



CHILTERN
LEARNING
TRUST

HEALTH, SAFETY AND WELLBEING POLICY

STATEMENT OF INTENT & GUIDANCE

2017 - 2019

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Part A

1.0 Chiltern Learning Trust's General Statement of Intent

- 1.1 The Chiltern Learning Trust is committed to ensuring full compliance with all health and safety legislation. We will promote a positive safety culture and ensure the welfare of our staff by adopting policies and procedures which support the ethos, aims and vision of the trust as outlined in our Strategic Intent.
- 1.2 This Health and Safety Policy Statement is the lead document for Health and Safety within the Trust and applies to all schools, staff and governors.

The objective of this document is:

- To set the general direction for health, safety and welfare throughout the Trust.
 - To demonstrate the Trust's commitment to health & safety
 - To meet the requirement of Section 2(3) of the Health and Safety at Work etc Act 1974 for a written statement of General Policy on Health & Safety.
 - To reflect the approach outlined in the Health and Safety Executive publication, 'Managing for health and Safety' *HS(G)65*.
- 1.3 This policy will be reviewed on an annual basis to sustain its effectiveness and bring changes to the notice of employees.

Signed

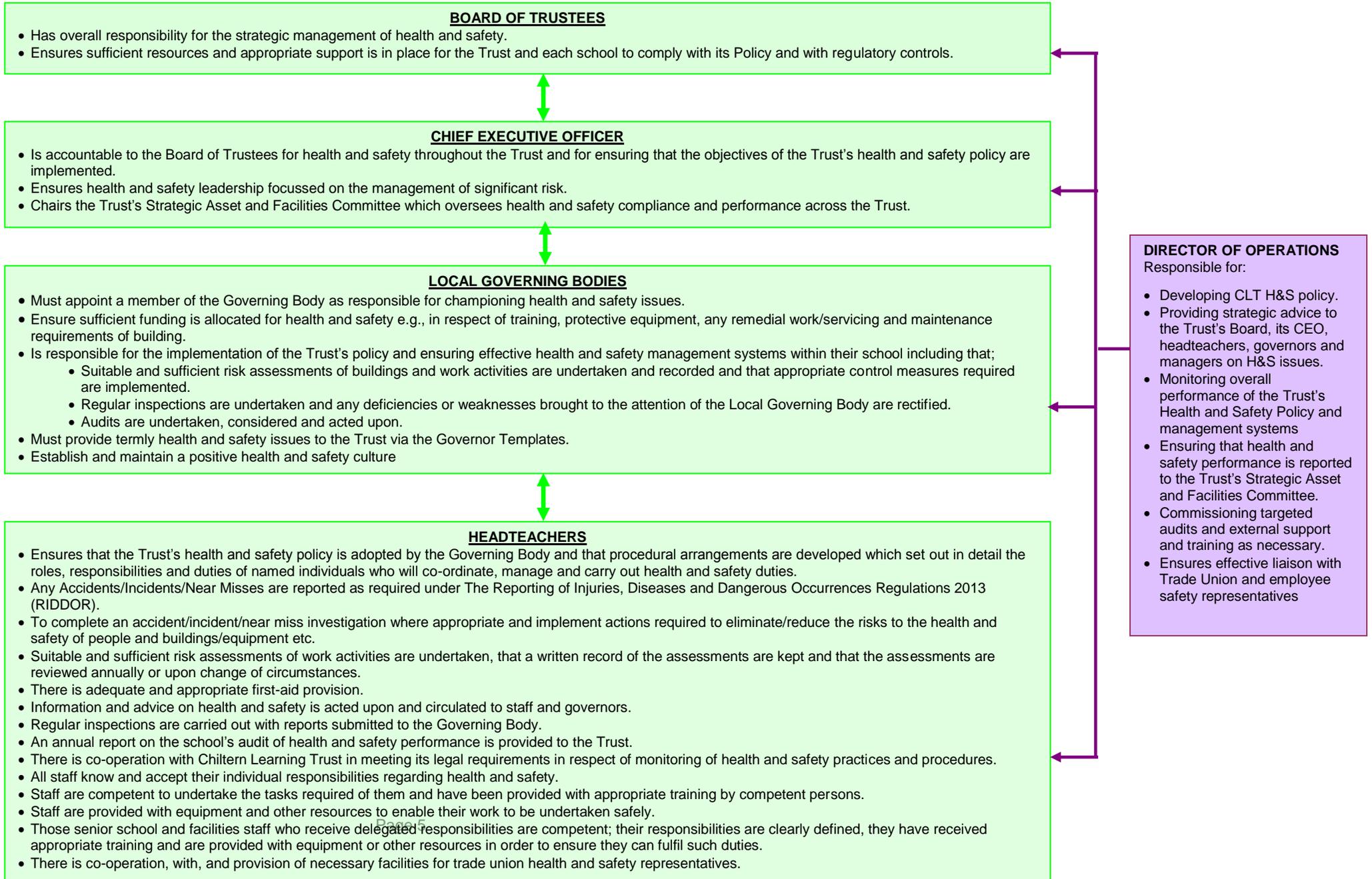
Dated

Adrian Rogers
Chief Executive
Chiltern Learning Trust

2.0 Delegated Responsibilities

- 2.1 The Trust's policy can only be implemented with the full co-operation of board members, local governing bodies and staff.
- 2.2 Although overall accountability for health and safety lies with Chiltern Learning Trust, responsibilities for implementing the Trust's policy have been delegated by its Board of Trustees.
- 2.3 Strategic leadership, advice, support and guidance is provided by the Trust's Central Team who also monitors the performance of the Trust's policy and local operational arrangements developed in each school.
- 2.4 The Local Governing Bodies of schools within Chiltern Learning Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Head Teacher and Senior Management Team of the school and other staff of the Trust to support and promote good health and safety management.
- 2.5 Each Local Governing Body is required to adopt and implement the Trust's Health and Safety Policy and develop local detailed operational arrangements for health and safety which will as a minimum meet the standards and requirements set out in the policy.
- 2.6 The Head Teacher of each Trust school is responsible for the day-to-day health and safety of staff and pupils. The Head Teacher will delegate some functions to other staff, in particular the School Business Managers/School Site and Facilities Managers/Supervisors/Caretakers etc.
- 2.7 The Trust's Strategic Asset and Facilities Management Committee is chaired by its Chief Executive Officer and fulfils Chiltern Learning Trust's monitoring role. The Committee operates under the terms of the Safety Representatives and Safety Committees Regulations 1977 (as amended) that requires employers to consult their workforce about health and safety.
- 2.8 The following chart illustrates how the delegation of responsibilities are organised across Chiltern Learning Trust.

CHILTERN LEARNING TRUST HEALTH AND SAFETY ORGANISATIONAL CHART





EACH MEMBER OF STAFF

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

- They are familiar with, and comply with, the Trust's Health and Safety Policy and with the school's organisational and procedural arrangements
- 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 Head Teacher 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 Head Teacher or to their line manager.
- There is no misuse of anything that has been provided for health and safety purposes.
- Take part in health and safety training and development and health surveillance programmes, as required.
