



# Diocese of Norwich Education and Academies Trust

**DNEAT Trust Wide**

**HEALTH AND SAFETY POLICY**

**PROCEDURES AND GUIDANCE**

<b>DNEAT Trust-wide Additional Health and Safety Policies, Procedures and Guidance: As at 20<sup>th</sup> July 2016</b>	DNEAT Trust wide Health and Safety Policy, Procedures and Guidance to comply with current Health and Safety Legislation Including: Asbestos Policy, Procedures and Guidance.
<b>Individual Academy Health &amp; Safety Policy</b>	Separate to this Trust-Wide Health and Safety Policy, Procedures and Guidelines ( <i>for model template see HS01 Appendix 1</i> )
<b>To be adopted by:</b>	<b>Academy Name</b> <b>Signed:</b> <b>Chair of Governors:</b> <b>Date of adoption:</b>
<b>To be approved by:</b>	DNEAT Finance and Resources Committee Date of Approval: Date of next review:
<b>Distribution</b>	All DNEAT Academy Trust Academies All staff and Local Governing Bodies

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## INTRODUCTION

As the employer of staff the Diocese of Norwich Education and Academies Trust (DNEAT) has the overall responsibility for the health, safety and welfare of all staff and pupils in its academies. DNEAT recognises that decisions about workplace health and safety should take into account the views/priorities of the workforce and the management.

This document provides an overarching framework within which each academy individual Health and Safety procedures sit (see HS01 model template provided in Appendix 1).

DNEAT will support its academies in putting in place clear policies that focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfil DNEATs monitoring role and to initiate and review health and safety policies and procedures, the Finance and Resource Committee (FARC) has been established at Trust wide level with responsibilities to undertake the role of the DNEAT Central Health and Safety Committee covering all the academies within DNEAT.

This committee meets at least termly and is in addition to academy-based committees dealing with health and safety. Academy based health and safety committees will report to this central committee operation across the Trust. Where there is no academy based health and safety committee the Local Governing Body will report to the FARC.

Although overall accountability for health and safety lies with DNEAT, the Headteacher is responsible for the day-to-day health and safety of staff and pupils in individual academies in line with the Scheme of Delegation. The Headteacher will then delegate some functions to other staff, in particular the Academy Business Managers/Site Managers/Caretakers/Supervisors etc.

The Local Governing Bodies of Academies within DNEAT are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Headteacher and Senior Management Team of the academy and the DNEAT Operations Manager and other staff of the Trust to support and promote good health and safety management.

**The following DNEAT Trust wide Health and Safety Policy, Procedures and Guidance are required for adoption by all DNEAT academies.**

[insert name of academy]

## DNEAT HEALTH AND SAFETY POLICY, PROCEDURES AND GUIDANCE

### 1. GENERAL STATEMENT OF INTENT

It is the aim of the Local Governing Body of the academy to comply with The Health and Safety at Work Act 1974 and all subsequent legislation.

The Local Governing Body are committed to taking effective action "*so far as is reasonably practical*" to ensure the health, safety and welfare of all the academy staff, employees, pupils, visitors, contractors and any other person affected by its activities.

Where necessary, the Local Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

All employees must follow policy, procedures and guidance to ensure the maintenance of high standards of health and safety in all academy premises and activities.

This Health and Safety Policy Statement of Intent and Organisation and Arrangements that support it will be reviewed annually or more frequently where there have been significant changes to DNEAT

Signature:

Chair of Governors

Academy name:

Date

Review Date due:

## **2. ORGANISATION**

### **a) Responsibilities of DNEAT and the Central Team**

The ultimate responsibility for health and safety in the academy rests with DNEAT as the employer.

DNEAT will ensure that:

- A responsible person is employed and ensure that the assessment of reasonably foreseeable risks are undertaken and control measures put in place that will reduce risks. This currently falls under the remit of the DNEAT Operation Manager.
- Health, safety and well-being are integral throughout DNEAT academies and the central team by implementing a system of managing safely so that all academies are rated as “low risk”.
- Support advice and guidance are available either through the DNEAT Operations Manager or outsourced health, safety and well-being services and procedures.

### **b) Responsibilities of the Local Governing Body**

The Local Governing Body will ensure that:

- The Headteacher produces a school health and safety policy for the academy, for approval and adoption by the local governing body. (see HS01 template Appendix 1)
- Suitable and sufficient risk assessments of buildings and work activities are undertaken and a written record of the assessments are kept and appropriate control measures required are implemented “ *so far as is practicable*”.
- Sufficient funding is allocated for health and safety e.g., in respect of training, protective equipment, any remedial work/service and maintenance of building.
- Regular termly safety inspections are undertaken.(see HS07 Appendix 1)
- Inspection reports, including those from DNEAT or trade union health and safety representatives are considered and acted upon.
- Health and Safety is a standing item on all agendas.
- An annual health and safety report is published.
- A positive health and safety culture is established and maintained.

### **c) Responsibilities of the Headteacher**

The Headteacher will ensure that:

- A health and safety policy is produced for approval and adoption by the Local Governing Body and that the policy is regularly reviewed and revised annually. (see HS01 template Appendix 1)
- They report any Accidents/Incidents/Near Misses as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) (see HS03 Appendix 1)
- They complete an accident/incident/near miss investigation where appropriate and implement actions required to eliminate/reduce the risks to the health and safety of people and buildings/equipment etc.(see HS09 Appendix 1)
- Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments are kept and that the assessments are reviewed annually or upon change of circumstances.
- For high-risk activities, safe systems of work are identified via a risk assessment.
- Adequate and appropriate first-aid provision is in place.
- Information and advice on health and safety is acted upon and circulated to staff and governors.

- Regular inspections are carried out with reports submitted to the Local Governing Body and the DNEAT Operations Manager/Finance Manager.
- An annual report is provided to the Local Governing Body.
- There is co-operation with DNEAT in meeting its legal requirements in respect of monitoring of health and safety practices and procedures.
- Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- Staff are provided with equipment and other resources to enable their work to be undertaken safely.
- Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.
- There is co-operation, with, and provision of necessary facilities for trade union health and safety representatives.
- Appropriate tasks are delegated to the Academy's Site Manager/Supervisor and other premises staff.

#### **d) Responsibilities of all Senior Managers**

Deputy/assistant Headteachers, Head of School and Academy Business Managers may be required to undertake any of the Headteachers duties which have been reasonably delegated to them which may include responsibility for health and safety management.

#### **e) Responsibilities of the Site Manager/Supervisor/Caretaker**

The Site Manager/Supervisor/Caretaker will ensure that:

- Safe means of access and egress are maintained.
- The premises are kept clean and that adequate welfare facilities are provided.
- Safe working arrangements are in place when contractors are working on the premises.
- Adequate security arrangements are maintained.
- Adequate fire safety arrangements are implemented.
- Regular testing and maintenance of electrical equipment including portable equipment takes place.
- Adequate systems are in place for the management of asbestos (where relevant) and for the control of legionella.
- All premises-related accidents/incidents/near misses are recorded and investigated.
- Regular inspections of the premises take place. With safety representatives invited to take part and records kept.
- A copy of the Health and Safety Law poster is displayed in an easily accessible location.

#### **f) Responsibilities of all Employees**

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

All staff employed by the academy will act responsibly to ensure that:

- They are familiar with, and comply with, the academy Health and Safety Policy, Procedures and Guidance.
- They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.

