

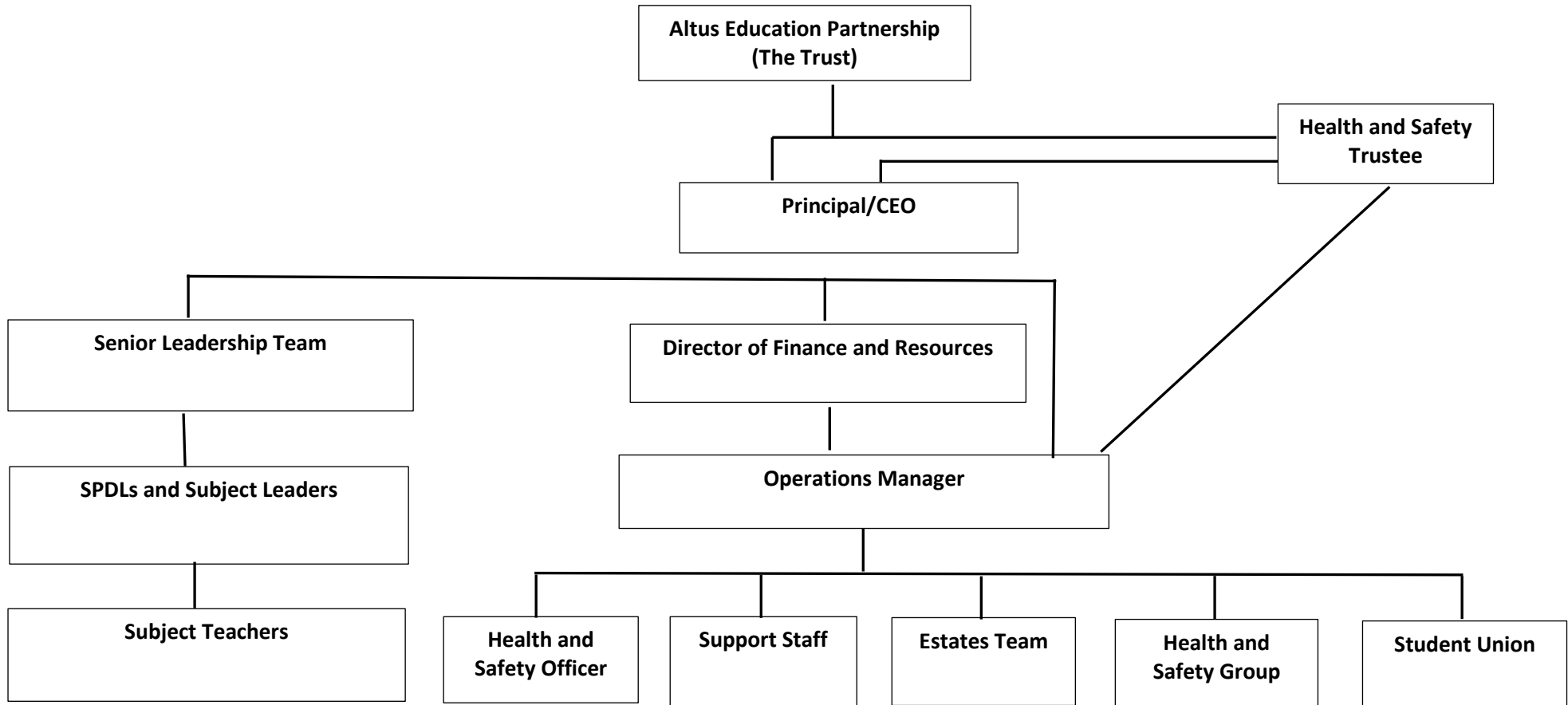
**Altus Education Partnership
Health and Safety
Policy**

Approval Body	Finance and Resources Committee
Date Presented	July 2020

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HEALTH AND SAFETY STRUCTURE



1. Purpose

Altus Education Partnership (the Trust) has various obligations under the Health and Safety at Work etc. Act 1974 and other associated laws. These include taking all reasonable steps to ensure the health, safety and welfare of all staff, including teaching, support and temporary staff. We also have a duty to ensure that students, visitors, contractors and others are not put at risk by our activities or the condition of our buildings and equipment.

Health and safety laws and associated rules (*orders, regulations or instructions*) all have the same purpose - to minimise the likelihood and severity of injury, ill-health and damage which can arise from incidents and conditions within or connected with our Trust. Injury and ill-health can consume considerable amounts of valuable time and money as well as causing pain, distress, inconvenience, disruption of education and lowering of morale and reputation. Therefore, all of us should aim to follow the principle that “prevention is better than cure”.

The trustees retain the above responsibilities nevertheless, it is important to realise that all employees have legal duties, under the Health and Safety at Work etc. Act, to co-operate with their employer so far as is necessary to ensure a safe and healthy place of work. The Statement of Intent details our Arrangements and Organisation for Health and Safety.