- They use the correct equipment and tools for the job and any protective equipment that may be necessary.
- They encourage all pupils:
 - To follow safe practices and observe safety rules including instructions issued by a member of staff in case of emergency.
 - Not to intentionally interfere with safety equipment, e.g., fire extinguishers and fire alarms.
 - To inform a member of staff of any situation, which may affect their safety or that of another pupil.

3.0 Arrangements

- 3.1 The Trust will ensure, so far as is reasonably practicable, the welfare, health and safety of all staff, students and any other person who may be directly affected by its operations by:
- Ensuring significant health and safety risks arising from its activities are adequately controlled;
 - Providing and maintaining safe plant, equipment and systems of work;
 - Managing and maintaining a safe and healthy working and learning environment;
 - Ensuring that staff receive appropriate training, and are competent to carry out their designated responsibilities;
 - Providing sufficient information, instruction and supervision to enable all staff to avoid hazards and contribute positively to their own welfare, health and safety at work;
 - Involving employees in health and safety decisions through consultation and co-operation.
 - Maintaining appropriate health and safety management systems, arrangements and organisational structures, monitoring and reviewing performance against the HSE's model 'Managing for Health and Safety' HS(G)65.
- 3.2 The Trust's Director of Operations is responsible for coordinating the implementation of the Health and Safety Policy across each of the Trust's schools, building best practice with each school's health and safety lead and providing support, advice and commissioning training where necessary.
- 3.3 The Director also scrutinises the performance monitoring of health and safety management across the Trust and supports the Trust's Strategic Asset and Facilities Committee.
- 3.4 The Trust's Strategic Asset and Facilities Committee fulfils Chiltern Learning Trust's monitoring role and will also oversee the annual review of the Trust's policy.
- 3.5 The Committee will receive and review the outcome of annual self-audits undertaken by each school to a format prescribed by the Trust, as attached at Appendix A. Matters and actions arising from these audits will be monitored by the Committee.
- 3.6 The Committee will also initiate targeted audits and will review health and safety policies and procedures and commission external support and guidance where necessary.
- 3.7 The Committee, which will meet at least three times each year, will also be the forum for engagement with union membership on health and safety issues, when necessary, and is in addition to academy-based committees dealing with health and safety.
- 3.8 Academy based health and safety committees will report to this central Trust Committee or, where there is no academy based health and safety committee, the Local Governing Body will report to the Committee using the Trust's termly reporting template.
- 3.9 The Terms of reference for the Committee are attached at Appendix B.

Part B

4.0 Health and Safety Policies and Procedures

- 4.1 Each academy will adopt Chiltern Learning Trust's Health and Safety Policy and develop procedures and guidance, and if/where necessary; establish its own individual policies where Trust-wide policies do not cover specific academy requirements. The academy policies will be in addition to Chiltern Learning Trust-wide policies, procedures and guidance.
- 4.2 The following sections provide specific guidance and set out the Trust's expectations of each academy and the minimum standards to which they will develop and implement procedural arrangements to ensure implementation of this health and safety policy.