- They report immediately, to the Headteacher or to their line manager any serious or immediate danger of which they become aware.
- They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Headteacher or to their line manager.
- There is no misuse of anything that has been provided for health and safety purposes.
- They use the correct equipment and tools for the job and any protective equipment that may be necessary.
- All pupils and students will:  
Follow safe practices and observe safety rules including:
  - To follow instructions issued by a member of staff in case of emergency.
  - Ensuring they do not recklessly or intentionally interfere with safety equipment, e.g. fire extinguishers and fire alarms.
  - Informing a member of staff of any situation, which may affect their safety or that of another pupil or staff.

### **3. ARRANGEMENTS**

#### **a) Health and Safety Representatives**

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the academy in writing when a health and safety representative has been appointed and, where this is the case, the academy will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The academy will consult in good time with health and safety representatives on any measures, which may affect the employees represented by the health and safety representative. The academy will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their function effectively.

The members of staff who are health and safety representatives for the recognised trade unions are named in the attached Appendix 1 HS02 list of recognised Trade Union H&S representatives.

#### **b) Health and Safety Committee**

The academy's Health and Safety Committee (where relevant/in place) or Local Governing Body will report to the DNEAT Finance and Resources Committee which incorporates Health and Safety. The Safety Committee at both MAT level and where in operation within the individual academies, is essential to enable management and trade union representatives to work together to ensure not only compliance with the law, but to develop a positive health and safety culture within the workplace. The academy recognises that when employees are pro-actively engaged in health and safety, workplaces have lower accident rates.

The Health and Safety Committee shall consist of:

- Management and employee representative with the number of management representatives not exceeding the number of employee representatives.

Management participants should include people with senior management responsibilities for health and safety including:

- Headteacher (or their representative) and other representatives with the necessary knowledge, expertise and management authority to play a full role.
- “Link” governors(s) for health and safety
- The school workforce contingent should include the health and safety representative from each union

The employee representatives will include the accredited safety representatives from the teaching and support staff trade unions.

Membership of the safety committee is regarded as part of an individual’s normal work.

**c) Health and Safety Committees shall include the following *functions*:**

- Promoting co-operation between management and employees on matters of health, safety and welfare at work.
- Studying accident and absence statistics (including absence levels due to stress) in order that unsafe conditions, acts and practices can be identified and consideration given to the formulation of policies and guidance to eliminate the hazard and/or reduce the risk.
- Assisting in the development of safety guidance and safe systems of work.
- Monitoring the effective implementation of DNEAT wide health and safety policies and procedures.
- Monitoring the effectiveness of the safety content of employee training.
- Developing policies and arrangements that will safeguard the health and safety of persons other than employees such as pupils, students, visitors and contractors.
- Participating in periodical joint inspections
- Monitoring action taken following trade union and management site inspections.

#### **4 Health and Safety Policies and Procedures**

The academy will adopt DNEAT’s Health and Safety Policies, Procedures and Guidance, or if/where necessary; establish its own individual policies where Trust-wide policies do not cover the academy requirements. The academy policies will be in addition to the DNEAT Trust wide policies, procedures and guidance.

Any DNEAT Trust wide Health and Safety Policies, Procedures and Guidance **must not be amended, either to add to or remove, in any way**, apart from inserting the name of the individual Academy and on the General Statement of Intent.

Any review proposals raised by the Local Governing Body and the DNEAT Health and Safety Committee will be required for approval by the DNEAT Operations Manager and/or the Trust Finance and Resources Committee.

#### **5 Reporting of Accidents/Incidents/Near Miss**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences to staff,



pupils, on site contractors, visitors and all members of the public when on school premises, arising out of, or in connection with work.

1.

**a) Clarification of definitions**

It is the understanding of the academy the definition of accidents/incident/near miss (AIN) are:

- **Accident** – any unplanned event that results in personnel injury or damage to property, plant or equipment.
- **Incident** – an unexpected and usually unpleasant event that has happened. Including acts of aggression/verbal abuse.
- **Near miss** – is an unplanned event that did not result in injury, illness, or damage, but has the potential to do so. Other familiar terms for these events are a “close call” a “narrow escape”, or in the case of moving objects, “near collision” or a “near hit”.

**b) Prevent Future Incidents**

A faulty process or management system invariably is the root cause of AIN’s and must be the focus for improvement.

Most AIN’s producing events both serious and catastrophic were preceded by warning or near miss incidents. Recognising and reporting of AIN’s can significantly improve worker safety and enhance our organisation’s safety culture.

**c) Accident/Incident/Near Miss report form**

The academy collects personal information about the injured persons(s) on the form in relation to AIN, diseases and Dangerous Occurrences arising out of or in connection with work. We may be required to share our information with the Health and Safety Executive to ensure we meet our legal responsibilities under the RIDDOR regulations 2013.

**NB:** The Data Protection Act 1998 requires that employee’s personal information must be kept secure **after** the form has been completed.

The record form must:

- Be kept safely and accessible to all staff members.
- The accident report form must be completed for all AIN’s
- Be reviewed at least half termly to identify any potential or actual hazards which in turn are to be reported to the Health and Safety Committee

**d) What needs to be reported?**

- **Injuries and ill health to people at work**

Under RIDDOR the “Responsible Person” in control of the premises must report to the DNEAT Operations Manager/Health and Safety Officer:

- Accidents which result in death or a specified injury must be reported without delay (see reportable specified injuries)
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

- Any case of work related injuries
- Any disease specified under RIDDOR that affects an employee and that a doctor confirms in writing
- Any work-related deaths and certain injuries to the self-employed people that take place while they are working on the premises/site.

**NB:** Deaths or injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway, under RIDDOR are not reportable. These are classed as road traffic incidents and are investigated by the police.

**e) Reportable specified injuries**

These include:

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

**f) Physical violence**

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on academy premises. This is reportable because it arises out of or in connection with work.

**g) Reportable occupational diseases**

- These include (which a doctor confirms in writing):
- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis e.g. from work involving strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma e.g. , from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to biological agent

**h) Incidents to pupils and other people who are not at work**

Are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity

- An injury that arose out of in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (*examination and diagnostic tests do not constitute treatment.*)

The lists of specified injuries and diseases only apply to employees. If a pupil injured in the incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.

#### **i) Dangerous occurrences**

Reportable dangerous occurrences in schools typically include:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury damage to health
- An electrical short circuit or overload causing a fire or explosion

#### **j) Who should report and who to report to**

The RIDDOR reporting system is only for notification of those incidents which require reports under the RIDDOR regulations. Reports should only be submitted by the “Responsible Persons” i.e., Head Teacher with duties under these regulations, in control of work premises where incidents occur. It is not appropriate for injured persons, members of the public or others who do not have duties under RIDDOR to use this reporting system.

The Head Teacher at each academy may delegate reporting to the school management team and the appropriate member of the DNEAT central team must be copied into these reports. Information on immediate reporting to DNEAT should be held in your Academy Business Contingency Plans (Appendix 1 HS03)

You can report all RIDDOR incidents online: <http://www.hse.gov.uk/riddor/report.htm> where you will find the appropriate form.

There is a telephone service for reporting fatal and specified injuries only:

Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm.)

Any reportable Accident/Incidents/Near misses must also be reported to DNEAT Operations Manager Sharon Money on 01603 882329

#### **k) Records must be kept for:**

- Any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR.
- All occupational injuries where a worker is away from work or incapacitated for more than seven consecutive days.
- If a worker is away from work or incapacitated for more than three days a record must be kept.

These records must be kept for at least 3 years after the incident.