2. Scope

This policy applies to all staff, students and visitors of the Trust.

3. Health and Safety Statement of Intent

The Trust will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. The Trust will also ensure, so far as is reasonably practicable, that non-employees such as visitors, students and contractors are not exposed to health and safety risks from the work activities of academies in the Trust.

The Trust is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety at Work etc. Act 1974 (HASWA) and associated regulations.

The Trust will, so far as is reasonably practicable:

- Ensure that adequate resources are made available for the effective implementation of this policy and to ensure the health and safety of staff and others affected by the Trust’s activities.
- Ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice.
- Ensure that suitable and sufficient assessments are undertaken and record all significant health and safety risks to staff, students, visitors and other third parties, from its work activities and any control measures.
- Provide and maintain systems of work that are safe and without risk to health.
- Plan for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards to facilities and arrangements for staff welfare at work.
- Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees, students and Trustees, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working on Trust premises.
- Provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work.

- Give special consideration to employees or visitors (including students) with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information.
- Monitor health and safety performance to verify that the Trust’s Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved.
- Develop and maintain a positive and proactive health and safety culture.
- Ensure the management team affords health and safety matters equal priority to other management functions.
- Provide an organisation structure that ensures that this Health and Safety Policy will be implemented in full, regularly monitored, reviewed and revised to ensure its objectives are achieved in respect of legislation or organisational change.
- Regularly monitor, inspect and audit our systems and procedures to ensure continuous improvement.
- Ensure the co-operation of all staff in the operation of this policy.
- Ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.
- Provide appropriate systems to develop and maintain effective communication of health and safety matters throughout the Trust.

The Trust is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Principal/CEO and the Trust Board Finance and Resources Committee.

This Policy requires the commitment, co-operation and active involvement of all Trust employees to ensure its success and effectiveness. All contractors and consultants working for the Trust are required to comply with this policy. The Trust will ensure that procedures are established for appointing and monitoring the competency of contractors.

The Trust will review this Policy Statement at least annually. The Trust will ensure that this policy is effectively communicated to all staff. Failure on the part of any Trust employee, irrespective of their position, to comply with this policy, including any safe system of work, may render that employee liable to disciplinary action.

Signed:	Date:
Principal/CEO	
Signed:	Date:
On behalf of Trustees	

4. Organisation for Health and Safety

4.1 Employer's responsibilities

As employers we have a duty to all employees, casual workers, part-time workers, trainees, students, visitors and sub-contractors who may be in our workplace or using equipment provided by the Trust. Consideration must also be given to our neighbours and the general public.

The Management of Health and Safety at Work Regulations requires the employer to have suitable arrangements in place to cover health and safety risks. These arrangements should, where possible, be integrated within the management system that is already in place for the Trust.

This Health and Safety Policy includes a management structure and arrangements developed for the Trust to ensure compliance with the law and can be integrated within the present company management system.

4.2 The Trust Board

In consultation with the Principal/CEO, the Trustees will:

- Ensure that suitable resources and strategic direction are available to discharge the Trust's health and safety responsibilities.
- Monitor, via reports, the overall performance of the Trust's health and safety policy.
- Ensure that any decision made is in line with the Trust's own policies and procedures as they relate to health and safety.

Generally, the Principal/CEO will be responsible for the day to day management of the Trust's health and safety policy and the communication of its requirements. The Trust Board has the responsibility to monitor the policy and, if necessary, to require additional actions.

The nominated Health and Safety Trustee should:

- Work with the Trust's Operations Manager to ensure that the Trust has a Health and Safety Policy and have arrangements to implement and monitor it.
- Work with the Trust's Operations Manager to make annual health and safety inspections of the Trust premises.
- Consider budget implications on implementing the responsibilities identified in the Health and Safety Statement of Intent.
- Keep the Trust Board informed of health and safety issues.
- Attend the health and safety group meetings where possible.
- Attend appropriate trustee training where necessary.

4.3 The Principal/CEO

The Principal/CEO has the ultimate responsibility under the 'Health and Safety at Work Act' to ensure that the requirements of this act are being met on a day to day basis.

The Principal/CEO will ensure that:

- There is a fully functioning and effective policy for the management of health and safety in force in the Trust.
- They demonstrate personal commitment to health and safety by providing visible and active leadership and leading by example.

- A positive health and safety culture are evident and a proactive approach to health and safety management is adopted.
- The Health and Safety Policy is kept up to date with all the latest procedures and legislation, being reviewed at least on an annual basis.
- The Senior Leadership Team at each academy and Senior Leaders of the Trust (SLT) reflect health and safety considerations or decisions for the Trust.
- Sufficient money, time and resources is given to meeting the aims of the Health and Safety Policy.
- Staff are kept informed of relevant health and safety issues.
- That job descriptions contain specific areas of responsibility for health and safety management.
- Regular audits are carried out.
- A review of health and safety performance is carried out on an annual basis.
- Health and safety failures and their investigations are brought to the attention of the SLT.
- Staff and Students recognise their role in engaging in the active participation of improving health and safety.
- An appropriate Health and Safety Trustee has been nominated.

