must be given to any special requirements they may have, including access and sanitary accommodation. Their possible inability to note and respond to emergency evacuation signals must also be considered and appropriate arrangements made to secure their safety.

Where people who use the premises do not readily understand English, any information provided to secure their safety (whether oral, written, or in the form of safety signs) must be given in an understandable form. If necessary, recourse should be had to translation.

N. Role of the Health and Safety Adviser

The Adviser will, where requested:

- attend Health and Safety meetings
- carry out a full inspection of the Academy, annually, and submit a full written report, prioritising the issues identified
- review written procedures (audit)

- provide in-service training
- carry out risk assessments
- review and advise on safe systems of work
- help draft and advise on policy
- review policy
- arbitrate on health and safety matters
- provide the Academy with up-to-date health and safety information
- attend pre-contract meetings
- inspect and monitor contractors on site

O. Areas of Responsibility

| <u>Area</u> | <u>Managed by</u> |
|--|--------------------------|
| 1. Accident Reporting and Recording | Business Manager |
| 2. First Aid | Business Manager |
| (a) Accidents involving blood | First Aiders |
| (b) Infectious Diseases | Business Manager |
| (c) Administering Medicines to students | Inclusion Manager |
| 3. Emergencies | |
| (a) Emergency Procedures and Drills | Site Manager |
| (b) Evacuation Notices and Signs | Site Manager |
| 4. Fire Fighting Equipment | |
| (a) Checking | Site Manager |
| (b) Maintenance/ Servicing | Site Manager |
| 5. Control of Substances Hazardous to Health | Site Manager |
| 6. Electrical Safety | |
| (a) Mains | Site Manager |
| b) Portable Appliances | Site Manager |
| 7. Gas Safety | Site Manager |
| 8. Smoking | Principal |
| 9. Display Screen Equipment | Business Manager |
| 10. Defect and Hazard Reporting | Site Manager |
| 11. Health & Safety Information | Business Manager |
| 12. Risk Assessments | |
| (a) Equipment, activities, etc | Principal |
| (b) New and Pregnant Mothers | Principal |
| (c) Fire | Site Manager |
| 13. Staff duty Rotas | Deputy Head |
| 14. Clear Passageway | Site Manager |
| 15. Security | Site Manager |
| 16. Alarm Systems | Site Manager |
| 17. Intruders | Site Manager |
| 18. Violence to Staff | Principal |
| 19. Academy Journeys and Outings | Principal |
| 20. Minibuses, Coaches, Driving Permits, etc | Business Manager |
| 21. Parking | Business Manager |
| 22. Storage | Site Manager |
| 23. Manual Handling | Site Manager |
| 24. Contractors on Site | Site Manager |
| 25. Other Users | Business Manager |
| 26. Water Quality | Site Manager |
| 27. Hiring of Premises | Business Manager |
| 28. Consultation with Employees | Principal |
| 29. Work Experience | Principal |
| 30. Work Equipment | Site Manager |
| 31. Asbestos | Site Manager |
| 32. Work at Height | Site Manager |
| 33. Noise/ Vibration at Work | Site Manager |

P. Schedule of Reviews and Record-Keeping

| Task | Frequency | Responsible Person(s) | Comments |
|---|---|------------------------------|--|
| Review of Health and Safety Policy Organisation and Arrangements | Every year and when required | Principal | New Regulations, Codes of Practice, Academy Policies, etc may have to be added in the interim |
| Review of COSHH assessments | Every 2 years or whenever changes occur or | Site Manager | Central record to be kept by Site Manager ; all contractors to provide COSHH information, if required |
| Record of water quality testing, temperature taking | As required by the Water Risk Assessment | Site Manager | Training required for Site Management; log book must be kept |
| <u>Electrical Safety</u> | | | |
| Certification of fixed installations | As advised on current Certificate | Site Manager | Appliances to be categorised for testing according to vulnerability Only a Gas Safe registered person can do this |
| Record of maintenance inspections of fixed installations | As advised | Site Manager | |
| Record of Portable Appliance Testing | 6 mths - 4 yrs depending on usage/ according to Risk Assessment | Site Manager | |
| Record of Gas appliance testing | At least once a year | Site Manager | |
| <u>Fire Safety</u> | | | |
| Record of staff training | Keep up to date | Site Manager | |
| Record of nominated persons - "fire marshals" | Keep up to date | Site Manager | |

| Task | Frequency | Responsible Person(s) | Comments |
|---|---------------------------------------|------------------------------|--|
| Record of Fire Fighting appliances check | Weekly | Site Manager | |
| Record of Fire Fighting appliances maintenance | Annually | Site Manager | Contractor carries out |
| Record of Fire Alarm testing | Weekly | Site Manager | Call points to be tested on a rota basis |
| Record of Fire Alarm and Battery back-up maintenance | 6 monthly | Site Manager | Contractor carries out |
| Record of Emergency Lighting tests | Monthly | Site Manager | |
| Record of Fire Drills | Termly | Site Manager | Log time taken, note problems |
| Record of False Alarms | As required | Site Manager | Note reasons |
| Review of provision | Annually | Principal | |
| <u>First Aid</u> | | | |
| Record of Accidents/ Injuries | As required | Business Manager | To be tabled at Governing Body' meetings |
| Record of number of First Aiders and first aid stock | As required after assessment of needs | Business Manager | |
| Review of provision | Annually and as required | Business Manager | Need for replacement when a first aider leaves |
| Record of training of First Aiders | Keep up to date | Business Manager | Important for arranging re-training |
| Record of Manual Handling training | Keep up to date | Site Manager | |
| Record of Display Screen Equipment assessments | | | |
| - designated users | Keep up to date | | |

| Task | Frequency | Responsible Person(s) | Comments |
|---|---|------------------------------|--|
| <ul style="list-style-type: none"> - visits to Optician - re-testing - claims - training - review of assessments | <p>As required</p> <p>As advised</p> <p>When necessary</p> <p>When carried out, attendee register</p> <p>On changes and as required</p> | | |
| Record of Staff H&S Representatives | Keep up to date | Principal | |
| Record of staff H&S Representative training | On changes | Business Manager | Union and non-Union representation |
| Record of other H&S training | Keep up to date | Principal | |
| Record of Young Persons on Work Experience | Annually | Business Manager | Full details to be kept |
| Record of Asbestos visual check of condition | Termly or more frequently, if considered necessary | Site Manager | Where vulnerable to damage |
| Record of journeys, outings, off-site activities, etc | On all occasions | Principal | Full details to be kept Risk Assessments to be made |
| Record of Risk Assessments | Keep up to date | Business Manager | Central record to be kept by Site Manager |
| Review of Risk Assessments | Every 3 years and as required | | |
| Review of security arrangements | Annually and as required | Site Manager | |
| Record of incidents | Keep up to date | Site Manager | |
| Record of maintenance of equipment | Annually | | |

| Task | Frequency | Responsible Person(s) | Comments |
|--|----------------------------------|--|--|
| Review of Smoking Policy | Every two years or when required | Principal | |
| Review of Policy on Special Medical Needs | Every 3 years or as required | Inclusion Manager/ Business Manager | |
| Record of students with Special Medical Needs | Annually or as required | Inclusion Manager | |
| H&S Inspection Reports | Annually, as scheduled | Principal | |
| H&S Audit Reports | Every 2 years | Principal | |
| Record of all visitors on Academy Premises | Every occasion | Business Manager | Contractors should check in and out, recording times |

Part 3 – Arrangements

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1. Accident Reporting and Recording

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

See summary at Appendix A

In the case of a **notifiable (to the HSE under RIDDOR) accident**, disease, etc, if advice is needed, the Health and Safety Adviser can be contacted, by telephone, immediately or, in the case of accidents necessitating absence from work for more than 3 days, at the earliest possible moment, by the **Principal**. An investigation may be required.

The Health and Safety Executive must be informed. This is a legal requirement and must be done straightaway (either by telephone on 0845 3009923 or www.riddor.gov.uk (which also provides all other RIDDOR information), by Fax - 0845 3009924 or by post to:

Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG)

within 10 days, at the latest, using Form F2508, which is kept by the **Business Manager**.

Accident Reporting form

All **reportable accidents** (including **notifiable accidents**) as described on the Accident Reporting form which is kept by the **Business Manager**, must be recorded on the Academy Accident Reporting form.

A record must be kept in the Personnel file for staff and in their file, for students.

In the event of an accident or other occurrence (e.g. an epileptic fit) a First Aider should be contacted to deal with the situation. The **First Aider** will be responsible for recommending that an ambulance is called, if the need for one is not obvious, or that the injured person is taken to hospital.

All **non-reportable** accidents, i.e. minor and treated with First Aid, should be entered in the First Aid log book, which is kept in the First Aid cupboard.

2. First Aid

The following information is displayed throughout the Academy:

- The names of the First Aiders
- The location of First Aid Boxes

The **Business Manager** is responsible for ensuring the maintenance of the First Aid Box

The Academy maintains a level and distribution of First Aid provision to respond adequately to requirements. Where it is assessed that there is greater risk of injury because of the more practical nature of the curricular and other activities, arrangements are in place to cope with demand for treatment (e.g. Science, CDT, PE/ Games, Off-site visits and trips).

(a) Accidents involving blood

See guidelines at Appendix B

Accidents involving blood, e.g. cuts, nose bleeds, etc carry the danger of Hepatitis B and HIV (AIDS). The procedures described in Appendix B should also be followed for the cleaning up of other bodily products as well as for blood.

A record must be made of the incident

Aiming High, Achieving Together

(b) Infectious Diseases

Any suspected infectious disease should be reported to the **Business Manager** who, if necessary, will seek medical advice from a doctor, the local authority or the Health Protection Agency.