#### **l) Reporting requirements of other regulators**

There may be other reporting requirements placed on schools by other regulators in the education sector e.g. Ofsted and Local Child Protection Agencies. The requirements of these other regulators are separate to and distinct from the legal duty to report incidents under RIDDOR.

## **6 Electrical Safety**

The Health and Safety at Work Act 1974 imposes general duties on employers to ensure the health and safety of employees and others. The Electricity at Work Regulations 1989 also set out specific requirements on electrical safety. All of these apply in schools.

### **a) Competent Persons to undertake maintenance or repair of electrical installations and portable appliance testing (PAT)**

- Under no circumstances will academy staff work on live electricity, unless they have received the appropriate training and have the level of skills and experience required to do so safely and competently. Certificate of the training would be required as proof.
- Teachers cannot be required to undertake any electrical maintenance or repair work. Without exception, such work should be allocated to an individual with appropriate training and expertise.
- Day to day testing of electrical equipment could be the task of a delegated member of staff e.g. Site Manager/Supervisor/Caretaker who have had the necessary training and equipment for this task.
- Only people who have the necessary professional training and skills required should carry out more complex work on testing and maintenance.

### **b) Risk Assessment**

Suitable and sufficient risk assessments are required to identify significant risks to health and safety and measures that are to be taken to remove or reduce risks. Risk assessments on electrical safety must take account of the requirements of the Electricity at Work Regulations, which cover electrical apparatus as well as the mains supply.

### **c) Visual inspections and tests**

All portable appliances should be visually inspected at the beginning of each term, but more frequently if its use or environment suggests this e.g., checking for loose cables or signs of fire damage, and if possible, checking inside the plug for internal damage, bare wires and the correct fuse.

All earthed portable equipment such as drills, saws, irons, hand lamps, etc. should be subject to a detailed inspection and test at a frequency dependent upon the use of the equipment and determined by a competent person. Items, which are rarely unplugged e.g. refrigerators will need inspecting and testing infrequently.

### **d) Portable Appliance Test (PAT)**

PAT must be carried out by someone with the necessary knowledge and experience to carry to a test and interpret the results should be completed in accordance with the findings of the risk assessment.

### **e) Records of PAT**

A written record of the tests, in the form of a logbook or register should be maintained and be available for examination and the equipment itself should be marked with some form of identification, with the date of the most recent test included on a label.

#### **f) Damaged or faulty appliances**

Must be removed from use and either repaired by someone competent or disposed of to prevent its further use. The item must be labelled with a "DO NOT USE" sticker attached until it is suitably repaired. If the item is to be disposed of, the plug must be removed and disposed of safely.

#### **g) Fixed Electrical installations**

The HSE advises that fixed electrical installations (including the mains system, sockets, lights and heaters provided they have been adequately maintained), should be inspected by a competent person at least every 5 years. A more frequent inspection and testing will be necessary if the installations are subject to damage and abuse.

#### **h) Record of fixed wire tests**

A test certificate should be prepared showing the date and results of the inspection and test. A copy will be kept at the school.

Equipment should always be visually checked before use in particular the condition of power cables and their terminations, as these can often be damaged, wrenched and jerked, which may loosen their connections.

**NB:** Any accidents/incidents/near misses involving electricity may need to be reported under RIDDOR see section 5. These will also need to be reported to DNEAT Operations Manager Sharon Money on 01603 882329.

#### **i) Preventing accidents with electricity**

In the prevention of accidents and fire the academy will not accept gifts or second-hand electrical appliances, or bring in their own appliances from home, unless a competent person has tested the equipment and records provided of the test (PAT).

### **7 First Aid**

The Health and Safety (First-Aid) Regulations 1981 require employers to provide "adequate and appropriate" provision to ensure their employees receive immediate attention if they are injured or taken ill at work.

The above regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However it is **strongly recommended** by the HSE and it is the academy's policy that provision is made for them.

#### **a) Assessment of first-aid needs**

This involves consideration of workplace hazards and risks, the size of the academy and other relevant factors to determine what first-aid equipment, facilities and personnel should be provided.

#### **b) Points to consider/impact on first-aid needs include:**

- The number of people at any one time that occupy the building. These should include staff, pupils, visitors, work experience students and contractors.
- The type of accidents/incidents that have been identified in the past?
- The size of the academy
- Are there any workplaces that include are remote?

- Higher level hazards, such as chemicals or dangerous machinery.
  - Do any members of staff work remotely or alone?
  - Is there enough provision of first-aiders to cover if some are absent?
- c) DNEAT defines the minimum first-aid provision on any school site is:**
- A suitably stocked first-aid kit(s) (determined by the first aid assessment)
  - Appropriate numbers of trained qualified First Aiders (determined by the first aid assessment)
  - Information for employees about first-aid arrangements e.g., names of first aiders to be displayed, clearly identifiably and accessible first aid kit(s)
  - Provision of first-aid needs to be available at all times to people at work.

**d) What should be put in the first-aid box?**

There is no mandatory list of items to put in the first-aid box; it depends on what needs have been assessed. As a guide for low-level hazards minimum stocks of first-aid items are:

- A leaflet giving general guidance on first aid (e.g., HSE's Basic advice on first aid at work).
- Individually wrapped sterile plasters
- Sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- Safety pins
- Large individually wrapped, sterile, unmediated wound dressings
- Medium-sized, individually wrapped, sterile, unmediated wound dressings
- Disposable gloves

**NB:** Tablets and medicines should **not** be kept in the first-aid box, Please refer to separate Policy for the dispensing of medication to pupils.

**e) First aiders – Training and qualifications**

The first aider is someone who has completed training appropriate to the level identified in the assessment of first aid. All first aiders are required to attend an appropriate first aid course with a competent training provider (e.g., St John Ambulance, British Red Cross) and undertake appropriate refresher training.

**f) Selecting a training provider**

When selecting a training provider you should check:

- The qualifications expected of trainers and assessors
- Monitoring and quality assurance systems
- Teaching and standards of first-aid practice
- Syllabus content
- Certification

**g) First aid courses include:**

- First aid at work (FAW)
- Paediatric first aid training
- Emergency first aid at work (EFAW)

## h) How many first aiders

This depends on the assessment of your first-aid needs, or where there are additional special circumstances. As an example the HSE suggested numbers available **at all times at work** are:

- Low hazard – for more than 50 people at least one first-aid trained in every 100 employed
- Higher-hazard – for more than 50 at least one first-aid trained for every 50 employed

## 8 Fire Policy

### a) The Responsible Person

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the “Responsible Person” to ensure that their fire safety management and in particular, fire equipment, fire notices and fire drills are in place and up-to-date.

The “Responsible Person,” is the Head Teacher/Principal within the academy and is responsible for ensuring that appropriate arrangements are in place to ensure the safety of the premises and occupants. Duties include, taking:

- **Measures to reduce** the risk of fire on the premises and the risk of the spread of fire on the premises.

This includes:

- The completion of a Fire risk assessment, (see Appendix 1 HS04) which should be suitable and sufficient and carried out by a competent Fire Risk Assessor (see sub-heading Competence of a Fire Risk Assessor, below).
- Good housekeeping, do not allow combustible materials to accumulate.
- Suitable firefighting equipment, which is located in appropriate positions.
- Means of raising the alarm.
- Fire doors to be kept closed at all times (unless they are fitted with an appropriate device which enables the door to be closed automatically in the event of a fire).
- Daily checks on the premises to be carried out, including security to ensure that all practical measures have been taken to reduce the risk of fire both internally and externally.