The Principal/CEO cannot delegate ultimate responsibility for health and safety within the Trust.

The Principal/CEO is assisted in these duties by the Operations Manager and the Health & Safety Officer.

4.4. Director of Finance and Resources

The Director of Finance and Resources will act as the Principal/CEO's deputy for matters of health and safety during the Principal/CEO's absence. They will ensure:

- That the health and safety policies and procedures are reviewed regularly, or when significant changes occur, and that these are brought to the attention of all employees (including revisions).
- That health and safety are adequately resourced with both time and finances.
- That the job descriptions contain specific areas of responsibility for health and safety management and that staff are competent to undertake their roles.
- That suitable persons are nominated to undertake key health and safety functions.
- That within the Trust, adequate provision is made for consultation with employees.
- Appropriate health and safety procedures and practices are undertaken by the Trust.
- That they bring to the attention of the Trust Board any significant health and safety issues, involving the trustees in any policy matters and bring to their attention health and safety guidance received from the nominated competent person.
- All levels of the Trust staff fully understand the arrangements for the implementation of the Health and Safety Policy.

4.5 Operations Manager

The Operations Manager (or in her absence the Director of Finance and Resources) will have the specific responsibility of the health & safety for the Trust and has the delegated duty of coordinating all health and safety within the Trust.

The Operations Manager is responsible for:

- Promoting a positive safety culture throughout all areas of the Trust and its academies.
- Bringing this policy to the attention of all staff and ensuring it is updated as required.
- Ensuring that there are effective arrangements for planning, organisation, control and monitoring of safety

within the Trust, and that the preventative and protective measures are regularly reviewed, and all legal requirements are met.

- Ensure risk assessments are carried out within the Trust and reviewed regularly.
- Monitoring the effectiveness of the policy and reporting back to the Senior Leadership Team/Senior Leaders of the Trust on a regular basis.
- Ensuring, with assistance from line managers, that as part of their personal development all employees are adequately trained in health and safety and made aware of their personal duties and responsibilities.
- Ensuring that appropriate health and safety standards and requirements are considered at the planning/design stage of any new projects.
- Ensuring that all injuries, ill health and serious incidents are reported to the Health and Safety Executive as and when applicable under the Reporting of Injuries, Diseases and Dangerous Occurrences Act (RIDDOR).
- Collate accident reports and ensure the forms are adequately completed.
- Presenting accident statistics to the Senior Leadership Team/Senior Leaders of the Trust on a termly basis.
- Ensuring that formal safety inspections are carried out and recorded as required.
- Ensuring that all plant, equipment and systems are subjected to regular maintenance in accordance with manufacturers guidelines, and inspection as specified by relevant approved codes of practice and legislation, such as lifts and lifting equipment, pressure vessels, gas installation, wiring installation, portable appliances, fire alarm, security systems, etc.
- Ensuring contractors are suitably vetted and systems are in place to ensure contractors and visitors are adhering to safety rules and procedures and any other statutory legislation relevant to their activities.
- Ensuring safe systems of work, rules and procedures are communicated to all relevant staff with suitable records kept.
- Ensuring appropriate risk assessments are undertaken for new and expectant mothers on formal notification to the Trust; liaising with managers to ensure relevant control measures are put in place.
- Ensuring arrangements for fire safety are implemented and that all relevant checks are carried out in conjunction with the Health and Safety Officer.
- All welfare facilities are adequate, and arrangements are in place for the safe disposal of waste.
- Carrying out performance reviews and audits of the Trust's health and safety management system.
- Reviewing this policy annually to take in to account any changes within the Trust and changes to current legislation.
- Providing health and safety induction training for all new staff in conjunction with the HR function.
- Providing internal refresher training for all staff regarding health and safety matters in order to keep them up to date with current Trust policies.
- Reporting to the Trust Board on the implementation of the Health and Safety Policy on an annual basis.

The Operations Manager will help promote a positive safety culture throughout the Trust by setting a good example to others by personal application of the policy.

4.6 Health & Safety Officer

The Estates Officer (H&S, purchasing and cleaning) will have the specific responsibility of the Health & Safety Officer. This role is to advise on the delivery of the day to day health and safety processes and procedures and assist the Operations Manager in their duties.

The responsibilities of the Health & Safety Officer are:

- Advising staff on routine matters of health and safety.
- To keep up to date with all current legislation on health and safety standards in premises management and industry best practice.