(c) Administering medicines to students

See Policy and Procedures at Appendix C

The Academy undertakes to make appropriate arrangements for students with special medical needs either to keep safe and have access to their medication and/ or to administer it when necessary. In such cases, the Policy and Procedures at Appendix B must be adhered to. The **Inclusion Manager** is responsible for these arrangements.

3. Fire Safety

(a) Procedures and Drills

See Emergency Procedures at Appendix D

All staff, students, contractors and visitors are required to evacuate the building on the sounding of the fire alarm or other instruction and to follow the procedures laid down. A record of all drills will be kept by the **Site Manager**

The **Site Manager** in conjunction with the **Principal** is responsible, for ensuring that drills take place as required and that all fire-related (i) procedures are implemented (ii) systems are set up, documented and operating and (iii) equipment maintained and serviced.

Emergency Procedures will be drawn up for the evacuation of students and staff with disabilities and special needs.

The **Site Manager** is responsible for ensuring that (i) the Fire Alarm is test-sounded once a week and records kept (ii) Escape Routes are unobstructed (iii) Call Points (break glasses) and Fire Fighting equipment are accessible at the start of each day (iv) Fire Exit mechanisms work efficiently on a weekly basis (v) Emergency Lighting is checked on a monthly basis and (vi) Fire Escapes are in a safe condition at the start of each term.

(b) Evacuation Notices and Signs

Evacuation notices are displayed in all rooms and common areas. These indicate the quickest route out of the building, the nearest call point (break glass) and the assembly place. Emergency exit signs indicating the route out of the building are displayed. The **Site Manager** is responsible for ensuring that notices and signs are always displayed and renewed where necessary.

4. Fire Fighting Equipment

It is the responsibility of the **Site Manager** to check continually that fire fighting equipment (extinguishers, hoses, blankets) have not been, in any way, tampered with or damaged. The **Site Manager** is responsible for ensuring that the equipment is serviced annually and will keep records of the service checks.

From time to time the **Principal** will undertake a review of the changing needs of fire fighting provision in conjunction with the **Site Manager** and will instruct an audit of the equipment.

Aiming High, Achieving Together

5. Control of Substances Hazardous to Health (COSHH)

See Guidelines at Appendix E

Where potentially harmful substances are used COSHH assessments must be carried out.

The responsible person in every area of the Academy which uses such substances must ensure that

- the hazardous substance is identified
- the risk is identified
- it is assessed
- eliminate/ avoid it or substitute with a safer substance
- control measures are introduced
- documented
- implemented
- monitored and reviewed
- any necessary training is provided

In Science and Design Technology assessments are documented in the CLEAPSS Handbook. Teachers and Technicians must follow/ adapt these and draw up assessments where they are not provided by CLEAPSS.

Students must be informed of the risks they will encounter, and how to minimise them, in doing experiments and carrying out work in these curriculum areas.

Hazardous substances will not be used in the teaching of infant students.

The **Site Manager and Class Teachers** are responsible for ensuring that the COSHH Assessments are carried out, implemented and reviewed

6. Electrical Safety

See Summary at Appendix F

The Academy complies with the Electricity at Work Regulations 1989.

The **Site Manager** is responsible for the arrangement of the required inspections, testing and certification of mains installations in accordance with the Regulations and as advised by the engineer.

The **Site Manager** is responsible for the testing of all portable appliances in accordance with the Regulations. The Responsible Persons have to ensure that safety checks and safe practices are carried out.

7. Smoking

Under the Smoke-Free Premises, Places and Vehicles legislation contained in the Health Act 2006, smoking is prohibited in any part of the workplace which is “substantially enclosed”. The Academy prohibits smoking in any part of the premises, open or enclosed. Any breach of this instruction will be taken very seriously by the Academy management. Any member of staff who wishes help to stop smoking should speak about this to their Line Manager.

8. Display Screen Equipment

See Criteria and Procedures and Guidance at Appendix G

Designated display screen users are entitled on request to an eye and eyesight test by a qualified Optometrist/ Ophthalmic practitioner at the employer’s expense.

If prescribed, basic corrective appliances (spectacles) for use at work because of working at the computer, are also provided at the employer's expense. **The Principal** will provide the necessary information.

Every member of staff who is a 'designated user' should undertake a self assessment which will be reviewed and a further workstation assessment carried out as required together with health and safety related training as required by the Regulations.

See Appendix H for Self Assessment Checklist

9. Defect and Hazard Reporting

It is the responsibility of every employee and other persons using the Academy to report, immediately, any situation which has the potential for harm so that action can be taken to rectify the problem.

If there is immediate danger, steps should be taken, as required, to reduce the risk whilst help is sought from the **Site Manager**. For less urgent matters, please report these using the Reporting book which is available in the school office.

10. Information on Health and Safety

All Health and Safety information which advises safe working practices will be made available on the Intranet, staffroom noticeboard and be available from the **Principal**. Advice can be sought from the Health and Safety Adviser. This should be done through the **Principal**. Any member of staff has the right to seek and to have independent advice on matters which may affect their health, safety or welfare. Union or Staff H&S reps will also provide information to all members of staff.

New staff will be briefed through the induction programme on health and safety matters.

All staff must inform themselves of the contents of the Academy's Health and Safety Policy document and familiarise themselves with the arrangements contained therein and especially with those safe systems which advise their daily working activities. They are required to acknowledge that they have read it.

Students and other users of the premises will be given basic instructions and information on health and safety, especially with reference to First Aid, Accident Reporting and Fire Safety.

Contractors will be expected to familiarise themselves with the Academy's requirements for safe working on site, especially where students and staff might be affected by the work processes, and implement them.

All Health and Safety Audit and Inspection Reports will be made available to every member of staff. They will be required to address any issues contained in the report for which they are responsible.

Minutes of the Health and Safety Committee will be circulated after each meeting.

11. Risk Assessments

Under the **Management of Health and Safety Regulations 1999**, any activity identified as constituting a **significant** (medium/high level) risk to the health and safety of employees or other users (students, contractors, parents, visitors), has to be assessed and control measures devised, documented and implemented - if the activity itself cannot be discontinued or substituted by a safer one. It should be monitored and reviewed.

If the risk is **minimal** (low level) it should be noted as such, and the activity should be monitored. No documented system is required unless and until some relevant change occurs and alters the level of risk (to **significant**).

A Risk Assessment will be completed, for any potentially harmful plant, machinery, equipment, activity, substance, product, material, etc by all persons who are responsible for areas (teaching and non-teaching) where such risks are identified.

The **Principal and Site Manager** are responsible for ensuring that the Risk Assessments are carried out and reviewed as appropriate and required.

(a) Equipment, activities, substances, etc

All equipment, machinery, activities, etc which could cause significant harm or injury to children or staff have to be systematically assessed.

See example at Appendix I.

(b) New and Pregnant Mothers

See information at Appendix J

The Academy has a duty of care towards members of staff who are pregnant. Risk assessments will be reviewed when necessary to ensure that women of child-bearing age, pregnant or breast feeding, are not put at greater risk than normal in the course of their work. The **Principal** or the **Site Manager** will ensure that the necessary risk assessments are carried out.

(c) Fire

The **Principal** is responsible for ensuring that the Fire Risk Assessment is reviewed annually.

12. Breaktime Supervision Rota

This is displayed on the staffroom notice boards and is regularly reviewed

13. Clear Passageway

All access and egress into, out of and through the buildings must be maintained at all times, in corridors and in classrooms - to allow safe evacuation and access in an emergency and to avoid accidents by tripping.

All doors on escape routes and final exit doors must be kept clear and unlocked during occupation of the buildings.

This is the responsibility of all staff, particularly within teaching and teaching related areas, as well as of the Site Manager in common areas.

14. Gas Safety

The requirement for maintenance (as required) and servicing (annually) will be carried out by contractors. The arrangements for this is the responsibility of the **Site Manager**.

In the event of an emergency involving gas, the relevant part of the Emergency Evacuation Procedures will be put into operation.

See Procedures at Appendix D

15. Security

The **Site Manager** is responsible for ensuring that the Academy is securely shut up at the end of the day and the intruder alarm set.

Keyholders will be called out by the police in the event of the alarm being activated

It is every member of staff's responsibility to ensure that he/ she takes the necessary measures to make safe the materials and equipment in his/her care. Doors will be locked at the end of each day.

- Keys, bags, passes etc., should not be left unattended
- Lost keys should be notified immediately to the **Site Manager**
- Any lost or stolen valuables should also be reported immediately
- The police should be informed of any thefts and the crime number noted
- Found keys or valuables should be handed into the school office
- The **Principal or Site Manager** should be notified immediately if anyone is seen acting in a suspicious way.

16. Alarm Systems

The **Site Manager** is responsible for making certain that all alarm systems (fire and intruder) are regularly serviced and tested.

The fire alarm is tested on a weekly basis by the **Site Manager** to ensure that the warning systems function properly. If any member of staff finds that an alarm does not sound or does not sound loudly enough, the defect should be reported immediately to the **Site Manager**.

17. Intruders

In the event of a member of staff encountering a person who appears to have no legitimate reason for being in the Academy, (s)he should politely and unthreateningly ask that person to leave the premises or come to the main Reception where the **Site Manager** will be called. If the intruder is not co-operative help should be sought from the **Site Manager or Principal**. In the last resort the Police should be called.

No effort should ever be made to touch or forcibly remove an intruder from the Academy.

It is important that a record of these incidents is kept.

18. School journeys and Off-site Activities (including Adventure/ Outdoor Activities)

See the Academy's Management of Safety on School Journeys and Off-site Activities (separate document)

The Academy Management is aware of their responsibility in organising off-site activities and the need for pupil safety. The Academy's policy and procedures will be followed when arranging such activities.

The **Inclusion Manager** is responsible for the safe organisation and management of Off-site Activities

19. Minibuses, Coaches and Driving Permits

See guidelines in the Academy's Management of Safety on School journeys and Off-site Activities (separate document)

- Minibus Safety

- Seat belts in Minibuses
- Minibus driving licences
- Driver competence

These guidelines must be followed whenever a minibus or coach is hired

20. Parking

The **Site Manager** is responsible for safe parking arrangements. Parking is only allowed in designated parking bays.