- **Measures in relation to the means of escape from the premises**

This includes:

- **Fire action notices** to be displayed throughout the building with clear emergency evacuation instructions in the event of a fire. E.g.

#### **Any person discovering a fire**

Sound the alarm

Call the Fire & Rescue Service telephone 999

Leave the building by the most direct route.

Attack the fire using fire extinguishers or other firefighting equipment only if your escape route is blocked by the fire.

#### **On hearing the fire alarm**

Leave the building by the most direct route, closing all doors behind you.

Report to the assembly point for the building.

Do not take risks.

Do not return to the building for any reason until authorised to do so by the Fire & Rescue Service.

Do not use any lifts.

- **Measures for securing that, at all material times, the means of escape can be safely and effectively used.**
  - Fire exit routes must be kept clear of obstructions at all times
  - Final fire exit doors must be kept clear of obstructions leading to a place of safety on the external parts of the building.
- **Measures in relation to the means for fighting fires on the premises.**
  - Appropriate firefighting equipment must be provided
  - Relevant staff members must be trained in the use of fire extinguishers (this is to aid an escape only).
- **Measures in relation to the means for detecting fire on the premises and giving warning**
  - Appropriate fire/smoke detection to be installed, in relevant locations.
  - Viewing panels in doors and walls, when there are rooms within rooms.
- **Measures in relation to the arrangements for action to be taken in the event of fire on the premises including:**
  - **Measures relating to the instruction and training of employees.**  
Fire Policy and Procedures to be disseminated to all staff  
Fire awareness training to be provided to all staff  
Fire Action Notices to be displayed throughout the building  
The training of Fire Marshals
  - **Measures to mitigate the effects of the fire.**  
Do not exceed the maximum occupancy  
Maintain fire exits and signage  
Comply with electrical and gas regulations  
Service and maintenance of firefighting equipment, which must be easily accessible  
Safe storing and using, of hazardous materials  
Safety inspection of buildings  
Maintenance of fire alarms systems  
Fireproofing  
Training of staff  
Fire drills

**b) Role of Teaching Staff**

- All teaching staff have the responsibility for the safe evacuation of children in their charge.
- Teaching staff should ensure that their children line up quickly and safely and walk out of the building quietly, evacuating by the nearest safe emergency exit route.

**c) People with disabilities**

- Teaching staff should be aware of any child in their class that has a disability and may experience difficulties in evacuating the building by the designated escape route e.g. where there is a difference in floor level with stairs or ramps. A Personal Emergency Evacuation Plan (PEEP) must be completed (See Appendix 1 HS05 )
- Line Managers must complete a Personal Emergency Evacuation Plan for all people with a disability.

**d) All staff members**

- Must take reasonable care for their own health and safety at work and that of other persons who might be affected by their acts or omissions.
- Should follow evacuation procedures



All staff are required to take mandatory on-line fire awareness training.

**Under no circumstances is anyone to re-enter the building unless the Emergency Services give the all clear.**

**e) Fire Risk Assessment**

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The fire risk assessment should demonstrate that, as far as is reasonable, the needs of relevant persons including the disabled have been identified.

A suitable and sufficient fire risk assessment must be completed by a competent Fire Risk Assessor and reviewed at least every 12 months, or sooner if there have been significant changes e.g., in the layout of the building, if there are contractors working on site that may pose a hazard.

**f) Competence of a Fire Risk Assessor**

The academy defines as a minimum that a competent Fire Risk Assessor to be as follows:

- Completed the NCC Premises Management course and/or
- Hold at least the IOSH/ Managing Safely/NEBOSH National Certificate in Fire Safety and Risk Management, or equivalent.
- Has a demonstrable experience in completing school/college Fire Risk Assessments.
- Has a current DBS check

**g) Housekeeping**

Good housekeeping is essential to reduce the risk and spread of fire within the school building and outbuildings.

- Combustible materials should be kept to a minimum, do not allow waste to build up.
- Empty waste bins regularly
- Do not store skips and waste bins near to the school property.
- Ensure large amounts of contractor's materials are stored safely away from the buildings (wherever possible).
- Keep flammable materials from sources of ignition.

**h) Fire Safety Management (FSM) Checks**

To ensure compliance with fire regulations checks must be made to reduce the risk of fire at the academy. These tasks are delegated by the "Responsible Person" the Head Teacher to the Site Manager/Supervisor/Caretaker at the academy. (See Appendix 1 HS04 Fire Safety Management checks form)

**i)** FSM checks Daily/weekly/monthly/three monthly/six monthly/annual checks must be made and records kept.

- **Checks include**
  - Escape routes
  - Fire Warning systems
  - Escape lighting
  - Firefighting equipment

These checks are prioritised for service and maintenance requirements.

## **j) Fire Marshalls**

Staff expected to undertake the role of Fire Marshalls (often called fire wardens) would require comprehensive training. Their role may include:

- Performing a supervisory/managing role in any fire situation
- Assisting those on the premises to leave
- Checking the premises to ensure everyone has left
- Using firefighting equipment if safe to do so
- Liaising with the fire and rescue service on arrival
- Shutting down vital or dangerous equipment

(see Appendix 1 HS04a Fire Marshall training audit form)

## **k) Safe Emergency Evacuation Procedures**

Under no circumstances are lifts to be used for evacuation purposes in the event of a fire. Unless, the lift is clearly identified as an emergency evacuation lift, and this may only be used for people with disabilities.

Fire Action notices must be displayed in appropriate locations throughout the buildings next to fire call points. These will include clear instruction on what to do when raising the alarm and information regarding the nearest fire exit and assembly point(s)

All staff must be aware of emergency procedures, including:

- Fire action notices
- The locations of temporary fire alarms
- How to activate the fire alarm as a means of raising the alarm
- Locations of Fire Extinguishers (fire extinguishers must only be used to aid escape in the event of a fire)
- Emergency exit routes/final exit fire doors
- Fire assembly points

## **l) On Sounding or Hearing the Alarm**

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly in a calm manner.

- **On discovering a fire**
  - Sound the alarm by pressing one of the emergency fire alarms.
  - Call the Fire&Rescue Service telephone 999
  - Leave the building by the most direct route.
  - Attack the fire using fire extinguishers **only if** your escape route is blocked by the fire and in order to enable a safe evacuation.
- **On hearing the fire alarm**
  - Leave the building by the most direct route, closing all doors behind you.
  - Report to the assembly point for the building.
  - Do not take risks
  - Do not return to the building for any reason until authorised to do so by the Fire & Rescue Service.

## **m) Fire Drills**

- **Why carry out fire drills**

Fire drills are intended to ensure, by means of training that:

- People who may be in danger act in a calm and orderly manner
- Those with responsibilities carry out their tasks to ensure the safety of all concerned
- Escape routes are used in accordance with a predetermined and practiced plan.
- Evacuation of the building is achieved in a speedy and orderly manner
- People will react rationally when confronted with a fire or other emergency at school.

- **How often to carry out a fire drill?**

It is the policy of the academy to carry out fire drills at the beginning of the each term.

- **Should you inform staff before a fire drill?**

The advantage of informing all staff of fire drills beforehand is that firstly they will not panic, which avoids potential injuries that could be caused in a rush to exit a building. Secondly if the alarm sounds without a prior warning, there will be no ambiguity as to if it is a drill or not and people will behave appropriately. Head teachers with experienced staff who have successfully completed pre-arranged fire drills may consider additional drills without providing fore warning in order to test for other hazards.