- Supporting managers of all levels in the development of safety monitoring systems, safety policies, generic risk assessments, safe systems of work and guidance.
- Carrying out accident/incident investigation, producing detailed reports and analysis, presenting reports to and discussing findings with the Operations Manager, assist with the implementation of any required modifications to equipment, processes or procedures following the investigations findings.
- Acting on reports from employees on matters of health and safety including hazards, accidents, incidents and ill health.
- Assisting the Operations Manager in reporting serious incidents, injuries and ill health to the Health and Safety Executive as required by the Reporting of Injuries, Diseases, Dangerous Occurrences Regulations (RIDDOR).
- Operating and managing systems which enable staff and students to report all accidents, violence, incidents, near misses and occupational ill-health (in conjunction with the HR function).
- Ensuring that staff are consulted about anything which may affect their health and safety.
- Ensuring the Trust has sufficient qualified first aiders, and co-ordinate the first aid rota.
- To maintain all first aid kits, and ensure all contents are sufficient and in date.
- Ensuring fire procedures, drills and testing is carried out and documented as required.
- Assisting staff with formal safety inspections.
- Providing the Operations Manager with accident/ incident statistics on a termly basis, or as required.
- Maintaining and monitoring fire evacuation procedures.
- Providing assistance to the Operations Manager as and when required.

4.7 Estates Team

The Estates Team are responsible for providing support to ensure that the premises and its equipment are adequately maintained in accordance with manufacturer's guidelines and kept in a safe condition. Therefore, as well as the general management duties, they have the following specific health and safety duties:

Estates Officers

- Ensure the site offers a safe working environment for staff, students and visitors.
- All welfare facilities are adequate, and arrangements are in place for the safe disposal of waste.
- Identifying defects and dealing with them in consultation with SLT as appropriate. Where premises defects cannot be immediately dealt with the site staff are responsible for ensuring appropriate interim measures are taken, in order to make the area safe.
- Ensure any temporary rules, such as exclusions from parts of the premises, are made known to all staff, students and visitors to the premises.
- Ensure contractors are briefed on site safety before any work takes place and prior to each working session.
- Make contractors aware of the Trust's Health and Safety Policy, fire and first aid emergency procedures.
- Ensure relevant statutory signs and notices are provided and displayed in prominent positions.
- Ensure procedures are in place for site security along with details for contacting emergency services.
- Ensure any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Ensure contractors and visitors are adhering to safety rules and procedures and any other statutory legislation relevant to their activities.
- To keep up to date with all current legislation on health and safety standards in premises management and industry best practice.
- To ensure the safety of all plant and equipment via means of a planned preventative maintenance programme, with records being kept detailing all maintenance and inspections.
- To ensure that all inspections and examinations required for insurance purposes are carried out by suitably qualified inspectors and records kept in accordance with relevant legislation e.g. lifting equipment, pressure vessels, display energy certificate, fixed wiring inspections, etc.
- To ensure that risk assessments are carried out for all maintenance and repair works and that there are suitable

controls in place.

- To establish a list of competent contractors suitably qualified to carry out routine maintenance and inspection of certain specialist systems and equipment such as fire alarms, portable firefighting equipment, boilers, lifts, security and access control systems, etc.
- To set up and run a permit to work system for things such as working at height, areas of restricted access, working on live electrical equipment etc.
- To ensure through regular inspection that fire routes are kept clear and free of clutter, with any combustible materials stored away from any sources of ignition.
- To ensure Legionella checks are carried out and documented.
- When designing new or altering premises or plant, ensuring that all current safety legislation and guidance is considered.
- Ensure that any health and safety issues identified are dealt with in a prompt and correct manner, reporting any major concerns to the Health and Safety Officer or the Operations Manager.

Assistant Estates Officer

- Ensure the site offers a safe working environment for staff, students and visitors.
- To keep up to date with all current legislation on health and safety standards in premises management and industry best practice.
- To ensure through regular inspection that fire routes are kept clear and free of clutter, with any combustible materials stored away from any sources of ignition.
- When designing new or altering premises or plant, ensuring that all current safety legislation and guidance is considered.
- Ensure that any health and safety issues identified are dealt with in a prompt and correct manner, reporting any major concerns to the Health and Safety Officer or the Operations Manager.
- To ensure that housekeeping is carried out daily to ensure high standards of cleanliness are maintained throughout.
- To assist the site team and Operations Manager in any other health and safety tasks.

4.8 Senior Leadership Team/Senior Trust Leaders

All members of the Senior Leadership Team and Senior Leaders of the Trust have the following health and safety responsibilities:

- Activities under their control are carried out, so far as reasonably practicable, safely and without risk to health.
- To support and advise the Principal/CEO and Operations Manager on any Health and safety issues within their areas of responsibility.
- To consult with staff on issues related to health and safety through regular team meetings.
- To monitor the implementation of this policy within their areas, offering encouragement and support to leaders and staff to enable them to meet its requirements.
- To ensure that all staff in their areas are aware of and follow the correct procedures for reporting accidents and incidents. To offer support to the Operations Manager and the Health & Safety Officer in any follow up action and investigation.
- To monitor arrangements for risk assessments in their area of responsibility, and to work with the Health & Safety Officer to ensure they are sufficient, valid, and any control measures highlighted are adhered to.
- To set a good example by personal application of this policy and by actively promoting health and safety.