The **Principal** is ultimately responsible but there is also a Senior Management collective responsibility for the safety of students and others at the start and end of each day - when they are entering and exiting the premises. The Workplace Regulations (as amended) require wherever possible the separation of vehicles and pedestrians.

21. Storage

See guidelines at Appendix K

Many accidents are caused by un-thought-out and haphazard storage arrangements. There is a risk of injury from lifting, tripping, stretching and falling equipment. The guidelines given at Appendix R should be followed.

22. Manual Handling

See also individual Risk assessments

Any members of staff who lift and carry as an integral part of their job (e.g. site management/ grounds maintenance personnel) will receive training in manual handling. No one else is required to carry out manual handling tasks other than those which ordinarily come within the remit of their work. However, any members of staff who may, on occasions, choose to lift and carry loads greater than those ordinarily associated with their work, will receive training either because they have been identified by their **line manager** as being at risk or because they, themselves, requested it.

Staff are advised not put themselves at risk of injury and are not expected, unless it is in their job description, to lift or carry, except as described above. If there is any doubt about the risk involved, a risk assessment should be requested by the member of staff or their line manager. The **Site Manager** will arrange for this to be done. In the final resort, a contractor will carry out the task, if it is assessed to be beyond any individual's physical capabilities.

Where a mechanical means of lifting and carrying has been provided it should be used

23. Contractors on Site

Contractors are required to comply with all Health and Safety arrangements in the Academy particularly in respect of Fire Safety and Emergency Procedures. These will be brought to their attention at the outset of the contract.

Contractors will be expected to comply with a Code of Behaviour whilst on the Academy premises.

24. Other Users

Other users of the premises will have a copy of appropriate parts of this Policy (from the **Site Manager**) and are required to co-operate with the arrangements contained therein insofar as they affect their health, safety and welfare and that of other occupants of the Academy. Conversely, other users will provide the Academy with a copy of their Policy so that the Academy can assess its appropriateness and relevance to the environment as well as co-operate with them with regards to health, safety and welfare.

25. Water Quality

See attached Summary of the Approved Code of Practice - Prevention or Control of Legionellosis at Appendix L

The **Site Manager** is responsible for ensuring the quality control of the water contained within the different buildings. The **Site Manager** will ensure that the water risk assessment is implemented, the water quality maintained and records kept.

26. Consultation with Employees

The Academy will follow the requirements of these Regulations and will decide annually on the process for consultation. Normally consultation will be through the Health and Safety Committee and on a personal level wherever required.

See Summary of Regulations at Appendix M

27. Work Experience

See Summary at Appendix N

The Academy will follow the requirements of these Regulations for young persons offered work experience in the Academy or for young persons from the Academy on a work experience placement. This is the responsibility of the **School Office Coordinator**

28. Provision and Use of Work Equipment Regulations 1998 (PUWER)

The Academy will comply with the requirements of these Regulations, ensuring that equipment, tools, etc are purchased with a view to safety, suitability for purpose, maintained in a safe condition and serviced as advised by the supplier or manufacturer. Records of maintenance and services will be kept where appropriate.

See summary at Appendix O

29. Lifting Equipment and Lifting Operations

The Academy will comply with the requirements of these Regulations.

See summary at Appendix P

30. Asbestos

See summary at Appendix Q

The Academy is aware of its duty under the Control of Asbestos Regulations 2002 to identify asbestos, record its presence, whereabouts and condition in the Academy and to manage it safely. A survey has been carried out.

Where it is **known** that asbestos is present in the work area and may be disturbed or damaged by the work processes, the Health and Safety Plan (under the Construction, Design and Management Regulations) or the pre-work risk assessment (Management of Health and Safety Regulations) will have identified this and documented control measures. The asbestos will be labelled once identified.

Where it is **suspected** that asbestos is present in the work area and that it will only be uncovered in the course of the work, the Health and Safety Plan or the pre-work risk

assessment will have identified this and will have documented subsequent, necessary control measures. The contractor and all operatives will be informed of the risk.

If it is **not suspected** that asbestos is present in the work area, but it is known that asbestos is, or has been, present elsewhere in the building, the contractor and all operatives will be advised of this and be instructed, on discovery of a suspicious material, to cease work, to allow no one to enter the area and to report the discovery of the material to the **Site Manager**, immediately. The appropriate steps for isolation, testing and, if necessary, removal must ensue.

If it is **not suspected** that asbestos is present in the work area and it is not known to be present in the building, the contractor and all operatives will be instructed, on discovery of a suspicious material, to cease work, to allow no one to enter the area and to report the discovery of the material to the **Site Manager**, immediately. The appropriate steps for isolation, testing and, if necessary, removal will ensue.

The Academy will have the on-going condition of any remaining, known asbestos which is not enclosed and the access to any known enclosed asbestos, inspected at least once a year. Any such asbestos at greater than usual risk of damage will be inspected on a more frequent basis depending on its vulnerability.

31. Work at Height

See Site Management Risk Assessments

The generic Risk Assessment gives a basic indication of the control measures which have to be implemented for working safely at a height. Nonetheless, a specific risk assessment has to be carried out whenever anyone is working at any height, i.e. above ground/ floor level. The higher and more difficult the height, conditions and task the greater the risk and need for the assessment. All staff are required to discuss the working at height activity with their line manager, if they have any doubt about the risks in the task. **They must not put themselves at risk by undertaking a task which puts them at greater risk than normal.**

Management will ensure that all the necessary equipment is safe and available before allocating a task at height.

32. Noise/Vibration

Risk assessments will be undertaken whenever the use of any equipment is considered to be a risk to the health of an operative through noise levels or vibration. All equipment will be purchased with a view to ensuring minimum risk to the users. The risk assessment will indicate the control measures and possible health surveillance which the Academy will undertake in respect of any operative undertaking work with such equipment and which may cause damage to their hearing or physically otherwise due to noise or vibration. The assessment will be arranged by the **Site Manager**

See Noise and Vibration Risk Assessment Forms at Appendix R and S respectively

33. Emergency Incident Plan

This is a separate document, with details of contact numbers.

34. Health and Safety Training

Staff will be given the opportunity to attend relevant Health and Safety training which they can either apply for through the **Principal, Site Manager or network training menu**. Where the training is necessary for the individual to do the job safely, the employee must not carry out the task before the training has been successfully undertaken.

35. Health and Safety Checklist

The **Principal** will require staff to carry out a Health and Safety check of their area from time to time using the Checklist at **Appendix T**

Health and Safety Policy - Acknowledgement by Staff

Under the Health and Safety at Work Act, a copy of the Academy's Health and Safety Policy has been made available for you to read. The following is issued as guidance in respect of your main responsibilities.

You are requested and are expected to

- (i) adhere to all reasonable instructions regarding health and safety, safe systems of work and risk assessments
- (ii) develop a personal concern for your own safety and that of others working alongside you
- (iii) be aware that you are working with young people to whom you owe a duty of care, hence an extra need for safety
- (iv) use the correct utensils and equipment for the job
- (v) avoid any improvisation which will entail unnecessary risk
- (vi) ensure personal protective equipment, where used, is kept in good condition
- (vii) report defects in the premises, utensils and equipment
- (viii) report any personal accident or injury and see that it is recorded in the accident book
- (ix) report any known hazard

I acknowledge that I have read the Health and Safety Policy, have understood the contents and will do all that is reasonably practicable to comply with it*

Signature:

Name (block capitals):

Position:

Date:

Please return to the Principal

***This may be signed on the intranet**

Part 4 - Appendices

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| N. | AA The Health and Safety (Young Person's) Regulations 1997 | BB 2 6 |
| O. | Provision and Use of Work Equipment Regulations 1998 | 27 |
| P. | Lifting Operations and Lifting Equipment Regulations | 29 |
| Q. | Asbestos | 30 |
| R. | Noise Assessment Form | 31 |
| S. | Vibration Assessment Form | 32 |
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| | | 36 |

References

COSHH Assessments

See separate documents

Fire Risk Assessment

See separate document

Risk Assessments

**See separate
documents**

Contractors on Site – a Code of Practice

**See separate
document**

APPENDIX A

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

These Regulations place a statutory duty on employers to report accidents, diseases and dangerous occurrences which arise out of the workplace and its activities.

Regulation 2 (Interpretation)

- (i) This states that acts of violence to an employee which result in a major injury (defined below) must be reported.
- (ii) The "responsible person" (for reporting) is the person "..... having control of the premises..... at which, or in connection with which, the accident or dangerous occurrence happens."

Regulation 3 (Notification and reporting)

- (i) **Accidents to non-employees, i.e. members of the public, students, etc that result in a fatality or an injury that requires the injured person to be taken straight to hospital must be reported.**
- (ii) Any of the specified dangerous occurrences (see below) are reportable.
- (iii) Where any of these events occur, they must be reported to the enforcing authority (see below) by the quickest practicable means, i.e. telephone/ web site but within 10 days.
- (iv) Where a person at work is incapacitated for more than 3 days, excluding the day of the accident but including any non-working days, this too has to be reported as soon as practicable and in any case within 10 days on the approved form.

Regulation 7 (Records)

The **responsible person** is required to keep records for 3 years from the date the record was made. The information required to be kept for injuries and dangerous occurrences is:

- (i) the date and time of injury or dangerous occurrence
- (ii) the name of the injured person and nature of the injury (employee and non-employee)
- (iii) the occupation of the injured employee or status of the injured non-employee
- (iv) the place where the incident occurred and brief details of what happened
- (v) the date the incident was first reported and the way it was reported, i.e. telephone or written notification.