- **Preparing for a fire drill**

When planning a fire drill decide on something specific that will be monitored. This could be a specific aspect of the escape plan that has been highlighted as needing improvement or a more general goal, such as reducing the amount of time it takes for everyone to exit the building.

Amongst the staff, a team of fire marshals with a chief fire marshal should be appointed to supervise fire drills and check that everyone gets out safely. All marshals will require special training so that they can carry out their duties safely and effectively.

- **Informing the fire service of a fire drill**

If the academy has a system that automatically informs the fire service when the alarm is triggered, take appropriate measures to stop this from causing the Fire Service a wasted journey. Take any systems off line before the fire drill but be sure to get them back up and running once the drill has finished.

## **n) During the fire drill and/or Emergency Evacuation**

To monitor fire drills, observers should be placed at points around the building in areas such as stairwells to look for good and bad practices. Any room for improvement can be noted and then discussed at the debriefing meeting after the evacuation. (See Appendix 1 HS04b Fire Evacuation Debrief Form)

In buildings where there are more than one exit routes, the main exits should be blocked off to encourage staff to use alternative escape routes as in a real fire; parts of the building could be impassable due to fire or smoke.

Set a stopwatch to record how long the full evacuation takes, teachers, academy business managers, cleaning supervisors, senior catering staff, and fire marshals should do a roll call and tick people off to make sure everyone in their class and department(s) are out of the building.

The Fire Service must be informed immediately of any person who is missing, along with their area of work.

**o) Evacuation of people with disabilities – Personal Evacuation Plans (PEEPS)**

Off all the people who may be especially at risk you will need to pay particular attention to pupils. Staff and visitors who have special needs, including those with a disability.

Personal need will often be modest and may require only changes or modifications to existing procedures. It may be required that a PEEP needs to be developed for that individual who frequently uses the building. This PEEP needs to be completed in consultation with the individual or in the case of a pupil with their parents/guardians and/or other relevant people, with copies provided of the PEEP and records kept. (Appendix 1 HS05)

- A PEEP should also be completed for any pupil, staff or visitor who has a disability
- The PEEP will clearly state what actions are required in those particular circumstances.

**p) Assembly Points**

An area outside the school building must be designated as an assembly point. It must be clearly marked and easily identified by anyone who may be on the schools premises. It must be far enough away from the school building(s) to give protection from the heat and smoke given off by a fire. It should be in a position that does not put any people at risk by emergency vehicles responding to the incident.

- Once outside and at the Fire Assembly point, staff members should take a register to check that all children and staff members are accounted for:
- If there are any staff or children missing this must be reported immediately to the Fire Service – details to be provided to the Fire Service must include:
  - Name of missing person
  - Place and time last seen and by whom
  - Any other information e.g. medical condition or behaviour issues.

Staff members in charge of the class are then to supervise the class and await further instructions from the Fire and Rescue Service.

**9 Buildings Safety Management (BSM)**

The “Responsible Person” the Head Teacher who may delegate these tasks, has a duty to provide and maintain a working environment that is safe and without risk to health. (Appendix 1 HS06) Support and guidance can be offered through the DNEAT Operations Manager.

Information required in the BSM records is:

- Installations that are currently in place
- Is there a testing/check/service/maintenance regime in place, if YES how often?
- Is the testing/check/service/maintenance completed by an external contractor or by competent academy employee(s)?
- Names and job title where relevant

Or

- Full contractor information

**a) Site safety inspections, repair and maintenance checks**

Checks should be completed daily, and any repairs and maintenance that are identified must be reported to the Headteacher or their delegation person. The report should include:

- Date the work/actions were identified
- Description of work/actions required and/or what immediate actions were taken (if any).
- Name of the person reporting
- Date work was completed

It may be necessary to take photographs of the work required in order for a more accurate description to be made. (Refer to DNEAT Inspection Checklist for Premises Form Appendix 1 HS07)

**b) Contractors**

- **Construction/Building Work/Refurbishment or Demolition**

Under **no** circumstances must plans for/construction/building work/refurbishment or demolition on academy premises begin without consulting David Hicks Finance Manager [david.hicks@dioceseofnorwich.org](mailto:david.hicks@dioceseofnorwich.org) 01603 882358 or Sharon Money Operations Manager [sharon.money@dioceseofnorwich.org](mailto:sharon.money@dioceseofnorwich.org) 01603 882329.

- **Suitability of all contractors**

The person responsible for contractors on academy premises is that of the Headteacher, or their delegated staff member and/or where applicable the Finance Manager/Operations Manager. The approved Building Maintenance supplier is ENGIE who have completed approved contractor pre-checks for their staff and sub-contractors before attending academy premises to carry out work. Therefore checks and procedures needed to be carried out on other contractors include

- A Contractor Pre-contract Checks form (see HS12 Appendix 1) must be completed by the contractor(s) and delegated person and approved before any work commences.
- Competence of the contractor to complete the job safely e.g. their skills, training, knowledge and experience in the work to be completed is essential. The more complex the task the more competent the contractor will need to be.
- Contractors are required to comply with legislation, relevant regulations and the academy's Health and Safety Policy, Procedures and Guidance.
- **An assessment of the hazards and risks involved with the work**
  - The delegated person who is responsible for the contractor(s), together with the contractor(s) must discuss the planned work to be completed; suitable and sufficient Risk Assessments and Method Statements must be provided by the contractor.
  - What can cause harm to people, or damage to building, plant and equipment. E.g., hazards associated with equipment the contractor(s) will be using including vehicles, tools and noise.
  - Are there any harmful substances used in the processes.
  - Who might be harmed and how?
  - How will the risks be controlled?
  - Considerations include:
  - Any risk from each other's work that could affect the health and safety of others e.g. access and egresses to the site, pedestrian routes, will local residents be affected. Will the work affect other relevant staff/pupils/visitors/other contractors?

- Make sure you agree the measures needed to control risks with the contractor before work starts.
  - Once you have agreed action to control risks, be clear about who will do what and when.
- Provide the contractor with information and instruction about all the health and safety potential risks on site that they may need to be aware.
- The “Responsible Person” or the delegated person and the contractor must work together and coordinate activities to ensure the work can be completed safely and without risks to health. E.g., regular meetings throughout the course of the work. The level of cooperation and coordination will depend on:
  - The job to be done
  - The number of contractors (or subcontractors) involved
  - The risks involved

*and*

- Consult with others affected on site. You must consult with employees on health and safety matters by law.
- Consult with employees on how the contractor’s work will affect their health and safety.
- Make sure they know how to raise any concerns they may have about the contractors and their work.
- Pay particular attention to those whose first language may not be English.
- Do not assume that contractors will be aware of all risks, even if they seem obvious to you.
- **Managing/supervising the work**
  - Who will be responsible for the work and what do you expect them to do?
  - Who is in charge of supervising their work and how?
  - How will the work be done and what precautions will be taken? Always refer back to risk assessments/method statements to ensure the contractor is complying with the control measures and processes identified in the assessments
  - What equipment should or should not be worked on/used?
  - What personal protective equipment (PPE) is to be used and clarify who will provide it? (It is the contractor’s responsibility to ensure that PPE is suitable for the job being undertaken and they are responsible for the supply of PPE).
  - What are their working procedures (refer to risk assessments/method statements) including permit to work/hot work (Refer to [DNEAT Hot works certificate](#) )
  - What arrangements are there for stopping the work, if there are serious health and safety concerns?