4.9 Other Leaders – SPDLs and Subject Leaders

All leaders/managers across the Trust share responsibility for the effective application of this policy.

These responsibilities are:

- To ensure that suitable and sufficient risk assessments are undertaken for all activities within their remit and that appropriate control measures are put in place.
- To understand the limits of their own competence and to ask for help from the Operations Manager or Health & Safety Officer if needed.
- To write and implement safety policies and safe systems of work for their areas, in consultation with staff, as and when required.
- To ensure that new staff receive a departmental induction covering policies, and departmental procedures.
- To resolve health, safety and welfare problems referred to them by members of their staff or referring to the Principal/CEO or line manager any problems they are unable to resolve within the resources available to them.
- In high risk departments, ensure that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the Trust, on the activities and equipment for which they are responsible.
- For lower risk departments, ensure that classroom checklists are completed on a regular basis for all their departmental rooms and any concerns are brought to the attention of the Operations Manager.
- Ensuring all relevant health and safety information is communicated to all staff.
- Ensuring all accidents/incidents occurring in their area of control are reported and appropriate paperwork is completed, carrying out a preliminary investigation if necessary.
- To ensure all staff are aware of fire evacuation and other emergency procedures.
- To ensure all staff are aware of first aid procedures.
- Ensuring they and their staff are aware of and comply with the off-site visit's procedures.
- To undertake any necessary training which is provided, in order to keep them up to date with safety requirements and best practice in their areas.
- To manage the delivery of staff training needs within their area to ensure that the health and safety training needs of the Trust and individuals are met.
- Ensuring that all accommodation, equipment and machinery within their area is properly maintained and safe to use.
- To assist in the investigation of any incidents or accidents within their area.
- To work with the Operations Manager to ensure staff understand and comply with fire and evacuation procedures for their areas.
- To ensure that all employees, contractors and visitors are made aware of safety procedures.
- Ensuring that where possible main reception is notified in advance of the arrival of any contractors and visitors, and that all contractors or visitors to their department have signed in/out. Ensuring also that contractors are competently qualified to carry out routine maintenance and other building work.
- To consult with staff on issues related to health and safety through regular team meetings.
- To set a good example for staff they manage by following procedures and policies.

4.10 Specific responsibilities of other staff

Some managers have more specific health and safety responsibilities in addition to the general duties set out for all managers.

4.11 Class Teachers

The safety of students in all learning environments on and off site is the responsibility of the class teacher. In addition to the general responsibilities of an employee a class teacher is expected to:

- Raise any health and safety concerns outside their control related to their class area with their immediate manager.
- Exercise effective supervision of students and where appropriate ensure they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area.
- Comply with the particular health and safety measures (including risk assessments) to be adopted in their own teaching areas and to ensure they are applied.
- Ensure that appropriate and direct supervision is provided for students.
- Give clear instructions and warnings to students as often as necessary.
- Ensure that the Trust's behaviour protocols are followed in all activities.
- Assess risk when planning activities and ensure that measures are in place to minimise the risks identified.
- Integrate all relevant aspects of safety into the teaching process and if necessary, give specific lessons on safety and specific guidance to members of staff.
- Set a good example and follow safe working procedures personally.
- Ensure the use of protective clothing and guards where necessary for themselves, students and others.
- Ensure that staff, volunteers and visitors within their teaching jurisdiction are familiar with and follow all relevant aspects of this Health and Safety Policy, and other policies, procedures and guidance documents.
- Alert managers/ curriculum leaders to any health and safety concerns.
- Build and record safety education in curriculum planning.
- Not bring any personal items of equipment or substances that may cause unacceptable risk in their use. Personal items can only be brought into the Trust with the permission of the Principal/CEO

NB. Teaching Assistants in charge of groups are responsible for the safety of students and for carrying out the duties noted above, even when under remote direction from a teacher.

4.12 Health & Safety Group

The Health & Safety Group is an integral part of the Trust's safety organisation and will consist of members of staff from different areas of the Trust including all high-risk departments such as PE, Science, ICT, Art, etc . The nominated H&S Trustee, the Operations Manager, the Health and Safety Officer and also the staff Union Rep for Health and Safety will also be part of this team. This team will therefore represent the views of staff on all matters of health and safety.