Schedule 1 (Major Injuries)

1. Any fracture, other than to fingers, thumbs or toes
2. Any amputation
3. Dislocation of the shoulder, hip, knee or spine
4. Loss of sight (temporary or permanent)
5. A chemical or hot metal burn to the eye or any penetrating injury to the eye
6. Any injury from an electric shock or burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
7. Any other injury
 - (a) leading to hypothermia, heat-induced illness or to unconsciousness

- (b) requiring resuscitation
 - (c) requiring admittance to hospital for more than 24 hours
8. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent
9. Either of the following conditions which result from absorption of any substance by inhalation, ingestion or through the skin
- (a) acute illness requiring medical treatment
 - (b) loss of consciousness
10. Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected materials.

Schedule 2 (Dangerous Occurrences)

These include

- (i) the collapse or overturning or failure of lifting machines (eg lifts, hoists, mobile powered access platforms)
- (ii) the failure of pressure systems (eg boilers)
- (iii) electrical short circuit or overload attended by fire or explosion
- (iv) complete or partial collapse of scaffolding more than 5 metres high
- (v) collapse of building or structure involving more than 5 tonnes of material and of any floor or wall of any building
- (vi) explosion or fire resulting in the suspension of normal work on the premises for more than 24 hours.

Schedule 3 (Reportable Diseases)

There are many of these but note should be made of the following activities which might result in notifiable physical conditions

- (i) work involving prolonged periods of handwriting, typing or other repetitive movements of the fingers, hand or arms (cramps, repetitive strain injuries)
- (ii) fumes arising from the use of rosin as a soldering flux and dusts from wood (occupational asthma).

The "enforcing authority" for Education is the Health and Safety Executive. It should be noted that an immediate response is required, in the first instance. This is the duty of the responsible person and will normally be done after consultation with the Health and Safety Adviser.

Notice is drawn particularly to the fact that violence and subsequent non-accidental, major injuries have to be notified immediately as an investigation might be required.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 can be purchased from HMSO bookshops or good bookshops.

APPENDIX B

Accidents Involving Blood

Accidents involving blood, e.g. cuts, nose bleeds etc, carry the danger of Hepatitis B, HIV (Aids) etc.

If possible make patient themselves put pressure on nose or cut to stop the bleeding.

If blood has been spilt on any work surface then carry out the following procedure, or if appropriate ask person involved to do this.

- 1) Avoid getting blood on yourself, or on other people
- 2) Put on rubber gloves
- 3) Using disposable paper towels, tissues etc, mop up spillage
- 4) Wipe surface with bleach solution (eg. 10% bleach in water) and leave for 1/2 hour if possible
- 5) Put all contaminated material into plastic bag, put in some bleach, tie up bag, and then put in bin

Designated areas should have the following materials;-

Bleach solution (10% in water), paper towels, rubber gloves,

Hazard labelled plastic bags, bin.

APPENDIX C

Administering Medicines in School

Staff and parents need to know what procedures will be followed regarding administering prescribed and non-prescribed medication, together with the procedures to be followed in the very rare occurrence of the need for medical attention after an accident. The following provides this information.

Medication

Normally it would be expected that the parent would administer medicine at home, e.g. antibiotics. However, where a student has to take a limited course of medication but is nonetheless fit to return to school, s/he **might** be allowed to do so by agreement as long as full written instructions are also given to the Responsible Person.

Where it has been agreed to administer medication, a member of staff has to be named so that both the parent/ carer and the student know who it is. The medication log has to be signed by the parent/ carer stating the dosage, application and time.

A few students whilst fit to attend school may require to take medication during the day to control their condition (diabetes, asthma, epilepsy, etc.). The following are guidelines on the administration of such medicines in school.

1. The Academy's Responsibility

The **Principal** shall ensure that a named person is responsible for medicines, together with a nominated deputy. The day-to-day mechanics of medicine administration may be delegated to competent, trained staff.

Parents will be required to sign an acknowledgement that they have requested the administration of medicine to their daughter/ son and that they are satisfied that the designated members of staff are competent to do it.

A clear written statement of their responsibility will be given to all parents, detailing:

- A. How to make a request for medicines to be given by School staff, i.e. in writing and in person to the **Principal**
- B. How medicine should be provided to the Academy, i.e. in the original container from the pharmacy and clearly labelled with
 - Student's name
 - Class
 - Name of medicine
 - How much to give (i.e. dose)
 - When to be given
 - Any other instructions
 - Emergency contact number
 - Family doctor's number.
- C. The need for parents to notify the Academy in writing of any changes in the medication, dosage levels or timing
- D. The need for parents, in person, to replenish the supply of medicines if necessary.
- E. A recommendation that the Academy be advised of any significant disease, medical condition or allergy the student may have, subject to confidentiality.

1. Storage of Medicines

Medicines, when not in use, will be kept in a safe and secure place (a refrigerator if appropriate). However medicines, which may be required in an emergency, will always be readily accessible.

Where appropriate, with parental and Academy agreement, students will be responsible for their own inhalers.

2. Administration/ Record

The label on the medicine container will be checked against the Academy medicine record (completed by parent). Any discrepancy should be queried with the parent before administering a medicine. A parent should confirm their intentions, in writing, if their instructions differ from those on the medicine container.

A record will be kept of doses given, when given, by whom given.

3. Disposal

Medicines no longer required will not be allowed to accumulate. They will be returned to the parent in person for disposal. In the last resort, unwanted medicines will be given to the local pharmacist for disposal as required by the Environmental Health Regulations.

4. Liability of School Staff

Staff designated to administer medicines to students will be covered by the Academy in the event of liability/ negligence claims made against them, as long as they have taken all reasonable steps to follow the procedures contained in these guidelines and parental instructions.

Ark Schools
Medicine Record

Responsible staff

(a) _____

(b) _____

Student's Name

Class/ Age

Name of medicine

How much to be given (i.e. dose)

When to be given

How to be stored

Any other instructions

Telephone number of parent or adult contact

Family doctor's number

**I am satisfied with the arrangements for administering medicine to by daughter/
son**

Parent's signature: _____ **Date** _____

Ark Schools

| Student | Medication | Dosage | Name and Tel. No. of GP prescribing medication | Tablets received from parent/carer | | Time(s) medication to be given to student | Name of staff administering the medicine |
|---------|------------|--------|--|------------------------------------|------|---|--|
| | | | | Amount | Date | | |
| | | | | | | | |

| Week Commencing: | Time medication given to student | Dosage given to student | Confirmation slip for medication taken given to student | | Signature of staff administering the medicine |
|------------------|----------------------------------|-------------------------|---|----|---|
| | | | Yes | No | |
| Monday | | | | | |
| Tuesday | | | | | |
| Wednesday | | | | | |
| Thursday | | | | | |
| Friday | | | | | |

Number of tablets remaining brought forward from previous week: _____

Date parent/carer contacted for additional tablets: _____

Number of tablets remaining week/ending: _____

Date tablets received: _____

Total number of tablets : _____

NB A separate sheet to be used for each medication being administered

An Accident

Whilst not wishing to alarm parents, it is possible for a student to have an accident which needs urgent professional attention by a doctor, dentist or at a hospital.

If such an occasion arises, the staff will make every endeavour to contact the parent(s) or a named relation, friend, for that person to take the responsibility for any subsequent treatment.

In the unlikely event that no one can be contacted, the parent will need to have given prior permission for the staff to act appropriately for the good of the pupil. It is therefore necessary for the Academy to have such a form for every pupil, signed by the parent.

An Accident Reporting Book will be kept of all accidents and incidents no matter how minor.

APPENDIX D

Emergency Procedures

Staff must familiarise themselves with the following arrangements:

- A practice drill will be held **at least once every term**
- On discovering a fire **activate the fire alarm by using the nearest call point**
- Do not tackle a fire unless it is small and you have been trained to do so. Your first duty is to ensure that the School is alerted and that the students in your charge are evacuated safely
- The **Principal/Inclusion Manager/Site Manager/ Business Manager** will call the Fire Brigade on hearing the Fire Alarm sound without prior notice
- The designated **Fire Wardens will check their area** so ensuring that the building is completely evacuated
- If possible and without anyone being put at risk, all windows should be shut on exiting. The door should be closed by the last person vacating a room, corridor or lobby and leaving the building
- If Temporary Evacuation Procedures are in place. Information is given separately
- Students will be expected to exit the building quietly and calmly (see Rules below) and to line up in the Assembly area
- Staff allocated to students with special needs will accompany and supervise them
- Staff and students should follow the instructions on the Evacuation Notice in the room and the Evacuation Signs for the route of exit, unless circumstances dictate otherwise
- Classes will line up at the following Assembly Points as indicated on the Evacuation Notice:

| Class | Assembly Point |
|--------------|--|
| Nursery | Outside Nursery Entrance |
| Reception | Outside Nursery Entrance |
| Year 1 | Front of school next to grass |
| Year 2 | Front of school on to grass |
| Year 3 | Front of school on grass next to Year 2 |
| Year 4 | Front of school next to grass and Year 1 |
| Year 5 | Front of school next to year 4 |
| Year 6 | Front of school on grass |

- The **Principal** (or in his/her absence the **Site Manager**) is the Controller of the assembled Academy
- The following procedures for checking for safe evacuation will apply:

Responsible Person

Duty

Designated Fire Wardens

See Fire Warden Section below and Fire Drill Log book for list of Wardens

School Office Co-ordinator
Class Teachers

Bring out class registers and distribute to teachers
Call register and report any missing pupil to Controller immediately

School Office Co-ordinator

Brings out Visitors' signing-in book, check visitors' presence and report anyone missing to Controller immediately

| | |
|----------------------------|--|
| School Office Co-ordinator | Bring out Teaching and Support Staff signing-in book, check presence and report anyone missing to Controller |
| School Office Coordinator | Bring out kitchen staff signing-in book, check and report anyone missing to Controller immediately |

- Students with special needs will have designated members of staff to support them
- All staff without a specific duty have to report to the Controller or designated person to be available to provide support
- Contractors and visitors will be told about Fire Safety and shown the Assembly Point where they will be checked by the designated member of staff
- The **Site Manager** will direct the Fire Brigade to the site of the fire
- No one will re-enter the building until instructed to do so
- After each drill or real emergency the Academy Management will review the effectiveness of the procedures. Other staff will be asked to comment if they think that the system could be improved.