Once the work has started, the Site Manager/Supervisor needs to ensure checks are made on how the work is going, in line with what was agreed. This can be done by:

- Regular checks “are control measures working?”
  - Investigating (and recording) of things going wrong, this may be: near misses, accidents and ill health. What went wrong? What can we do to prevent re-occurrence?
- **Contractor information and academy Health and Safety requirements, to be provided to the contractor**
  - **General safety rules**  
Must sign-in upon arrival and sign-out when leaving  
Before starting work at the Academy/Site, report to the Site Manager/supervisor.  
Must comply with the academy’s Contractor Health and Safety Policy and Procedures.

Must sign the contractor log book when work has been completed.

Comply with the Health and Safety at Work etc. Act 1974, and any subsequent legislation.

Take care of themselves and any other person(s) that may be affected by their acts of omissions.

Be directly responsible for the acts and omissions of their workers.

Comply with Regulations, and work to best practice, e.g., Guidance and Approved Codes of Practice that are relevant to their work.

Comply with the conditions, procedures and control measures as defined by their method statements and risk assessments.

Provide their workers with adequate PPE and shall use/wear relevant PPE as necessary.

Provide suitable and safe work equipment

Cease to use and report any safety related defects found with all/any work equipment they are using.

Report any issues with health and safety including accidents/incidents/near misses.

Provide their own First Aid provision.

Not intentionally damage or misuse anything provided in the interests of Health and Safety whilst on Academy premises.

Report to the Headteacher, Business Manager or Site Manager/supervisor any incidents that may directly or indirectly affect health and safety and well-being of persons on the academy site.

Remain in the area of work undertaken and shall not enter any other area without permission of the Headteacher, Business Manager or Site Manager/supervisor.

Not store any hazardous substances on the Academy premises without permission of the Headteacher, Business Manager or Site Manager/supervisor.

Not smoke (including vaping) in/on any part of the Academy/Site buildings or anywhere on site.

This may not be a comprehensive list and therefore contractors should be reminded that, at all times, they must work in a safe manner.

- **Specific safety rules**

- **Fire Alarm/emergency evacuation**

All contractors must make themselves familiar with the emergency fire procedures for the Academy.

If a contractor discovers a fire they must raise the alarm immediately and follow the emergency fire procedure instructions provided on the Fire Action Notices throughout the building.

- **Permit to Work (PTW)**

PTW are a formal management system used to control high-risk activities. These enable an assessment of risk to be made and to specify control measures, which will be put in place in order to minimise the risk. (Refer to Appendix 1 HS09 Permit to work form)

They are necessary for such activities as maintenance or construction work by external contractors, unless a suitable and sufficient risk assessment indicates otherwise.

***NB If work is carried out by DNEAT approved Building Maintenance company ENGIE they will undertake all checks and PTW's If the academy uses other contractors then it is the responsibility of the academy to produce the PTW.***

Examples of types of work which permits will be required include:

- Working at height, e.g., on roofs
- Confined spaces, e.g. ducts

- Hot work e.g. , welding, soldering or cutting using hot flame techniques
- Live working on electricity supply systems
- Work involving interaction with asbestos
- Excavation and the digging of trenches

Intention of the PTW is to:

- Ensure that the work is intended to take place is properly authorised
- Clarify the nature and extent of the work
- Specify which precautions must be taken and which activities are prohibited.
- Consideration should also be taken of the activities of other people on the Academy/Site, which may be affected by the proposed work. These activities may need to be temporarily suspended or modified.
- Indicate the date, time and location that the specified activities may occur.
- Ensure that all those persons who have control of or any who are affected by the activity are made aware.
- Provide a record of the work, that the specified precautions have been understood and implemented, and that the workplace and/or equipment are returned to a safe condition.

Academy employees are not permitted to undertake work, which will require a PTW.

- **Key Points of PTW**

- The Academy/Site Manager/supervisor is responsible for enforcing the use of PTW's
- A competent person who understands the risks and the necessary control measures to put in place should only issue permits. **(NB for work carried out by the DNEAT approved contractor, ENGIE will undertake the PTW)**
- A permit should be task specific and the necessary risk assessments and methods statements still need to be completed by the contractor in liaison with the Site Manager/Supervisor. PTW are not a replacement.
- PTW should only be in place for a limited duration and be clearly dated with specific conditions attached.
- PTW should state these requirements, for example, electrical isolation.
- The Site Manager/Supervisor should only sign and date the permit when they are satisfied that all precautionary measures have been taken.
- If the risk is too high, e.g. because of bad weather/conditions or dangerous structure then a permit should not be issued, and work not commenced.
- All PTW records must be retained by the Site Manager/Supervisor

**Examples** of control measures that should be considered when issuing a **PTW** include:

- **Roof works**
  - Testing roof fragility
  - Edge protection
  - Prevention of falls of materials or objects
  - PPE
  - Emergency procedures
  - Adequate means of access
- **Hot works**
  - Good housekeeping
  - Use of protective curtains (where relevant)



- All “ hot works” equipment should be regularly maintained and inspected
- Ensure a competent person visits the area after hot works has finished to ensure that no smouldering embers or hot surfaces remain
- Provision of suitable fire extinguishers
- Ensure that sprinklers (if installed) are isolated and reactivated after the works.
- **Isolation**
  - When working on electrical systems, they should be physically isolated i.e., “locked off” (with the contractor’s own padlock) etc., this should be stated on the permit.
- **Other control measures include:**
  - Warning signs and often a lookout need to be posted around the area where work is being carried out.
- **Cancellation of PTW**
  - When the operations laid out in the permit have been completed, it should be cancelled immediately and returned to the Site Manager/Supervisor. They should ensure that the work detailed on the permit has been done satisfactorily. They should then sign off the permit to ensure that it is fully cancelled.
  - This may only be done when all personnel and equipment involved in the work detailed on the permit has been removed from the permit working area.
  - Only then, when the Site Manager/Supervisor and contractor are satisfied that it is safe, can there is a return to normal service.
- **Vehicles on site**
  - The speed limit whilst on Academy/site is 5 mph
  - All vehicles must be parked in accordance with the Academy designated parking areas, if unsure then ask at reception or with Site Manager/Supervisor/Caretaker.

All contractors should be reminded that primary school children can often become distracted and are not aware of the dangers of moving vehicles. Contractors must remain vigilant at all times.

## 10 Legionella control

The Health and Safety at Work etc. Act 1974 places a duty on employers to ensure health, safety and welfare of employees, so far as is reasonably practicable. In order to achieve compliance with legislation, it is essential that the Headteacher who is the duty holder to ensure the following:

- **Identify and assess the sources of risk** for which employees, pupils or visitors may be exposed to within the academy. The assessment should include a survey to identify whether there are conditions present that will encourage bacteria growth, this includes legionella.
- **Identify the hot and cold water temperatures** throughout the buildings water storage and distribution system to locate any systems or areas where water may be stored or distributed between 20-45 ° C.
- **Identify all areas or services** capable of releasing an aerosol such as showers, spray taps and where necessary put measures in place to control the risks.
- **Identify whether there are susceptible individuals** present that may be exposed to such aerosols.

### a) Managing risk

The following guidance should be followed:

- **Weekly tasks**
  - Weekly flushing of any outlets and showers that are infrequently used (less than once per week). Precautions should be taken to minimize aerosol release when implementing a flushing programme.