5.0 Reporting of Accidents/Incidents and near misses

5.1 The definition of accidents/incident/near misses 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 had 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."

5.2 A faulty process or management system is invariably the root cause of accidents, incidents or near misses and must be the focus for improvement.

History has shown repeatedly that most of these events both serious and catastrophic were preceded by warnings or near miss incidents. Recognising, reporting and investigating can significantly improve worker safety and enhance our organisation's safety culture.

5.3 Each school will collect personal information on a record form about the injured person(s) in relation to Accidents/injuries/diseases/Near Misses and Dangerous Occurrences arising out of or in connection with work. The Trust may be required to share personal information with the Health and Safety Executive to ensure that it meets our legal responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Note: 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 accidents/incidents/near misses with details of any investigation or changes to risk assessment, strategic or operational practice that results.
- Be reviewed at least half termly to identify any potential or actual hazards and reported termly to the Local Governing Body.

RIDDOR

5.4 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) also requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of, or in connection with, work.

5.5 What must be reported under RIDDOR?

Work-related accidents

5.6 For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

5.7 Not all accidents need to be reported, a RIDDOR report is required only when:

- the accident is work-related; and
- it results in an injury of a type which is reportable (as listed under 'Types of reportable injuries').

5.8 When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way the work was organised, carried out or supervised;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required.

Types of reportable injury

5.9 Deaths - All deaths to workers and non-workers must be reported if they arise from a work related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

5.10 Specified injuries to workers - The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

5.11 Over-seven-day injuries to workers - This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

5.12 Injuries to non workers – Work related accidents involving members of the public or people

who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury'.

Reportable occupational diseases

5.13 Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Reportable dangerous occurrences

5.14 Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces.

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 or damage to health
- An electrical short circuit or overload causing a fire or explosion

Note: Under RIDDOR deaths or injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway are not reportable as these are classed as road traffic incidents and are investigated by the police.

5.15 **Who should report and who to report to**

5.16 The RIDDOR reporting system is only for notification of those incidents which require reports as above under the RIDDOR regulations. Reports should only be submitted by the 'Responsible Persons' i.e., Head Teachers or those with delegated 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.

You can report all 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).

- 5.17 Any RIDDOR reportable incident must also be reported to Chiltern Learning Trust, Director of Operations.

Any other Accident/Incident/Near miss must be recorded on the termly Facilities Management reporting template to the school's Local Governing Body which is then reported to the Trust.

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 three years after the incident.

Reporting requirements of other regulators

- 5.18 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.

6.0 Electrical Safety

- 6.1 The Health and Safety at Work etc Act 1974 impose 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. These are:

6.2 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. Certification 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.

6.3 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.

6.4 **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.

6.5 **Portable Appliance Test (PAT)**

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

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.

6.6 **Damaged or faulty appliances**

These 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.

6.7 **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 five years. A more frequent inspection and testing will be necessary if the installations are subject to damage and abuse.

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.

Note: Any accidents/incidents/near misses involving electricity may need to be reported under The Reporting of Injuries, Diseases, Occurrences Regulations (RIDDOR) see Sec.5 above. These will also need to be reported to Chiltern Learning Trust, Director of Operations

6.8 **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).

7.0 First Aid and administration of medication

- 7.1 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.

- 7.2 The assessment of first aid needs 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.

- 7.3 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 past?
- The size of the academy.
- Are there any workplaces that 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?

- 7.4 Chiltern Learning Trust 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.

- 7.5 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 a minimum stock 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

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

- 7.6 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., those offering nationally recognized, regulated qualifications, voluntary aid societies (e.g., St. John Ambulance, British Red cross) and undertake appropriate refresher training.

7.7 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

7.8 The number of first aiders that a school should ensure are available depends on the assessment of its 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-aider trained in every 100 employed
- Higher-hazard - for more than 50 at least one first-aider trained for every 50 employed.

7.9 **Automated external defibrillators**

Although there is no mandatory requirement to have an automated external defibrillator in each of our schools as part of their first aid requirements, the Trust supports the recommendation by the Department for Education that we should invest in this life saving equipment.

Sudden Cardiac Arrest can strike people of all ages, including children, staff and visitors and rapid access to a lifesaving defibrillator gives the best chance of survival.

Our schools will have regard to DfE guidance on Automated external defibrillators (AEDs) in schools and will ensure that suitable training is given and that all staff are provided with a short general awareness briefing session to raise awareness of the AED in school and to promote its use should the need arise.

7.10 **Administration of medication**

Prescription medicine may be administered to children, but only at the specific request of the parent or guardian and after the completion of an indemnity form. All such medicines will be stored and secured by means of a lock and key away from children and will be permitted to be self-administered under the supervision of a competent adult.