The duties of the group are to:

- Assist the management in the maintenance of a safe and healthy work environment.
- Carry out routine safety inspections of their department and areas of work.
- Assist with and carry out departmental specific risk assessments.
- Assist the Health & Safety Officer in the investigation of incidents and accidents.
- Give feedback to the management via the Health & Safety Group meetings regarding matters of health and safety.
- Pass on any health and safety matters raised during team meetings to their departmental colleagues.
- Keep any departmental health and safety records up to date and reviewed i.e. Risk Assessments, COSHH (Control of Substances Hazardous to Health) and any safe systems of work or procedures.
- Regularly inspect any departmental PPE (Personal Protective Equipment) to ensure it is in good condition and stored correctly.
- Take part in any relevant safety training provided for members of the Health & Safety Group.
- Be proactive and promote a positive health and safety culture to their colleagues at all times.

4.13 Staff Duties and Responsibilities

All employees have a duty to co-operate with their employer to enable them to comply with the law.

All employees will therefore:

- Take reasonable care of themselves and others (including students, sub-contractors and visitors) that may be affected by their acts or omissions at work.
- Not misuse or interfere with anything provided in the interest of health, safety or welfare.
- Use equipment, substances and specified safety equipment only as instructed and trained to do so.
- Read and ensure they understand the Health and Safety Policy.
- Use any personal protective equipment provided, and ensure it is stored correctly and maintained in good working order.
- Ensure appropriate safety guidance and information is provided to any visitor or sub-contractor they are responsible for.
- Set a good example to others by wearing personal protective equipment as they have been trained, and by encouraging others to do the same.

All staff members have a duty to report to their manager:

- any work conditions or practices they consider unsafe or unhealthy.
- any areas of weakness in the safety arrangements.
- any accidents, incidents, dangerous occurrences or health problems.

5.0 Arrangements for Health and Safety

5.1 Induction, Training and Supervision

It is the responsibility of the Trust that all new employees are given information on health and safety relevant to their role. All new employees must attend a general health and safety induction provided by the Operations Manager or Health and Safety Officer. The general induction will include fire procedures, first aid provisions and accident reporting. Annual updates of health and safety will be given to all staff.

Specific departmental induction training will be provided and recorded by Subject Leaders. This will include any specific risk assessments, departmental policies (for higher risk departments) and work equipment.

Special training will also be given for specialist roles/tasks such as:

- First Aid
- Risk Assessment
- Fire Marshal Training
- Use of Plant and Machinery
- Display Screen Equipment Users (DSE)
- Control of Substances Hazardous to Health (COSHH)
- Radiation Protection
- Manual Handling
- Lone Working

All staff should raise any training requirements directly with their line manager for consideration and approval. All

training will be recorded and retained on each individual employee's personal file for future reference by the Human Resources Department.

5.2 Consultation with employees

The Trust acknowledges the importance of staff involvement in health and safety matters.

The health and safety working group will meet at least termly to enable effective consultation with staff. It is the intention of the Trust to consult staff or their representatives on matters regarding health and safety including:

- Any change which may substantially affect their health and safety at work, for example procedures, equipment or methods of working.
- Ensuring staff are aware of the likely risk and dangers arising from work activities and the measures required to reduce or eliminate these risks. Information will also be given on how to deal with a risk or danger.
- Consultation upon the introduction of any new systems and procedures (which includes new equipment and/or hazardous materials) and the consequences this may have on health and safety.
- Matters relating to health and safety which will be briefed to staff at site level by management.

5.3 Accident reporting procedures

The first priority when an accident occurs is to obtain first aid treatment for all injuries, if the incident is serious enough to warrant medical intervention the reception or first aider will dial 999 and request an ambulance/paramedic. Information regarding first aiders is displayed within each resource base. Each resource base holds a first aid box, a telephone with a list of first aid contact numbers and a radio which can be used to immediately contact the nearest first aider within the college or reception.

It is important that medical attention is obtained from the first aiders as soon as possible. When the casualty has received suitable medical/first aid treatment details of the accident should be recorded on the accident form. An example of the accident form can be found in [Appendix 1](#).

Reporting Procedures – Employees

Any accident or dangerous occurrence must be reported to the Operations Manager. An accident form should be completed as soon as possible. All accidents and near misses must be recorded, however minor. Accident forms are available from the site office and on the shared area in the first aid folder.

Reporting procedures – Students, Visitors and Contractors

Any non-employee who experiences an accident or near-miss incident whilst on the premises should be informed to report the incident immediately to the person responsible for his/her presence on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that procedures are adhered to.

All injuries must be reported and recorded, however minor. Visitors and contractors who are unable to complete the accident form themselves must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable. Where an accident occurs involving a student, the parents/carers should be informed, and this should be noted on the accident form.

All accidents involving students, visitors or contractors must, if necessary, be investigated to the same standard and quality of those completed for employees, using the same documentation.

Accident investigation

If deemed necessary depending on the severity, an accident investigation will be carried out. The outcome of an investigation should be communicated to relevant members of staff who may need to act as a result of an accident. Accident investigations are carried out to establish the facts relating to the accident/incident not individual's opinions. Under no circumstances will such investigations be used as a mechanism to apportion blame. Investigations are primarily a management tool to identify suitable measures to prevent a recurrence.