Instructions on what to do in an emergency are displayed in every room

It should not take more than 4 minutes to evacuate the building

In the event of a real fire which makes at least one of the buildings unusable for a while, parents will be notified at the earliest possible moment of new arrangements and of the future plan of action

In the event of a bomb warning or gas leak the premises will be evacuated under the direction of the Police or the Gas Board

Fire Warden role

Fire Wardens (and back-ups) will familiarize themselves with the Fire/ Emergency Procedures in the Health and Safety Policy and in their designated areas (i) the Call Points locations (ii) the escape routes (main and alternative) (iii) the Fire Extinguisher placements (iv) the types of extinguishers and their use (v) the Refuge Point and (vi) the Checking Points (see no. 2 following)

It has to be noted that

- no one is required to put themselves at unnecessary risk in the event of a fire
 - only a trained person should ever use a fire extinguisher and only on a small fire (e.g. a waste bin) and only once the alarm has been sounded and the room is clear. **The advice is to evacuate**
- On hearing the alarm the Fire Warden will
 - be available to direct students to the nearest escape route
 - ensure that assistance is given to those who need it
 - check that their area is clear of all people
 - In checking, they will
 - look in all rooms, toilets, walk-in cupboards and any other area known to be used by staff or students
 - ensure corridor doors and final exit door are closed behind her/him as s/he leaves
 - They have full authority to instruct people to evacuate the premises and should report anyone who refuses to leave immediately to the person in charge (this is a disciplinary matter)

4. They have to be aware of the plan for the safe evacuation of anyone with special needs in their designated area
5. Once they have checked their designated area, the Fire Wardens will
 - report that this has been done and what the status of that area is (clear/ someone refusing to leave/ someone trapped, etc) to the person in charge. In the event of a person being trapped this should be communicated by the quickest possible, practical means to the Controller (telephone, two-way radio, etc)
 - Fire Wardens are then requested to be available in order to further aid the Controller, if necessary

They are advised not to enter a room where there is sign of fire as the opening of the door may increase the intensity of the fire or spread it so further endangering life

Fire Wardens will receive “hands-on” training in the use of Fire Extinguishers which will enable them to tackle small fires

Fire Safety Rules for Students

Make sure you are familiar with the Evacuation Procedures displayed in all main rooms and areas. You will practice a Fire Drill at least once every term to help you be better prepared to get out in the event of a real fire

Under the directions of your teacher during Evacuation of the building

1. Keep noise to a minimum
2. Shut doors on the way out, if you are instructed to do so or you are the last person through them
3. Leave immediately by the designated escape route, if safe to do so, otherwise take the alternative escape route
4. Keep in single file
5. Move quickly but do not run
6. Assemble in your Tutor Group at the designated assembly point
7. You are not allowed to go back into the building for anything
8. If separated from your class, rejoin it without delay at the Assembly Point by a safe and sensible route
9. Join another class if there is a problem and report to the teacher

Note the importance of

1. **Reporting to the office when arriving late at school**
2. **Reporting to the office when having to leave school during School hours**
3. **Reporting to the office if returning to school**

Evacuation of Disabled Persons

A Personal Emergency Evacuation Plan will be developed whenever necessary

APPENDIX E

Control of Substances Hazardous to Health (COSHH) 2002

These Regulations require that an assessment be made of the risks involved in using hazardous substances. If there is a significant risk, a non-hazardous or less hazardous substance should be substituted, if one is available. If not, then a safe system of work (an assessment) should be drawn up and documented. This would indicate, apart from technical details of the substance (e.g. description, level of toxicity) what other substances it should not be used with and

- how to store, handle, use it
- what it cannot be used or mixed with
- what protective clothing to wear
- what to do in case of accident, spillage, etc.

Everyone who uses these substances must be informed about, as well as instructed and trained in, their use.

Regular monitoring and review of the arrangements are required.

Where hazardous substances are used, the above-mentioned safe system of work must be drawn up and made available (e.g. by display) to all who use them.

If a COSHH assessment is not done and there is an accident to anyone while using a potentially harmful substance, the employer and/ or responsible person may be held liable.

Contractors are responsible for providing COSHH information and training for their employees. However, it is the duty of the School to bring it to the Contractor's notice if the COSHH arrangements are not being adhered to (e.g. cupboards containing harmful substances not being locked) as others are being put at risk.

Inflammable substances must be safely and correctly stored and used.

Hazardous substances are basically:

Chemicals

Micro-organisms which create risks to human health

Dust

Fumes

Gas

Any other substance which creates a risk to health.

Some common signs indicating hazardous substances

| | |
|-------------------|---------------------------------------|
| Very toxic | Skull and cross bones |
| Toxic | Skull and cross bones |
| Irritant | X |
| Harmful | X |
| Corrosive | Test tubes and liquid droplets |

Files of COSHH Assessments for specific areas will be held locally as required and the Site Manager has a central file

APPENDIX F

Electricity at Work Regulations 1989

These Regulations advise a safe system of work which will be adopted by the Academy and which will include having

- all fixed installations tested at least every 5 years or at any interval recommended by the M & E Consultant
- a certificate of the test of fixed installations
- an inventory of all electrical apparatus/appliances
- a record/log of termly visual inspections and planned portable appliance tests
- all portable appliances (i.e. those appliances which are plugged in and out of an electrical socket, including double-insulated appliances) vulnerable to damage on account of their being used and moved a great deal (a risk assessment has to be carried out to identify these appliances, e.g. irons, vacuum cleaners, power tools, etc) at least once a year and all other appliances tested every 2 - 4 years by a "competent" person using a portable appliance tester
- all portable appliances used by students inspected once per term and a brief visual inspection each time used. The latter can be done by the teacher or a student. (A visual inspection would involve looking at the plugs, casings and cables for damage, cracks, fraying, wire exposure, etc.)
- a sticker displayed on tested appliances indicating pass (green) or fail (red) - any failed appliance must not be used until repaired or it must be disposed of
- stage lighting and switchgear inspected and tested after each alteration to the system and tested every year
- any personal equipment brought into School inspected and tested before use.

Other points to be noted

- flexible leads should not be longer than 2 metres
- extension leads should only be used on a very temporary basis and not as fixtures
- adapters should preferably be of the flat type
- the aggregate input into an adapter should not exceed 13 amps
- consideration should be given to eliminate the use of adapters and the inadvisable use of extension leads as fixtures
- the need to test and service lightning conductors
- an assessment of the provision of continuity bonding should be made by an electrical engineer

Care must be taken to check all plugs to ensure that the correct fuse is used. It is common for 13 amp fuses to be used, mistakenly, instead of 3 or 5 amp fuses, e.g., on lamps, TVs, computers. The coloured wires should not be visible from the outside of the plug.

If the appropriate inspections and tests are not carried out and logged and there is an accident caused by a defective appliance or system, someone - Governors, Principal, Principal, teacher or person with a specific responsibility for electrical inspections and testing - may be held liable in law

APPENDIX G

Display Screen Equipment Regulations

Criteria and procedures for “designated” users

It is pointed out that the nature and requirements of schools’ work have changed considerably since these Regulations were written (1992) and came into force (1993) greatly increasing the range and numbers of users as well as the time spent in front of the computer. The definition which follows should be considered in the light of this as should categories of users coming within its scope – as potential “designated users”.

As defined in the Guidance on the Regulations the “user” should be “designated” if s/he

- i. uses the display screen equipment habitually as a significant part of their normal work
- ii. depends on the use of the display screen for their job
- iii. has no discretion as to use or non-use of the equipment
- iv. needs training to use the equipment
- v. inputs at normally for 1hr+ at a time
- vi. uses the equipment in this way more or less on a daily basis
- vii. has to input quickly and with concentration

Academy examples of these **might** be categorised as:

Definite - Data Inputters, PAs, Secretaries, Administrators with own workstation, Librarian

Possible - IT Manager and team, senior and middle management with own workstation, HoYs and HoDs

Possible but less likely - Teachers and Technicians with own workstation

As a guideline 10hrs+ per week of necessary work at the computer is suggested. It is pointed out that some employers set a daily use of 1hr+ per day as the standard for being regarded as a “designated user”.

The **Principal** is responsible for designating users.

A “designated user” should have an Eye and Eyesight test specifically for computer use before or upon starting the job and when advised by the optician, thereafter. A user may go more frequently if s/he feels their eyesight is being affected by the work (headaches, eyestrain, etc).

The employer has to pay for the test. The employer will establish the cost (normally the lowest carried out locally). Employees can go to whatever optician they wish but can only reclaim the established cost.

In respect of the payment for glasses, the employer will establish the cost (normally the lowest NHS-type glasses) and has to pay for glasses only where they are prescribed for computer work. This may be incorporated into a prescription for vario- or bi- focal glasses. The optician has to provide documentary evidence for the prescription for the employer. Employees can go to whatever optician they wish but can only reclaim the established cost.