8.0 **Fire Policy**

8.1 **The Responsible Person**

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the 'Responsible Person' to ensure that its 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 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, 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

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 i.e

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 alarm systems
 Fireproofing
 Training of staff
 Fire drills

8.2 **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.

8.3 **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 must be completed.

Line Managers must complete a Personal Emergency Evacuation Plan for all people with a disability.

8.4 **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.

8.5 **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.

8.6 Competence of a Fire Risk Assessor

The Trust defines a competent Fire Risk Assessor as follows:

- Be a member of the Institution of Fire engineers
- Hold at least the NEBOSH National Certificate in Fire Safety and Risk Management, or equivalent.
- Has demonstrable experience in completing school/college Fire Risk Assessments.
- Has a current DBS check

8.7 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.

8.8 Display materials and decorations

An evaluation of the material(s) used in displays and decorations should be made as paper, cardboard and plastic provide a means for the rapid spread of fire.

To reduce the risk of fire spread:

- Avoid the use of displays in corridors and foyers.
- Minimise the size and number of display areas to discrete, separated areas.
- Do not put displays down stairways, which are part of the designated escape route or where there is only one direction of escape i.e., dead-end conditions.
- Treat displays with proprietary flame-retardant sprays.
- Avoid the use of display boxes.
- Keep displays away from curtains, light fittings and heaters.
- Keep displays away from ceiling voids, which may lack fire barriers.
- Ensure that there are no ignition sources in the vicinity.
- Ensure displays do not obstruct escape routes or obscure fire notices, fire alarms, call points, fire fighting equipment or escape signs.

8.9 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.

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

Checks include:

- Escape routes
- Fire Warning systems
- Emergency lighting
- Firefighting equipment.

These checks are prioritised for service and maintenance requirements.

8.10 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.

8.11 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 lifts, and this may only be used for disabled people.

Fire Action notices must be displayed in appropriate locations throughout the buildings next to fire call points. These will include clear instructions on what to do it 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

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
- 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.

8.12 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 Trust that each school must carry out fire drills at the beginning of each term, as a minimum.

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.

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, appropriate measures should be taken 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.

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

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, school 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.

8.13 **Evacuation of people with disabilities - Personal Emergency Evacuation Plans (PEEPs)**

Of 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.

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

8.14 **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 include:

- Name of missing person
- Place and time last seen and by whom
- Any other information e.g., medical condition, or behavioural issues.

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

9.0 **Buildings Safety Management**

The 'Responsible Person' i.e. 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. Information required in building safety records are:

- 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

9.1 **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 Head Teacher or their delegated 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.

9.2 **Contractors**

Construction/Building Work/Refurbishment or Demolition

Under **no** circumstances must plans for/construction/building work/refurbishment or demolition on academy premises that are valued at more than £10,000 begin without consulting the Director of Operations, Chiltern Learning Trust.

Suitability of all contractors

The person responsible for contractors on academy premises is the Head Teacher, or their delegated staff member and/or where applicable the Director of Operations at Chiltern Learning Trust.

The competence of the contractor to complete the job safely must be assessed i.e., 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. These should consider:

- 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?
- Any risks from each other's work that could affect the health and safety of others e.g., access and egress 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 of.

Cooperation and coordination

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

Consultation 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

Prior to commencement of any works, the Site Facilities Manager/Supervisor must seek the following information from the contractor:

- 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.
- What arrangements are there for stopping the work, if there are serious health and safety concerns?

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

- Regular checks ie 'are control measures working?'
- Investigating (and recording) if things go wrong, this may be: near miss, accident, and ill health. What when wrong? What can we do to prevent re- occurrence?
- Review and learn from any lessons so performance can be improved in the future.

Contractor information and academy Health and Safety requirements, to be provided to the contractor.

General safety rules that the contractor must comply with:

- Must sign-in upon arrival and sign-out when leaving.
- Before starting work at the Academy/Site, report to Site Manager/supervisor.
- Must comply with the academy's 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 or 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 Personal Protective Equipment (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 and report any Accidents/Incidents/Near Miss.
- 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 Head Teacher, Business Manager or Site Manager/supervisor any incidents that may directly or indirectly affect health and safety of persons on the academy site.
- Remain in the area of work undertaken and shall not enter any other area without permission of the Head Teacher, Business Manager or Site Manager/supervisor.
- Not store any hazardous substances on the Academy premises without permission of the Head Teacher, Business Manager, Site Manager/supervisor.
- Not smoke 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 that the contractor must comply with:

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

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 you are unsure then ask at the reception or Site Manager/Supervisor/Caretaker.
- All contractors should be reminded that school children can often become distracted and are not aware of the dangers of moving vehicles. Contractors must remain

vigilant at all times

9.3 Permit to Work (PTW)

PTW is a formal management system used to control high-risk activities. A template can be provided by the Director of Operations. 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.

They are necessary for such activities as maintenance or construction work by external contractors. Unless suitable and sufficient risk assessments indicates otherwise.

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 Permit to Work 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 Permit to Work.

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.
- 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 not be transferred to other people or other contractors.
- Any safety precautions required should be done prior to work commencing. The 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, for example 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 work

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 be a return to normal service.