RIDDOR and EMPLOYEES

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) require employers to report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work**.

The Operations Manager is responsible for reporting accidents under RIDDOR. The following work-related accidents, including those resulting from physical violence, if an employee or self-employed person is injured while working at the premises are:-

- Accidents which result in death or specified injury must be reported immediately.
- Accidents which prevent the injured person from continuing their normal work for more than seven days must be reported within 15 days of the accident.

Specified injuries include:-

- A fracture or broken bone, other than to fingers, thumbs or toes.
- Amputation.
- Dislocation of the shoulder hip, knee or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent.

See RIDDOR website for a full list of specified injuries.

Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, specified injury or a person being incapacitated for over 7 days are reportable. In the case of an over 7-day injury, the incapacity must arise from a physical injury and not as a result of a psychological reaction to the act of violence.

Reportable diseases

Employers must report occupational diseases (listed at www.hse.gov.uk/riddor) when they have received a written diagnosis from a doctor that they, or their employee, have one of the conditions **and** the sufferer has undertaken activities that correspond with the condition listed in RIDDOR.

RIDDOR reporting for students and other people who are not at work

Accidents involving contractors working on the premises are normally reportable by their employer. Injuries to students and visitors who are involved in an accident are only reportable under RIDDOR if:-

- The accident results in the death of the person and arose out of or in connection with the work activity.
- The accident results in an injury that arose out of or in connection with a work activity **and** the person is taken from the scene of the accident to hospital for treatment.

Specified injuries and diseases only apply to employees. If a student is absent from the college following an accident this is not reportable.

How to decide if an accident to a student ‘arises out of or is in connection with work’?

The responsible person should consider whether the accident/incident is caused by:-

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip).
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc.).
- The condition of the premises (e.g. poorly maintained or slippery floors).

The above is only reportable if they occur and if the accident results in a student’s death or they are taken from the scene of the accident to hospital for treatment.

PE

Not all sports injuries to students are reportable. The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or as a result of inadequate arrangements for supervision of an activity and whether the person is taken from the scene to hospital for treatment.

Reporting procedures

The Operations Manager is responsible for reporting accidents under RIDDOR.

6 First Aid and Supporting Medical Needs

Specific staff have undergone emergency first aid training. First Aiders are qualified personnel who have received training and passed an examination in accordance with Health and Safety Executive requirements. First Aiders will be provided with re-training at regular intervals in order to ensure that their skills are maintained.

A first aid risk assessment has been carried out. This assessment considers and details the circumstances of the workplace, workforce and the hazards and risks that may be present and what arrangements we need to put into place.

The size and number of first aid boxes has been determined by the first aid risk assessment for the building. All boxes must be easily accessible and available at all times. They comply with Safety Signs Regulations 1996 and are easily identifiable as first aid containers by having a white cross symbol on a green background displayed on the outside and are made of suitable material designed to protect the contents from damp and dust.

First aid boxes are provided by the Trust to each first aider. A stock of first aid equipment is kept in the medical room and each first aider is responsible for re-stocking their box after an accident where stock is used. A stock list is kept in each box and each first aider is responsible for ensuring at the start of each day the box they have is fully stocked. The Health and Safety Officer is responsible for maintaining the medical room stock. First aid boxes that are located in other areas will be replenished by the Health and Safety Officer. A list of locations for all first aid boxes will be kept on the shared area in the first aid folder.

First aid does not include giving tablets or medicines to treat illness. They are not permitted to be kept in first aid boxes. If an individual carries their own medicines as prescribed by their medical practitioner e.g. inhaler for asthma, the first aider’s role is limited to helping them self-medicate and contacting the emergency services as appropriate.

For higher risk activity, such as laser eye, chemical burns, radiation, nanomaterial, biological, the faculty is responsible for ensuring the risk assessment identifies potential risks and has appropriate safety provision in place as necessary.

Defibrillator Location

The college has one defibrillator which is located at the main reception. The Health and Safety Officer is responsible for

checking and documenting each week that the defibrillator is in good working order.

Out of hours First Aid

Out of hours is categorised as any time the reception phone number is not staffed which currently is outside the hours of 8.00 am – 5.00 pm Monday to Friday. When the estates team is on the site the out of hours first aid can be summoned using a radio. A radio is available on the Achievement Centre reception desk and in each resource base with instructions on how to operate it.

If a member of staff is working alone a risk assessment of the activity should be completed by their line manager and authorised by management.

Use of Epi-Pens

Some staff and students carry their own medication that has been prescribed by their doctor for existing medical conditions. If individuals need to take their own prescribed medication, the first-aider's role is generally limited to helping them to do so and contacting the emergency services as appropriate.

Medicines legislation restricts the administration of injectable medicines. Unless self-administered, they may only be administered by or in accordance with the instructions of a doctor (e.g. by a nurse). However, in the case of adrenaline there is an exemption to this restriction which means in an emergency, a layperson is permitted to administer it by injection for the purpose of saving life.