The **Principal** will inform individuals of the current established costs

It is important that all users should establish a comfortable working position in order to minimise/ reduce the risk of discomfort or injury from repetitive strain to your hands, wrists or other joints. The following Guidance will help you do so:

Display Screen Equipment Guidance

General

Make sure there is adequate space around the computer for proper ventilation

Do not block the vents of the computer

Keep the computer free from dust, moisture and exposure to direct sunlight

Do not eat or drink near the computer

Do not use a mobile telephone in close proximity to a computer

Minimise reflection

Get yourself into a relaxed and comfortable position

Vary your posture frequently. Stand up and move about

Have a 5/6-minute break every hour – or a shorter break more frequently – away from the computer

Have your eyes tested as recommended by your optician

If you think you are having pains connected with your work at the computer, inform your line manager immediately

APPENDIX H

Display Screen Equipment Self Assessment Checklist

| | | | |
|---|---|---------------------------|-----------|
| Name | | Department | |
| Location | | Date of Assessment | |
| | | | |
| Section 1 | Provision of suitable Display Screen Equipment | | |
| Screen and Image | | Yes | No |
| Screen can tilt and swivel | | | |
| Characters are well defined and screen is free from flicker | | | |
| Screen controls such as contrast and brightness can be adjusted | | | |
| Keyboard and Mouse | | | |
| The keyboard is separate from the screen and able to tilt | | | |
| All characters are easy to read | | | |
| The mouse works correctly, runs freely and is positioned correctly | | | |
| Workstation or Desk | | | |
| The work surface is large enough to allow flexibility in positioning equipment | | | |
| Is there glare or reflection from the work surface | | | |
| Is there a document holder if required | | | |
| Work Chair | | | |
| Is the chair stable | | | |
| Does the chair have adjustable back rest height, seat height and tilt | | | |
| Is the chair upholstered without a hard front edge | | | |
| Condition of Equipment | | | |
| Does all the equipment work correctly and is in a good state of repair | | | |
| Comments | | | |
| | | | |
| Section 2 | Set up of Display Screen Equipment | Yes | No |
| Is your screen at a suitable viewing height (actual screen at eye level). | | | |
| Is your screen positioned at a comfortable viewing distance (350-600mm) | | | |
| Is your screen positioned in a suitable viewing region. | | | |
| Is your screen positioned to minimise reflective glare. | | | |
| Is your seat adjusted to correct height | | | |
| Is a footrest provided if required. | | | |
| Is your seat back height and tilt adjusted to provide support to lower back. | | | |
| Is there sufficient room in front of keyboard for resting forearms when not in use. | | | |
| Is your mouse positioned correctly (i.e. close to body). | | | |
| Are all repetitive and overreaching actions limited | | | |
| Is there anything preventing you sitting comfortably or easily changing posture | | | |
| Comments | | | |
| | | | |

| | |
|--|--|
| | |
|--|--|

| Section 3 | Working Environment | Yes | No |
|---|----------------------------|------------|-----------|
| Space | | | |
| Is there sufficient space to adopt a normal comfortable posture, to stand up and sit down easily and to arrange your work to suit your position | | | |
| Is the floor area around your workstation free from tripping hazards | | | |
| Lighting | | | |
| Is there sufficient light for you to do your tasks | | | |
| Is the lighting suitable, ie no significant glare or lighting gradients | | | |
| Temperature, Humidity and Noise | | | |
| Are the noise levels from equipment low enough not to distract attention or disturb speech | | | |
| Are the temperature and humidity levels reasonable | | | |
| Interface and Working Practices | | Yes | No |
| Is the software available suitable for your tasks and presented in a suitable format | | | |
| Do you take sufficient breaks from DSE work e.g. 5-6 minute break every hour | | | |
| Have you had your eyes tested as recommended by an optician | | | |
| Do you think you are having any pains that may be connected to your work at the computer | | | |
| Comments | | | |

| | |
|--------------|--|
| Signed | |
| Please Print | |
| Date | |

Please pass this self assessment to your line manager

| Line Manager Review | Further assessment required | Yes | No |
|--------------------------------|-----------------------------|---------|--------|
| Signed | | Date | |
| Additional actions to be taken | | By when | By who |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

APPENDIX I

THIS IS AN EXAMPLE ONLY

Food Technology Risk Assessments

| Staff Tasks | | |
|--|---|---|
| <p>On entering the Food Technology room the teacher will ensure that:</p> <p>The dials on both gas and electrical cookers are at zero</p> <p>The cooker hoods are down</p> <p>There is no smell of gas - if there is, the windows have to be opened to ventilate the room</p> <p>No one enters the room till it is clear that there is no residual problem (If the smell of gas persists, the Gas Board should be contacted. Their advice about evacuating the building should be followed, but evacuate if in any doubt.)</p> <p>All the dangerous knives are accounted for (and before the end of each lesson)</p> <p>No dangerous equipment is easily accessible</p> <p>Soap and towels are available</p> <p>Protective clothing is available</p> | | |
| <p>All equipment has to be maintained and serviced to a safe standard - as recommended by the manufacturers - and records kept</p> | | |
| Hazard | Risk | Control Measures |
| Use of sharp knives | Cutting yourself Cutting someone else Damaging property | Instructions will be issued every lesson on how to use the knife for the particular item being processed; there must be enough space to carry out the operation without risk to the pupil or others; spills must be cleaned up immediately; there are two kinds of knives. Information, instruction and demonstration will be provided for the use of these knives and there will be supervision during their use. |

| | | |
|-----------------------------------|--|--|
| <p>Use of hob and oven</p> | <p>Burning yourself Burning others Fire Shock or Gas leak</p> | <p>Students will receive instructions and demonstration on the correct use of this equipment</p> <p>the equipment must be tested and serviced at least annually by a competent person (e.g. CORGI registered or electrician)</p> <p>appropriate protective clothing must be worn (e.g. oven gloves)</p> <p>saucepan handles must be turned inwards but not across hotplates</p> <p>there must be adequate space around the cooker for safe working</p> <p>ensure no risk of knocking against others when taking hot food out of the oven or off the hotplate</p> <p>use both hands to grip the dish or saucepan when lifting out of the oven or off the hotplate</p> <p>turn off all hotplates when they are no longer in use</p> <p>equipment must be cleaned at the end of each lesson</p> <p>See also General Rules for Students.</p> |
|-----------------------------------|--|--|

APPENDIX J

The Management of Health and Safety at Work Regulations 1999

New and Expectant Mothers at Work

"Regulation 16 - (1) where -

(a) the persons working in an undertaking include women of child-bearing age; and

(b) the work is of a kind which could involve risk, by reason of her condition, to the health and safety of a new or expectant mother, or to that of her baby, from any process or working conditions, or physical, biological or chemical agents..... the assessments required by regulation 3(1)* shall also include an assessment of such a risk".

*i.e. the requirement to carry out risk assessments where hazards or hazardous activities have been identified.

This means that particular account of risks to women of **child-bearing age** must be taken when making risk assessments in the workplace. If the assessments reveal particular risks to them, they have to be informed that they might be at risk

- of being rendered incapable of conceiving
- while being pregnant
- while breast feeding.

They have also to be told how the risk will be further reduced.

Risk Assessment entails identifying hazards and hazardous activities, identifying the risks associated with them and eliminating them if possible. If not, control measures/safety procedures must be introduced to minimise or reduce the risks where they are "significant". These must be documented, implemented and monitored. If, having done this, there is still a significant risk to the health and safety of a woman of child-bearing age, a new or expectant mother and this goes beyond the level of risk to be expected outside the workplace, the employer must, on a temporary basis

- adjust her working conditions and/or hours **or**
- offer her suitable alternative work, if any is available **or**
- give her paid leave for as long as necessary to protect her safety or health or that of her child.

These possible actions have to be taken only when the employer has been informed in writing that an employee is pregnant. The employer must request in writing for the pregnancy to be confirmed, i.e. certified by a registered medical practitioner or midwife.

These actions, moreover, are only necessary where, as a result of a risk assessment, there is genuine concern. If there is any doubt professional advice must be sought.

The employer has to keep the risk assessment for new and expectant mothers under review.

The kinds of hazards or hazardous activities most likely to be encountered in the Academy which might affect new or expectant mothers are:

- Manual handling of loads
- Working in very hot conditions
- Fatigue from standing
- Excessive physical or mental pressure
- Working at height
- Lone working, home visits - especially in the dark

Concern will be expressed about working with the word processor. The evidence is that there is no need for pregnant women to stop working. However, it is recommended that because of **the anxiety and stress associated with working with potential sources of radiation**, pregnant women should be given the opportunity to discuss their concerns with someone adequately informed about this topic.

Each case is likely to be different and it is important that, when the Principal/Principal/Manager is advised that an employee is pregnant, the HR Department at ARK Central should be contacted so that consideration can be given as to what action is appropriate.

The following publications are recommended as references:-

1. The Management of Health and Safety at Work Regulations 1999 New and Expectant Mothers at Work - A guide for employers. ISBN 0 7176 0826 3 (HMSO)
2. The Management of Health and Safety at Work Regulations - Approved Code of Practice 1999 ISBN 0 7176 0412 8
3. 5 steps to risk assessment (Free leaflet) IND(G)163(L)

APPENDIX K

Storage - Safe System of Work

- (i) Storerooms, stock cupboards, etc., will be arranged in such a way that any risk of accident, injury or fire is reduced to a minimum, if not eliminated.
- (ii) Heavy items will be placed at a height consistent with a person's physical capacity to lift them up and down without risking injury i.e. not too high, or indeed, too low.
- (iii) Storage will be planned so that the lightest and smallest (and not the heaviest or most bulky) equipment etc., is in the more out-of-the-way places.
- (iv) There will be appropriate means of accessing any high level storage, i.e. kick-stool or stepladders.
- (v) Large or heavy packets can be split up to make carrying easier and safer.
- (vi) Stored items will be steady and firm, not precariously balanced or easily knocked over.
- (vii) Heavy items will not be stacked on top of each other unless they are very secure and not too high.
- (viii) There will be ease of access i.e. clear passage, to any stored items. Clutter will be cleared and extraneous materials disposed of.
- (ix) Rotation of stock is a factor which will be considered.
- (x) Stepladders used for storing will be inspected before being used, by the user, to ensure that they are in good condition (especially wooden ones). Help should be sought from the **Site Manager** if there is any doubt.
- (xi) Care will be taken, when lifting, not to strain and run the risk of injury. Anyone who lifts regularly (e.g. Caretaker) will ask for an assessment to be made if it is thought that there is a potential for injury and will have training on correct methods of lifting.
- (xii) All hazardous substances (see COSHH) and potentially dangerous equipment and instruments must be kept out of reach of students when not in use.
- (xiii) Inflammable substances will be kept in metal containers and locked when not in use. A record of their whereabouts will be held centrally.
- (xiv) Gas cylinders will be stored according to requirements.