10.0 Legionella control

10.1 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 Head Teacher who is the duty holder, ensures the following:

- **Identify and assess the sources of risk** for which employees, pupils or visitors may be exposed to within the academy. The risk assessment should be reviewed annually and include a survey to identify whether there are conditions present that

will encourage bacterial growth including 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 measures put in place to control the risks.
- **Identify whether there are susceptible individuals** present that may be exposed to such aerosols.

10.2 **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.
- 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 etc.
- Remedial actions should be conducted. Where required a sample should be taken from the drain outlet.

10.3 **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 be recorded:

- 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 (outbuildings and sports halls/gyms 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.

11.0 Manual handling

11.1 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.

11.2 Manual Handling Risk assessment

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

- Manual handling risk assessments will be 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.

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

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

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.

12.0 Display Screen Equipment

12.1 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.

12.2 To comply with DSE regulations the ‘Responsible Person’ The Head Teacher 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
- Review the assessment when the user or DSE changes

All DSE users must complete DSE training and assessment which will provide a workstation assessment and provide information and training.

12.3 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 experienced 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 to recover.
- Short frequent breaks are better than longer, infrequent ones.

12.4 Eye tests

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

‘Normal’ corrective appliances are at the user’s own expense, but users needing ‘special’ corrective appliances will be prescribed a special pair of spectacles for display screen 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 screen and work effectively without visual fatigue.

13.0 Training and competence

13.1 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 Chiltern Learning Trust in undertaking their legal duties.

The HSE’s guidance describes competence as ‘the combination of training, skills,

experience and knowledge that a person has and their ability 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. Health and Safety liaison officers in each school will have completed the IOSH Managing Safely qualification.

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.

13.2 **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?

New staff must also be made aware of:

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 exit 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

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

13.3 Health and Safety training – all employees

Training must be completed by all employees including:

Fire awareness
Slips, trips and falls
Health and Safety at Work

Asbestos Awareness & Management Training is mandatory for the Health and Safety Governor, Head Teacher, School Business Manager and Site Manager/Supervisor/Caretaker of all Chiltern Learning Trust academies.

13.4 Specific job training – dependent on job role.

The line manager of the employee will identify the training required e.g., risk management, risk assessment training, COSHH Awareness, Manual Handling, Work at height (e.g., ladder, stepladders). This could be face-to-face delivery, or on-line.

14.0 Control of Substances Hazardous to Health (COSHH)

14.1 The Control of Substances Hazardous to Health 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 of substances capable of being hazardous to health.

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

14.2 Actions to evaluate and control risks include:

- Completing an inventory identifying all hazardous substances used on the academy premises and obtain 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.

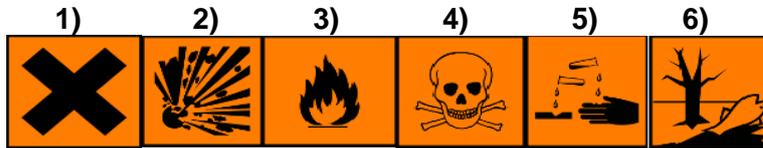
14.3 Hazard symbols and hazard pictograms

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

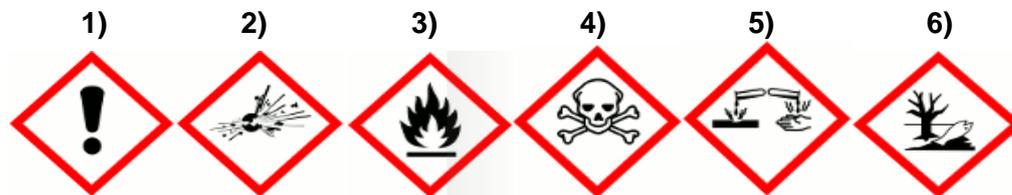
detailed below.

You are probably already familiar with the current CHIP hazard symbols that appear on some chemical labels:

Old CHIP symbols e.g., **1)** Harmful, **2)** explosive, **3)** flammable, **4)** toxic, **5)** corrosive, **6)** dangerous environment.



New CLP symbols include: **1)** harmful, **2)** corrosive, **3)** flammable, **4)** toxic, **5)** corrosive, **6)** dangerous environment. **Note:** the harmful symbol has been replaced by an exclamation mark.



There are also a couple of new pictograms, these symbolize:

Serious longer-term health hazards such as: **1)** carcinogenic and respiratory sensitization, **2)** contains gas under pressure.



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

14.4 **Material Safety Data Sheets**

Should be obtained from the manufacturer/supplier. Data sheets are not by themselves a 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.

14.5 **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 if there is any uncertainty

regarding the need for health surveillance.

15.0 **Gas Safety**

15.1 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.

15.2 **Competence**

No person may work on gas fittings or appliances unless they are competent to do so. The 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.