- **Monthly tasks**
    - Water temperatures should be recorded at the nearest and furthest outlets from the storage tanks and water heaters.
    - Water temperatures in the flow and return pipes to storage tanks and water heaters should be monitored and recorded.
    - Hot water temperatures should be recorded from outlets after 1 minute of operation. Cold water should be tested after 2 minutes of operation.
    - A programme should be set to ensure that all the taps within the building are checked at least once, annually.
  - **Quarterly**
    - All showerheads and hoses should be dismantled, cleaned and descaled on a quarterly basis. This action should be recorded.
  - **Six monthly**
    - The cold water storage tanks should be inspected and temperatures recorded to cover storage, supply and distribution temperatures and general conditions.
  - **Annually**
    - The condition of the tanks should be reviewed annually. Where the presence of organic material, vermin and water quality deterioration is identified, remedial action should be conducted. Where required a sample should be taken from the drain outlet.
- b) Schools holidays, low occupancy periods, six week summer break**

It is extremely important to manage the risk of legionella during school holidays and periods of low water usage or closures. Such times will provide the perfect opportunity for bacterial growth and proliferation including the growth of legionella within the academies water systems and services.

The following actions should:

- When the school is occupied but at a significantly lower capacity to normal then the outlets which are used less than once per week should be flushed weekly.
- When the school is not in use at all during the holiday periods including outbuildings, sports halls/gym etc.) Then all tanks, calorifiers and associated outlets should be thoroughly flushed prior to the commencement of the new term. This should be recorded. Water samples should also be considered for collection prior to the start of the new term.

## **11. Manual handling**

The Manual Handling Operations Regulations 1992 (MHOR), (as amended in 2002) apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person, or inanimate, such as a box.

The MHOR establish a clear hierarchy of measures for dealing with risks from manual handling:

- Avoid hazardous manual handling operations, “ so far as is reasonably practicable”
- Assess any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury, so far as is reasonably practicable

### **a) Manual Handling Risk Assessment**

The responsible person, the Headteacher or their delegated member of staff is responsible for the following:

- Manual handling risk assessments will completed for moving loads that cannot be avoided.
- Information, instruction and training will be provided to employees.

- Wherever possible the load to be moved will be reduced e.g. is it possible to split the load into smaller units?
- Use appropriate equipment for reducing the need for manual handling, e.g., trolleys to eliminate/or reduce the risk of injury.

The following **guidelines** should not be exceeded and each individual must be aware of their own physical capabilities and should not attempt to move any object that is beyond their capabilities.

- **For men and women**

Force to stop or **start the load Men 20kg, Women 15kg**

Sustained force to **keep the load in motion Men 10 kg, Women 7 kg**

Manual handling problems often come from poor workplace environment or job design.

Hazardous activities include:

- Lifting heavy or awkward loads
- Using excessive force
- Repeated handling of heavy loads
- Poor posture and twisting when handling

All employees must complete on-line manual handling training. This should be available to all staff on-line.

([Health and Safety e-learning](#) )

## 12 Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 explains that the employer needs to protect employees from risks associated with DSE i.e., computers and laptops.

A user is defined in the regulations as “an employee who habitually uses display screen equipment as a significant part of his/her normal work”. This is usually interpreted as continuous period of an hour or more on most days of the week. The employee’s line manager will identify DSE users.

To comply with DSE regulations the “Responsible Person” the Headteacher or delegated member of staff must:

- Analyse workstations to assess and reduce risks
- Make sure controls are in place
- Provide information and training
- Provide eye and eyesight tests on request and special spectacles if [needed](#)[SM1]
- Review the assessment when the user or DSE changes

All DSE users must complete on-line DSE training and assessment which will provide a workstation assessment and provide information and training ( [Health and Safety e-learning](#) )

### a) Health risks with DSE

Some DSE users may experience fatigue, eyestrain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experience from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a number of factors,

Changes in activity may help users, the following is advised:

- Stretch and change position
- Look into the distance from time to time and blink often
- Change activity before you get tired rather than recover
- Short frequent breaks are better than longer, infrequent ones.

### b) Eye tests

Upon request of the DSE user, identified by their line manager, (see above) the academy will pay for a test to be carried out by a qualified optician. Only “users” are entitled to receive corrective appliances paid for by the academy.

“Normal” corrective appliances are at the users own expense, but users needing “special” corrective appliances will be prescribed a special pair of spectacles for display work only. The academy liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e. of a type and quality adequate for the user’s work.

There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the scree and work effectively without visual fatigue.

### **13 Training and competence**

The Health and Safety at Work etc. Act 1974 places a duty on the employer to provide information, instruction, training and supervision. All employees are required to cooperate with the academy and DNEAT in undertaking their legal duties.

The HSE describes competence as “the combination of training, skills, experience and knowledge that a person has and their ability to apply this to perform a task safely”. Other factors, such as attitude and physical ability, can also affect someone’s competence.

Someone’s level of competence only needs to be proportionate to their job and place of work. You would not need, for example, the same health and safety competence to work in an office as you would on a construction site.

The academy will appoint competent people to assist them in meeting their health and safety duties.

Where members of staff do not have the necessary training to complete a task e.g., carrying out risk assessments, then appropriate training will be provided. Or it may be that manual handling training, or DSE training is required in order for someone to complete “so far as is reasonable” their tasks in a safe manner.

The completion of mandatory on-line training for all staff is required. (See details below)

#### **a) Health and Safety Inductions – new staff**

All new employees of the academy will complete a Health and Safety induction, this will be provided by their relevant line manager at the beginning of their employment (unless there are extenuating circumstances). Inductions must include:

- The location of the Health and Safety Law Poster
- Health and Safety responsibilities outlined in their job description
- How they can access health and safety policies and information?
- Who can they talk to about any health and safety concerns or issues they may have?
  
- **First Aid Provision**
  - First Aid boxes
  - First Aiders
- **Accident/Incident/Near Miss reporting**
  - Location of Accident/incident/near miss forms
  - Reporting procedures
- **Fire and Emergency Procedures**
  - What to do in an emergency
  - What does the fire alarm sound like e.g., continuous or intermittent sound?

- A walk around the fire escape routes, final fire doors and route(s)
- Location of assembly points
- **Welfare facilities**
  - Eating, drinking and rest arrangements
  - Toilet facilities
- **Personal Protective Equipment (PPE)**
  - Relevant to the job-any PPE should be suitable and sufficient for the hazards identified in the risk assessment
  - Who is responsible for ordering supplies of PPE?
  - Safe storage of PPE
- b) Health and Safety training – all employees**
- Mandatory on-line training must be completed by all employees within 8 weeks of start of employment, ( [Health and Safety e-learning](#) ) this includes:
  - **Fire awareness**
  - **COSHH Awareness**
  - **Manual Handling**
  - **Work at height (e.g., ladder, stepladders)**
  - **Slips, trips and falls**
  - **Health and Safety at Work**
  
  - Asbestos Awareness & Management Training (face to face delivery) is mandatory for the link Health and Safety Governor, Headteacher, School Business Manager and Site/Manager/Supervisor/Caretaker of all DNEAT academies.
  
  - Specific job training- dependant on job role. The line manager of the employee will identify the training required e.g., risk management, risk assessment training. This could be face-to-face delivery, or on-line.

In the case of an employee who has been employed before the above mandatory Health and Safety training requirements have been adopted by the academy, staff members must complete the mandatory training within 8 weeks from the date of this policy (unless there are extenuating circumstances) signed by the Chair of Governors.