APPENDIX L

Prevention or Control of Legionellosis

Legionellosis is the term used for infections caused by *Legionella pneumophila* and other bacteria from the family Legionellaceae. Legionnaires' disease is a pneumonia that principally affects those who are susceptible due to age, illness, immunosuppression, smoking etc. and may be fatal. Legionellae can also cause less serious illnesses which are not fatal or permanently debilitating but which can affect all people.

Infection is attributed to inhaling legionellae, either in those water droplets, which are small enough to penetrate deeply into the lung, or in droplet nuclei (the particles left after the water has evaporated). Legionellae are widespread in natural sources of water. They may enter man-made systems or water services, where they can multiply under certain conditions, and if there is a means of creating and transmitting water droplets, people in the vicinity may be at risk. Most cases and outbreaks of legionellosis have been attributed to water services in buildings, cooling towers and whirlpool spas. Other sources have been identified in foreign outbreaks including a humidification system, industrial coolants and respiratory therapy equipment.

Legislation

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) relate to the risks from hazardous micro-organisms, including legionella and chemicals such as biocides and chlorine. Under these Regulations risk assessments and the adoption of appropriate precautions are required to be made.

The Approved Code of Practice *The prevention or control of legionellosis (including legionnaires' disease)* sets out further statutory requirements for dealing with this risk. It applies in all workplaces whenever water is stored and used in a way which may create a reasonably foreseeable risk of legionellosis.

The Approved Code of Practice (ACOP) places responsibility on employers and others to:

- (a) identify and assess sources of risk;
- (b) prepare a scheme for preventing or controlling the risk;
- (c) implement and manage precautions;
- (d) keep records of the precautions implemented.

The ACOP also sets out the responsibilities of manufacturers, importers, suppliers and installers of products and services. It is enforced by Health and Safety Executive inspectors in factories, hospitals, laboratories, education establishments, docks and construction sites. In shops, offices, warehouses, hotels and catering establishments it is enforced by local authorities who also have responsibilities for public health. Recent outbreaks of legionnaires' disease in the UK have demonstrated the implications for public health.

Duties under the ACOP are qualified by the condition that they must be 'reasonably practicable'. This means that both the degree of risk and the cost and difficulty of applying control measures should be accounted for in determining what measures should be taken.

APPENDIX M

Health and Safety (Consultation with Employees) Regulations 1996

Specific provisions requiring employers to consult with employees on health and safety matters are contained in

- The Health and Safety at Work Act 1974
- The Safety Representatives and Safety Committees Regulations 1977
- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety (Consultation with Employees) Regulations 1996

The Health and Safety at Work Act 1974 - Section 2(4) provided for Regulations to be made which allowed the appointment of Safety Representatives from **recognised Trade Union** members. **The Safety Representatives and Safety Committees Regulations 1977** implemented this particular provision - detailing the appointment, functions and rights of Trade Union safety representatives.

The Management of Health and Safety at Work Regulations 1999 requires employers to consult in more detail with safety representatives.

The Health and Safety (Consultation with Employees) Regulations 1996 closed the gap created by the 1977 Regulations whereby non-unionised workers had no rights of consultation with their employers on health and safety matters. Employers must now consult directly with employees directly or through elected "representatives of employee safety". This does not affect the roles and functions of union safety representatives.

Regulation 3 - duty of employer to consult

Employers must consult in good time on health and safety matters particularly, with regard to

- any new measures which may affect health and safety of employees
- the arrangements for appointing/ nominating persons to assist the employer in complying with relevant legislation and to assist in emergency procedures
- the provision of relevant health and safety information
- the planning and organisation of relevant health and safety training
- the health and safety consequences of the introduction of new technologies into the workplace.

Regulation 4 - persons to be consulted

Employers may consult directly with their employees or through "employee representatives" elected by a group of employees to represent them. Where consultation is through employee representatives, the employers must inform all employees of

- the names of the representatives
- the groups they represent
- when consultation with the representatives has discontinued
- if they change from consulting with the representatives to consulting directly with employees.

Regulation 5 - provision of information

Employers must provide all employees or their representatives with all such health and safety information as will permit them to participate fully in the consultation process and health and safety information associated with the records kept under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Regulation 7 - training, time off and facilities

Employers must provide representatives with appropriate and reasonable (negotiable) training and other relevant facilities to enable them to perform their functions, reasonable

costs in connection with training, including travel and subsistence costs, time off to perform their functions and to attend relevant training courses.

It should be noted that certain Trades Unions have accepted the notion of representing non-members on health and safety matters in the workplace, if non-unionised staff wish this arrangement.

APPENDIX N

The Management of Health and Safety at Work Regulations 1999 - Young Persons

These Regulations apply to students (i.e. not over compulsory school age) and to young persons (under 18 years) who are employed and to those who are on work experience. They also apply to all students and young persons who have part-time or casual work.

An employer is required to carry out a suitable and sufficient risk assessment before employing a young person. The assessment should take into account

- the young person's inexperience, lack of awareness of risks and immaturity
- the fitting-out and layout of the workplace and the workstation
- any exposure to physical, biological and chemical agents
- the type of work equipment and the way it is handled
- the organisation of processes and activities
- the health and safety training provided
- the risks from agents, processes and work listed in the Annex to Council Directive 94/33/EC(b) on the protection of young people at work.

The employer and any school placing **students** in work experience have to ensure that the place of work is safe for them and provide the parent with comprehensible and relevant information on

- the risks to the young person's health and safety identified by the assessment
- the preventive and protective measures in place
- the risks from other users of the premises.

Any part of the Academy in which a young person is employed or is on work experience will carry out risk assessments specific to them. If young person is of compulsory school age, a parent will be informed of the risks and the control measures.

An employer **shall not employ** a young person for work which

- is beyond the physical or psychological capacity of the young person
- involves exposure to harmful agents or substances
- involves exposure to radiation
- involves the risk of accidents owing to insufficient attention to safety or lack of experience or training
- exposes the young person to extreme cold or heat, noise or vibration.

An employer **may employ** a young person who is no longer a pupil, in such environments where

- it is necessary for her training
- there is supervision by a competent person
- the risks have been reduced to the lowest level reasonably practicable.

APPENDIX O

The Provision and Use of Work Equipment Regulations 1998 (PUWER '98)

This document provides guidance on the key features of these Regulations.

Detailed information can be obtained from the Regulations, Approved Code of Practice and Guidance published by the Health and Safety Executive (ISBN 0 7176 1626 6).

Complying with PUWER '98

These Regulations contain additional and updated requirements from the initial legislation, introduced in 1992. They contain broad general duties for all types of equipment along with specific requirements for mobile equipment, inspection and examination of power presses.

The Regulations are supported by an Approved Code of Practice (ACoP) and Guidance. They include definition of terms and the duties of responsible people including employers, self-employed, those who control work equipment, those who use work equipment and those who supervise people using work equipment.

A non-exhaustive list of work equipment includes

- hand tools such as hammers, knives, handsaws, etc.
- machines such as drilling machines, circular saws, photocopiers, etc.
- apparatus such as laboratory equipment, Bunsen burners, etc.
- lifting equipment such as hoists, lifts, etc.
- other equipment such as ladders, pressure water cleaners, etc.

Items that would **not** be classified as work equipment are

- livestock
- substances (e.g. acids, alkalis, water, cement)
- structural items (e.g. walls, floors stairs, roofs)
- private car.

The Regulations require that work equipment is suitable for the purpose of its use and that it is selected with regards to the risk to health and safety of anyone who will use or come into contact with it. Before purchasing any equipment, the initial integrity of the equipment, the place it is to be used, the purpose for which it is to be used and how the associated risks to health and safety will be controlled, have to be considered.

The ergonomic design should also be considered at this point, e.g. where mobile equipment with a combustion engine is used, there must be sufficient air of good quality. Equipment should only be used for operations for, and under conditions, which it is suitable with regard to the risks to health and safety of persons. The onus is on selecting the correct equipment.

The equipment has to be maintained in good condition - efficient working order and state of repair. Where equipment has a log for maintenance, it must be kept up-to-date. The rate of inspection and maintenance is dependant on the frequency of use, who is using it, the environment it is used in, the variety of options it is used for and the risks associated with malfunction or failure. Records of all maintenance work carried out.

A competent person, that is someone with the necessary knowledge and experience of the equipment, must carry out any inspections and maintenance. *(The user should carry out visual inspections before each use or on a frequent basis, e.g. each week, depending on the level of risk involved, the nature of the work, the susceptibility to damage, etc. Any faults or damage should be reported immediately and the use of the equipment discontinued until it is repaired.)*

An inspection, if there is a significant risk of injury when it is first used after installation,

should be considered.

Where there are specific risks associated with equipment then only authorized, trained people should be allowed to use, maintain or service the equipment, e.g. only a trained individual is allowed to change a grinding wheel.

Employees must be given adequate information and instruction pertaining to their use of the equipment. The information and instruction should include

- how and in what conditions the work equipment can be used
- the foreseeable abnormal situations
- the actions to be taken as a consequence
- any conclusions drawn from using the equipment.

All the information should be understandable.

When arranging training the following should be considered

- the level of competence of the individual
- their age and experience
- environment
- what information they need to use the equipment safely.

Where an employee does not use the equipment regularly, refresher training should be made available. All training should take place during working hours (Regulation 11, Management of Health and Safety at Work Regulations 1992).