Although registration is deemed a basic indication of competence, it must be noted that not **all** engineers are qualified for **all** gas work. Registered engineers are issued with a unique license number and a photo identification 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 engaged to work on gas fittings is Gas Safe Registered and appropriately qualified for the work to be carried out.

You can check this by contacting the **Gas Safe Register online or by calling them on 0800 408 5500**

15.3 **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.

15.4 **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.

15.5 **The basic requirements**

The Head Teacher or their delegated employee will ensure:

- All gas systems and appliances are operated and maintained so as to prevent, so far as is reasonably, danger to persons or property.
- Only persons authorised to work on gas installations do so e.g., Gas Safe Registered engineers with the technical knowledge and experience to prevent injury, 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.

15.6 **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 as 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.

15.7 Maintenance

All gas appliances, flues; pipe work and safety devices will be maintained in a safe condition. The Head Teacher or their delegated person will ensure that 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 its 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 (CO) 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.

16.0 Asbestos Management

16.1 Chiltern Learning Trust acknowledges the health hazards associated from exposure to asbestos and their duty and commitment to manage Asbestos and to protect employees, pupils, contractors, visitors and any other persons with the potential to be exposed to Asbestos Containing Materials (ACM's) and to reduce to the lowest level 'reasonably practicable' the spread of asbestos from any place where work under the Head Teacher of the academy's control is carried out.

16.2 What is asbestos?

Asbestos is a term used for various forms of naturally occurring fibrous silicate minerals, which were extensively added to building materials used in the UK from the 1950's to 1980's. Buildings built before 2000 are at particularly high risk of containing asbestos. The most hazardous Asbestos Containing Materials (ACM's) were used to insulate or fire protect. The three most common asbestos types used were CROCIDOLITE (blue), AMOSITE (brown) and CHRYSOTILE (white). All ACM's should be controlled regardless of type. ACM's can be found in under floor services, floor, ceiling tiles, pipe covering, Artex ceiling and heat deflection materials as well as many other forms.

16.3 Legal Duty

When asbestos fibres are inhaled, they can cause serious diseases and the increased risk of lung cancer for asbestos workers who smoke. To ensure that risks from asbestos in places of work are managed, the Control of Asbestos Regulations 2012 place duties on those responsible duty holders for the maintenance or repair of work premises.

16.4 Responsibilities

The Governors and Head teacher are the duty holders for Asbestos management at each Academy and have overall legal responsibility for the safe management, maintenance and repair of the Academy buildings under their control. Business and Site/Facilities Managers

are responsible for ensuring the day-to-day requirements for health and safety are met in the workplace under their control. The Governors/Head Teacher/Business and Site/Facilities Managers are responsible for identifying an Appointed Person (AP's) responsible for the management of Asbestos.

16.5 Training

A Governor representative, Head Teacher, Business Manager and Site Managers/Supervisors from every Academy must have completed Asbestos Awareness and Management Training, whether or not the building is built pre 2000. The training must include:

- identifying asbestos
- asbestos health risks
- legislation
- dealing with asbestos
- emergency procedures
- risk assessments

16.6 Management of asbestos

All academies that were built before 2000 must have a current Management Survey (which complies with up to date asbestos regulations).

These surveys must be carried out by Licensed Contractors with UKAS Accreditation. The survey must include locations of any potential ACM's. E.g. storerooms, yards, outbuildings, under floor services, pipes, ceiling voids, corridors etc.

A register of location(s) of any ACM's must be recorded and include:

- Date of inspection
- Date of next review
- Should be supported by a marked floor plan and photographs.
- Type of asbestos
- What products it is contained in
- The condition

16.7 The environment around the ACM's is a significant risk factor. ACM's can deteriorate due to age, fire, flood, wear and tear and damage, therefore the register should be reviewed every 12 months by a Licensed Contractor with UKAS Accreditation. A copy of the register must be provided to any person who will be planning to undertake work on the building(s) or any groundwork's which may be contaminated. It should always be assumed that there is ACM's present when undertaking any work on the fabric and structure of the building, even if/where it has not been identified and included on the register.

16.8 An assessment of potential risk from the ACM's must be completed by a Licensed Contractor who is UKAS Accredited. Consideration should be given to the condition of the ACM's whether they are likely to be disturbed and what action is necessary to manage the risks. From the outcome of the assessment, prioritise and rationalise a Asbestos Management Action Plan.

16.9 If the academy is planning either a demolition or refurbishment, then a Demolition and Refurbishment survey must also be carried out before work commences. Each Academy must prepare a written plan before any work on asbestos is carried out, including details of the work and the appropriate actions to control risk and prevent harm.

16.10 **Managing asbestos left in place**

If the material is in good condition, well protected either by its position or physical protection e.g., encapsulated, reducing the likelihood of damage, and is unlikely to be worked on regularly or otherwise disturbed, it is usually safer to leave it in place and manage it. This information should be entered on to the record/register including locations and the information kept up to date. Monitoring arrangements and emergency procedures in the event of any person dealing with uncontrolled release of asbestos and spread of contamination, need also to be in place.