In the case of the Asbestos Awareness and Management training the Chair of Governors, Head Teacher, School Business Manager, Site Manager/Supervisor/Caretaker, if not already, must complete the training within 8 weeks of taking up their post.

### **c) Health and Safety information and training records**

#### **• Health and Safety Induction**

On completion of the health and safety induction, the employee will be required to sign the record form to say that they have been provided with, and understand the information provided.

#### **• On-line training**

Employees who complete on line health and safety training should ensure copies of certificates produced are kept by both the employee and School Business Managers.

#### **• Face-to-face delivery of health and safety training**

Certificates and records of attendance for employees who have attended and successfully completed courses in health and safety should be kept by both the employee and School Business Managers.

### **14. Control of Substances Hazardous to Health (COSHH)**

The COSHH Regulations 2002 requirements is to evaluate and control measures, All reasonable steps will be taken to substitute substances for safer alternatives, as is reasonably practicable, and to ensure that employees, pupils and visitors are not exposed to substances hazardous to health,









Using chemicals or other hazardous substances at work can put people’s health at risk. Even within seemingly low risk environments people can encounter a range or substances capable of being hazardous to health.

**a) Actions to evaluate and control risks include:**

- Completing an inventory identifying all hazardous substances used on the academy premises and obtaining material safety data sheets.
- Wherever possible replace hazardous substances with safer alternatives.
- A risk assessment is completed for the use of any substances, which present a significant health risk.
- Ensuring that any equipment required for controlling risk is being adequately maintained.
- Ensuring all staff have received information, instruction and training where required.
- Ensuring records of assessments are being kept on the premises and made available on request to any relevant people.
- Ensure that the exposure of personnel to substances hazardous to health is either prevented or adequately controlled.
- Ensure that any equipment provided to control the risk e.g., local exhaust ventilation, fume cupboards, personal protective equipment (PPE) is adequately maintained.

**b) Hazard symbols and hazard pictograms**

Classified substances can be identified by their warning labels and carry the pictograms detailed below

Old CHIP Symbol	New CLP symbol (Pictogram)	Illustration
		Toxic
		Harmful
		Oxidising
		Explosive



There are also new pictograms, which symbolize serious longer term hazards such as:



Serious health hazard (Symbol: health hazard) Carcinogenic and respiratory sensitization



Gas under pressure (Symbol: Gas cylinder)

Such substances may be hazardous through inhalation, ingestion, absorption or contact through the skin.

#### c) **Material Safety Data Sheets**

Should be obtained from the manufacturer/supplier. Data sheets are not by themselves suitable and sufficient COSHH risk assessment. The information in the data sheet must be compared to the particular task and circumstances in which the substance is to be used and a decision made about the measures necessary to adequately control exposure.

#### d) **Health Surveillance**

Health surveillance is only required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees these should be carried out.

- Records relating to named individuals must be kept for 40 years.
- Advice should be sought from Occupational Health (contact EPM for further information on OH provider) if there is any uncertainty regarding the need for health surveillance.

#### e) **Exceptions to COSHH Regulations**

There are exceptions to these regulations, which are already being controlled by their own specific legislation. E.g. asbestos, lead, radioactive substances.

## **15 Gas Safety**

The Gas Safety (Installation and Use) Regulations 1998 requires employers and self-employed persons to ensure that any gas appliance, installation, pipework or flue installed at any place of work under their control is maintained in a safe condition, so as to prevent risk of injury to any persons.

### **a) Competence**

No person may work on gas fittings or appliances unless they are competent to do so. These requirements apply to both natural and liquefied petroleum gas (LPG). The work on gas fittings must be carried out by someone on the Gas Safe Register. Any work undertaken by Engie (Cofely) will be undertaken by a competent person.

Registered engineers are issued with a unique license number and a photo ID card. The card will list specifically the types of work that the engineer is qualified to undertake. The School Business Manager or their delegated person must ensure that any contractor not provided via ENGIE, who they have engaged to work on gas fittings, is Gas Safe Registered and appropriately qualified for the work to be carried out.

This can be checked by contacting the Gas Safe Register online or calling on 0800 4085500

### **b) Gas work**

Includes:

- The installation, repair or service of a gas boiler.
- Installation or repair of a gas fire, gas cooker, hob or water heater.
- Any other work on heat producing appliances involving the gas supply pipework, flues, or combustion chambers if connected to either a natural gas or LPG supply.

### **c) Monitoring**

The Gas Safe Register will periodically monitor the work undertaken by registered gas engineers to ensure that they understand and continue to work to the standards set out in legislation and in accordance with the rules of registration. They will also investigate complaints about unsafe gas work.

### **d) The basic requirements**



The Headteacher or their delegated employee will ensure:

- All gas systems and appliances are operated and maintained so as to prevent, as far as is reasonably practicable, danger to persons or property.
- Only persons authorised to work on gas installations do so (See above “Competence”).
- Use a competent engineer to install, maintain or repair appliances.
- Ensure that gas pipework, appliances and flues are regularly maintained.
- Check all rooms with gas appliances have adequate ventilation – do not block air inlets to prevent draughts, and do not obstruct flues and chimneys.

**e) If you suspect a gas leak**

- Turn off the supply and immediately call the **National Gas Emergency Service** on **0800 111 999** for natural gas.
- For LPG call the supplier if in doubt, evacuate the building and inform the police and well as the National Gas Emergency Service or your gas supplier.
- Do not turn a gas supply back on until a leak has been dealt with by a Gas Safe Registered Engineer.
- Contact the appropriate DNEAT personnel nominated on the DNEAT Incidents Reporting form (see Appendix 1 HS03)

**f) Maintenance**

All gas appliances, flues, pipe work and safety devices will be maintained in a safe condition. The Headteacher or their delegated person will ensure they are inspected by a competent person who is a Gas Safe Registered engineer, in accordance with current industry practice. Periods between inspections may vary depending on the equipment and use and should follow manufacturer’s recommendations. Annual inspections will be a minimum frequency.

- Equipment should be designed, operated and maintained to make sure dangerous levels of carbon monoxide are not produced.
- It should not be used in poorly ventilated spaces
- There should be enough ventilation to remove combustion products.
- Operators are fully trained – use a safe procedure for purging, lighting up and shutting down.

Asbestos awareness training has been covered in section 13 Training and Competence (see also HS13 Appendix 1)

Many schools, built before 2000, will contain some form of asbestos. Asbestos-containing materials (ACMs) include:

- asbestos lagging used as thermal insulation on pipes and boilers
- sprayed asbestos used for thermal insulation, fire protection, partitioning and ducts
- asbestos-insulating board (AIB) used for fire protection, thermal insulation, partitioning and ducts
- some ceiling tiles
- floor tiles
- cement roofing and guttering
- textured coatings

Those most at risk of disturbing ACMs are tradespeople, caretakers, etc. The school's plan needs to contain provisions to ensure that information about the location and condition of ACMs is given to anyone who might disturb these materials. The Headteacher/Principal should also ensure that staffs likely to disturb asbestos are suitably trained

The Headteacher/Principal need to ensure staff are made aware of the potential hazards when dealing with asbestos. All staff should be instructed not to disturb or damage ACMs, for example by pinning work to walls. They should also report damage to school fixtures or fittings that could lead to the release of asbestos fibres, e.g. damage to ceiling or floor tiles, or to column seals in system-built schools.

The Headteacher/Principal responsibilities include:

- keeping an up-to-date record of the location and condition of ACMs in the school
- assessing the risks from any ACMs in the school
- making plans to manage the risks from ACMs in the school
- putting those plans into action