All new equipment must comply with these Regulations. In the Approved Code of Practice there is detailed advice and guidance that covers hardware requirements relating to guarding controls, control systems, stability, lighting, isolation facilities and suitable warning markings or devices.

There are separate regulations dealing with mobile work equipment where the operator or worker should be protected against falling out of the equipment and from unexpected movement.

APPENDIX P

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

This document provides guidance on the key features of the recent Regulations. Detailed information can be obtained from the Regulations, Approved Code of Practice and Guidance published by the Health and Safety Executive (ISBN 0 7176 1628 2).

LOLER is designed to apply specifically to work equipment that is used for lifting. It adds further requirements to those imposed by PUWER '98. These Regulations standardise, and are a major change to, existing UK law on lifting equipment.

A non exhaustive list of lifting equipment and types of equipment include

- passenger lift, dumb waiter, scissors lift
- rope and pulley used to raise parts of machinery
- fork lift truck, mobile cranes, tower cranes
- ropes used for climbing at work, hoist for lifting people

The following have to be considered

- the strength and stability of the equipment
- the measures to prevent it from falling or trapping a person
- the position and installation

in order to reduce the risk to the lowest level practicable.

The equipment should be clearly marked with the following

- the safe working load
- whether or not it is safe for lifting persons

All lifting operations have to be managed by a competent person in such a way that they are carried out safely by a trained person who is appropriately supervised.

Where lifting equipment is installed, it must be thoroughly examined for any defect unless it has an EC declaration of conformity, which is less than 12 months old. Where lifting equipment carries persons, it must be examined at least every six months. For other forms of lifting equipment there is either a 12-month examination period or a period laid down in the written scheme of examination. A competent person must carry out all examinations.

Where an EC declaration of conformity is received, it must be kept as long as the equipment is in use. Detailed examination reports must be kept for a minimum of two years.

APPENDIX Q

Control of Asbestos Regulations 2004

The duty requires the employer to manage the risk from asbestos by:

- **finding out** if there is asbestos in the premises, the amount and what condition it is in;
- **presuming** materials contain asbestos, unless there is strong evidence that they do not;
- **making and keeping up to date a record** of the location and condition of the asbestos containing materials or presumed asbestos containing materials on the premises;
- **keeping** a check on the condition of asbestos and presumed asbestos materials;
- **assessing** the risk from the material;
- **preparing a plan** that sets out in detail how the risk from this material is going to be managed;
- **taking steps** needed to put the plan into action;
- **reviewing and monitoring** the plan and the arrangements made to put it in place;
- **providing information** on the location and condition of the material to anyone who is liable to work on or disturb it.

The Regulations do not nullify the existing obligations under the Health and Safety at Work etc Act 1974.

APPENDIX R

ARK Schools

Noise Assessment

| | | | | | |
|--|--------------------------|--|--|------------|-----------|
| Operative: | | Date: | Job: | | |
| Are you suffering hearing loss? | | | | Yes | No |
| If Yes, please describe: | | | | | |
| Tool/ equipment/ machine/ item | Noise level | Exposure time | Fractional exposure "f" value | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Assessed L_{EP1d} = | | | | | |
| Tick if L_{EP1d} is above 80dB (1st Level Action) | <input type="checkbox"/> | Ear Defenders/ Plugs will be given to the operative if requested | | | |
| Tick if L_{EP1d} is above 85dB (2nd Level Action) | <input type="checkbox"/> | Ear Defenders/ Plugs will be worn at all times by the operative using this equipment | | | |
| <u>Other action (to be) taken:</u> | | | | | |
| Tick if L_{EP1d} is at or above Peak Level Action | <input type="checkbox"/> | Ear Defenders must be worn by the operative using this equipment | | | |
| <u>Other action (to be) taken:</u> | | | | | |
| Signed: | | (Operative) Print name: | Date: | | |
| Signed: | | (Assessor) Print name: | Date: | | |
| Review outcome: | | | Date: | | |
| Signed: | | (Assessor) | | | |
| Next review Date: | | | | | |

APPENDIX S

ARK Schools

Vibration Assessment

| | | | |
|---|----------------------------|-----------------|---|
| Operative: | Date: | Job: | |
| Do you suffer from possible effects of vibration (white finger, circulation problems, etc)? | | Yes | No |
| If Yes, please describe: | | | |
| Tool/ equipment/ machine/ item | Vibration magnitude | Exposure | Partial exposure (m/s²) |
| | | | |
| | | | |
| Assessed daily vibration exposure (m/s²) A(8) = | | | |
| <u>Action (to be) taken:</u> | | | |
| <u>Information/ Advice:</u> | | | |
| Signed: ... (Operative) Print name: | | Date: | |
| Signed: (Assessor) Print name: | | Date: | |
| Review outcome: | | Date: | |
| Signed: (Assessor) | | | |
| Next review Date: | | | |

Appendix T

Health and Safety Workplace Checklist

| |
|--------------------------------|
| Name of Assessor: _____ |
| Position: _____ |
| Building: _____ |

| Item | Yes | No | N/A | Comments |
|--|-----|----|-----|----------|
| Fire: Are evacuation signs and notices clearly displayed? | | | | |
| Do the fire exits open easily? | | | | |
| Are the routes to them clear? | | | | |
| Are the extinguishers accessible? | | | | |
| Are store rooms a fire hazard? | | | | |
| Is there too much paper and/or combustible material around classrooms? | | | | |
| Is there any around and/or on doors | | | | |
| Are there combustible displays in stairwells? | | | | |
| Are extinguishers and call points clearly signed? | | | | |
| Have the extinguishers been serviced in the last year? | | | | |
| Is the alarm being tested weekly? | | | | |
| Do you know when the last drill took place? | | | | |
| Does everyone know the location of the fire assembly point? | | | | |

| Item | Yes | No | N/A | Comments |
|--|-----|----|-----|----------|
| Hazardous Substances: | | | | |
| Are COSHH assessments known about? | | | | |
| Are there warning notices about dangerous chemicals? | | | | |
| Are teachers using any? | | | | |
| Are they stored safely, if yes? | | | | |
| If there is a spillage or an accident involving a hazardous substance, are remedial measures in place? | | | | |
| Electricity: | | | | |
| Have all portable appliances been tested in the past year? | | | | |
| Are staff checking that appliances are safe before they use them (not damaged)? | | | | |
| Are they checking that the plugs and sockets are not damaged? | | | | |
| First Aid: | | | | |
| Are the names of First Aiders and the whereabouts of the boxes clearly displayed? | | | | |
| Are the boxes well stocked? | | | | |
| Is the treatment book being filled in? | | | | |
| Workplace: | | | | |
| Is it warm enough? | | | | |
| Is it clean? | | | | |
| Are passageways kept clear? | | | | |
| Is the lighting adequate? | | | | |
| Is the ventilation adequate? | | | | |

| Item | Yes | No | N/A | Comments |
|--|-----|----|-----|----------|
| Are the storage arrangements safe? | | | | |
| Is there adequate provision of hot water, soap and towels? | | | | |
| Personal Protection: Have staff who need it, been provided with the appropriate protective clothing? | | | | |
| Have they been shown how to use and look after it? | | | | |
| Risk Assessment: Has everyone been informed of the hazards and risks in the workplace? | | | | |
| Is there a pregnant member of staff? | | | | |
| Is there a disabled person? | | | | |
| Has any additional action been taken for their safety? | | | | |
| Premises: Are the premises well enough maintained? | | | | |
| Are there any obvious, serious defects? | | | | |
| Are the floors, flooring and stairs well enough maintained? | | | | |
| Furniture – are there any (i) broken/ damaged chairs? | | | | |
| (ii) broken/ damaged tables/ desks/ work tops? | | | | |
| (iii) unsafe shelves/ shelving/ racking? | | | | |
| (iv) unsafe/ damaged equipment | | | | |

References

- (i) The Health and Safety at Work etc Act 1974
- (ii) The Environmental Protection Act 1990
- (iii) Construction (Design and Management) Regulations 2007 and Approved Code of Practice
- (iv) The Control of Asbestos Regulations 2004
- (v) The Control of Substances Hazardous to Health Regulations 2002
- (vi) The Corporate Manslaughter and Homicide Act 2007
- (vii) Health and Safety (Offences) Act 2008
- (viii) Prevention or Control of Legionellosis - Approved Code of Practice (COSHH)
- (ix) The Electricity at Work Regulations 1989
- (x) Electrical Safety in Schools - Guidance Note 1991
- (xi) The Noise at Work Regulations 2005
- (xii) The Work at Height Regulations 2005
- (xiii) First Aid at Work Regulations 1981 and Code of Practice (1997)
- (xiv) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- (xv) The Management of Health and Safety Regulations 1999 and Approved Code of Practice
- (xvi) The Workplace (Health, Safety and Welfare) Regulations (as amended) 2002) and Approved Code of Practice
- (xvii) The Manual Handling Operations Regulations (as amended) 2002 and Guidance
- (xviii) The Display Screen Equipment Regulations (as amended) 2002 and Guidance
- (xix) The Personal Protective Equipment at Work Regulations (as amended) 2002 and Guidance
- (xx) The Provision and Use of Work Equipment Regulations 1998 and Approved Code of Practice
- (xxi) The Safety Representatives and Safety Committees Regulations 1977
- (xxii) Accidents to pupils on construction sites 1989
- (xxiii) Health and Safety (Consultation with Employees) Regulations 1996
- (xxiv) Health and Safety (Young Persons) Regulations 1997
- (xxv) Activity Centres (Young Persons' Safety) Act 1995
- (xxvi) The Adventure Activities Licensing Regulations 1996
- (xxvii) Safety Signs and Symbols Regulations 1996
- (xxviii) The Regulatory Reform (Fire Safety) Order 2005
- (xxix) Health and Safety of Pupils on Educational Visits 1998 (DfEE)
- (xxx) Managing medicines in Schools and early years settings (DfES/Department of Health, 2005)