16.11 **Removal of asbestos containing materials**

Any contractor used for the removal of ACM's must have a current HSE Licence. The current 'Asbestos Licence Holders List' can be found on the www.hse.gov.uk.

<http://webcommunities.hse.gov.uk/connect.ti/asbestos.licensing/view?objectId=8516>

On completion of an assessment of potential risk, if it is necessary to remove the ACM's, Chiltern Learning Trust's Director of Operations must be informed immediately.

16.12 **Communication**

All information regarding ACM's must be recorded and easily accessible. It is recommended that an Asbestos file is kept by the AP and this can be provided to any relevant persons who potentially could release asbestos e.g.

- In house staff - who may undertake maintenance work. (The Asbestos Awareness and Management training is **not sufficient** for any staff to carry out any work on ACM's.)
- Licensed Contractors used should provide the academy (on request), information relating to the work to be completed, e.g., risk assessments, methods statements, safety systems of work including barriers, signage, Incident Management Procedure.

No one must work on any ACM's unless all of the requirements of the current up to date Asbestos Regulations are complied with.

16.13 **Contractor H&S Policy and Pre-contract checks to be made**

All Contractors completing survey's must be UKAS Accredited and contractors undertaking the removal of ACM's must hold a current HSE License, these must be checked by the AP to ensure that they are in currently in date.

The contractor must also provide their:

- Health and Safety Policy,
- Risk Assessments,
- Method Statement,
- Emergency Procedures

The above information along with a copy of the academy's Asbestos Policy and associated documentation must be provided to relevant authoritative agents when requested e.g. Emergency Services.

16.14 **Causes of Damage to ACM's**

Accidental or malicious damage may be caused to the building fabric and fixtures or fittings by staff, students, contractors or maintenance personnel which may result in damage to ACMs where 'hidden' and present e.g. behind sealed ducts and within voids.

Damage to ACM's can also be caused by fire, flood, or severe weather, people accidentally damaging e.g., by moving furniture and hitting walls, pipework etc., or by a person(s) deliberately causing damage e.g., vandalism, or an act of violence.

16.15 **Emergency Procedures for dealing with uncontrolled release of asbestos and spread of contamination.**

The academy's emergency procedures will include:

- The name of the AP, each incident should have only one single point of contact from the list of AP(s). A list of more than one AP is recommended to allow for annual leave, sickness of the main AP, so that they can be called upon to take control if/when required.
- The Appointed person(s) contact number(s)
- Contact details of AP's to be recorded and distributed to all relevant persons e.g., Contractors, Governor, Head Teacher, Business Manager, and Chiltern Learning Trust Director of Operations
- Contact details of all of the above to be distributed amongst all relevant people and updated as and when required.

The AP is responsible for managing the incident. Management must include a 'call-off' contract with an Asbestos Removal Contractor for every case of suspected, (if in doubt, presume it is ACM) uncontrolled release of asbestos and spread of contamination.

If in doubt, it must be presumed to be an ACM. This should be easily accessible to the 'AP's' in case of an emergency.

16.16 **Asbestos Management Action Plan**

A procedure to review the plan every 12 months, or if earlier if there has been any incident involving ACM's, must be in place.

This is to be completed by the AP to include e.g., all items, which require action, should be noted and listed within a timetable with target dates set. These should include dates when the inspection programmes will be complete, dates when contractor consultation will be complete, dates for training etc.

16.17 **Audit and Review**

The asbestos management system should be regularly audited i.e., every 12 months to ensure that it remains compliant with the current regulations. Audits will also identify whether the processes and controls are effective and appropriate corrective actions can be taken.

17.0 **School Lettings**

- 17.1 Before agreeing to let school premises to outside bodies, for use out of school hours, the proposed use and responsibility for supervision will be established to ensure that the use is compatible with the premises and equipment involved and that residual problems relating to subsequent school use are not likely to arise.

Authorisation by the Headteacher is required before a letting agreement is made. Outside bodies hiring school facilities shall be required to undertake a risk assessment and

demonstrate that they are competent and have suitable arrangements for the intended use, e.g. availability of supervision and expertise in dealing with emergencies in the use of equipment; swimming pools etc. and also have adequate insurance cover. For lettings involving young persons or vulnerable adults, all supervisors must have a Disclosure and Barring Service clearance certificate with a copy being held by the school.

18.0 School Visits and Transport

- 18.1 For all school visits a risk assessment must be undertaken and copies passed to the school's Educational Visits Co-ordinator for approval. This will include the preparation of a plan of action identifying any special health and safety requirements and how they are to be met. A copy of the procedure is kept in the school office.

A copy of the venues own risk assessment must be incorporated into the visit assessment. If the venue is not able to provide copies of their own risk assessments, then the Visit Organiser must complete the forms.

- 18.2 For all visits the appropriate ratios of adults to children must be calculated and the necessary staff and adult helpers provided. The venues chosen for school visits are as far as practicable to be restricted to those with no significant hazards.

The person organising any external visits away from the school is responsible for carrying out necessary pre-visit arrangements and obtaining authorisation from the school's Educational Visits Co-ordinator before the visit takes place. The Educational Visits booklet contains all processes and procedures. It is reviewed and updated at regular intervals.

The Visit Organiser is responsible for ensuring a first aid box is collected from the Welfare Room and they will have a School contact list with him/her at all times.

- 18.3 Where a school owns a minibus it will ensure it is serviced at intervals dictated by the manufacturer and that with suitable training, pre-drive safety checks are undertaken by the driver before setting off. All minibuses will contain instructions in the event of a breakdown.

All drivers will be suitably trained and assessed as a driver of passenger transport, be over 21 years of age, have held a driving licence for more than two years and have less than 6 penalty points on their licence. Each school will retain records of the training provided for its drivers and will review the licencing requirements on an annual basis. All trips using a school minibus must be accompanied by an adult other than the driver.

19.0 Catering Safety

- 19.1 Responsibility for health and safety aspects of the work in the school kitchen rests with the Catering Services Contractor on whose behalf the school has delegated local management responsibility although the school must be satisfied with the safety management system that is in place. The school and Catering Services Contractor will co-ordinate safe working where there is a common use of school facilities, e.g. dining areas.

20.0 Curricular Safety

- 20.1 All programmes of study require that all pupils/students should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the supervision necessary to ensure safety.

Staff will ensure that pupils/students are familiar with the risks that may arise from the tools, equipment, materials and processes they plan pupils/students to use. Heads of Departments are responsible for ensuring curricular risk assessments are in place, documented and reviewed with appropriate support ie CLEAPSS for science and

technology.

- 20.2 Where low-level radioactive sources are used the school must appoint a suitably qualified and experienced Radiation Protection Supervisor from its staff to ensure that radioactive substances are accounted for, stored properly, handled safely and monitored regularly. The legal requirement for the employer to also appoint a Radiation Protection Advisor (RPA) will be met by each school commissioning the RPA service from CLEAPSS.

21.0 Lockdown

- 21.1 Each school will establish procedures to dynamically lockdown their sites in response to a fast moving incident such as a firearms or weapons attack, either directly at the site or in the vicinity. Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of).

Schools should take account of DfE guidance on developing these procedures. These procedures should be reviewed at least every two years.

22.0 Managing violence and aggression

- 22.1 Chiltern Learning Trust believe that all school staff have a right to expect that their school is a safe place in which to work, that risks of violence and aggression are effectively controlled and that prompt and appropriate action will be taken if they are subjected to violence or aggression by adults, children and young people on school premises and in exercising their duties off site.

- 22.2 Each Trust school will ensure:

- That suitable and sufficient risk assessments are carried out of employees' risk of exposure to violence and aggression
- That appropriate control measures are identified and implemented to prevent and reduce the potential for violence and aggression
- That appropriate arrangements are in place for incidents to be reported, recorded and investigated.
- That regular monitoring is undertaken by senior leadership of the level and general nature of any incidents and the school's response to them.
- That there is effective communication about the risk assessments and control measures to staff.

The Head teacher will review the effectiveness of these arrangements, and any action plan developed to track their implementation, as a minimum on an annual basis.

23.0 Work-related stress

- 23.1 Headteachers, Senior Leadership and all other employees are expected to support staff experiencing harmful stress at work and any actions intended to prevent, identify and reduce it.
- 23.2 The Health and Safety Executive (HSE) sets out a 'management standard' for examining stress in the workplace, with the aim of helping employers manage potential causes of work related stress. The management standard covers six key areas of work design that, if not properly managed, are associated with poor health and well-being, lower productivity, increased sickness absence and work related stress.
- 23.2 The Trust will adopt a risk assessment tool which allows schools to ensure that work

related stressors in each of these areas are identified and addressed. Having risk assessments in place will allow schools to ensure that work-related stressors are identified and addressed as necessary in accordance with the Management of Health and Safety at Work Regulations 1999.

- 23.3 Schools can use the risk assessment tool to assess the potential for stress to staff whilst carrying out their day to day duties in a particular job role. The aim of completing the risk assessment is to identify, prioritise and address actual and likely problems.
- 23.4 A risk assessment should be undertaken for each job role within school, rather than for each employee. Once a risk assessment is in place for the role, the Head teacher should ensure that control measures are implemented. It is recommended that work-related stress risk assessments are reviewed annually. Where members of staff advise their line manager of any changes in activity which may affect the findings of the risk assessment a review should be undertaken.
- 23.5 The focus of the assessment should be on preventing and controlling the potential causes of work-related stress rather than dealing with issues once they have occurred. The form can be used to record actions required to reduce any risk further where existing controls are insufficient; assigning these actions to an appropriate manager or member of staff.
- 23.6 If an individual advises that they are experiencing stress which is work related or following a period of absence due to work related stress, an individual assessment can be undertaken using the risk assessment tool. Schools should contact the Trust's Central Team for further advice if necessary.

Appendix A – School self-audit form

Appendix B - Strategic Asset and Facilities Committee Terms of Reference