The use of an Epi-pen to treat anaphylactic shock falls into this category. Therefore, first-aiders may administer an Epi-pen if they are dealing with a life-threatening emergency where a casualty who has been prescribed and is in possession of an Epi-pen and the first aider is trained to use it. All appointed first aiders undergo mandatory training in the use of Epi-pens.

7 Infection, prevention and control

The Trust follows national guidance published by Public Health England when responding to infection control issues. Staff, students and visitors will be encouraged to follow good hygiene practice, outlined below where applicable.

7.1 Handwashing

- Wash hands with liquid soap and warm water.
- Always wash hands when using the toilet, before eating or handling food, and after handling animals.
- Cover all cuts and abrasions with waterproof dressings.

7.2 Coughing and sneezing

- Cover mouth and nose with a tissue.
- Wash hands after using or disposing of tissues.

7.3 Cleaning of the environment

- Clean the environment frequently and thoroughly including equipment.
- Clean all spillages of blood, faeces, saliva, vomit immediately whilst wearing personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.

8 Educational visits

First Aid on Trips, Visits and Off-Site Activities

When students are on approved Trust trips and visits, first aid arrangements are detailed in the risk assessment for that specific trip.

Please refer to the Trust's Trips, Visits and Off-Site Policy.

9 Occupational Health Services and Health surveillance

The Trust takes health and welfare seriously. The aim is to create an environment which is free from occupational risk and occupational illness. The Trust aims to achieve this with the help, involvement, contribution and commitment of all members of staff. The Trust recognises that some health and safety legislation require employers to provide health surveillance for their staff. It is the Trust policy to introduce health surveillance only in a situation where the health risks cannot be adequately controlled by other means.

Further advice on the appropriate course of action will be sought from the Trust's Occupational Health Provider wherever necessary. Staff are encouraged to identify if they have any physical or medical conditions that could be adversely affected by undertaking work activities on behalf of the Trust. If any staff has concerns about their health or if any screening questionnaire shows that further medical surveillance is required, then the Trust will send the employee to a designated Occupational Health Provider.

10 Stress in the workplace

It is the Trust's policy to address all work-related illnesses and in particular stress. To control, reduce or eliminate it so far as is reasonably practicable.

Please refer to the Trust's Stress Policy.

11 Risk Assessments

The Trust accepts that some of its activities could, unless adequately controlled, create risks to employees and others. Therefore, in order to comply with the Management of Health and Safety at Work and to safeguard the health, safety and welfare of employees and others, the Trust will take all reasonably practicable measures to reduce those risks to an acceptable level. This is achieved by undertaking suitable and sufficient risk assessments for all work activities with a significant hazard.

The aim of the risk assessment process is to:

- Identify significant hazards associated within the Trust's undertaking and any significant hazards associated with the premises.
- Identify any person who may be affected or injured by the hazards.
- Evaluate the level of risk.
- Identify and implement appropriate control measures to eliminate or reduce the hazards to a safe level.

Risk assessments for all work activities with a significant hazard will be undertaken by competent staff using the risk assessment template and guidance issued by the Trust detailed in [Appendix 2](#). Risk assessments will be reviewed on a regular basis and also following accidents or near misses. Once completed risk assessments must be communicated with staff and saved in the shared health and safety area.

For low risk departments, classroom checklists will be completed on an annual basis by the classroom teacher see [Appendix 3](#). These will also be saved in the staff area in the health and safety folder.

12 Fire safety

The Trust is committed to ensuring that any risk of fire at the premises is minimised so far as is reasonably practicable. Despite this commitment it cannot be assumed that fire will never break out and therefore the Trust will develop and maintain such emergency procedures as are appropriate in the circumstances. In particular the Trust will ensure:

- A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified. The fire risk assessment must be monitored and maintained.
- All staff receive an induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure.
- All students are made aware of the fire and evacuation procedures, including assembly points.
- A fire logbook is kept up to date by the site team with all relevant records relating to fire safety and is made available for inspection by the local authority fire service.
- The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook.
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.
- A fire evacuation drill is carried out every term which will be recorded in the fire logbook.
- All automatic fire detection equipment is tested according to current guidelines and the tests are recorded.
- All emergency lighting and emergency exit lights are tested according to current guidelines and monthly tests recorded.
- A regular check is made to ensure escape routes and doors are not obstructed.
- Fire doors should be closed at all times and not wedged open.
- When the fire alarm sounds, staff and students evacuate on each occasion.
- A summary of the evacuation procedures will be made available to all contractors and visitors to the college. These shall be displayed throughout the premises.

Where necessary Personal Emergency Evacuation Plans (PEEPs) will be drawn up for any students or staff at the college. The PEEP will be communicated with relevant staff that are involved in the Fire Emergency Evacuation Procedure.

13 Fire Procedures

In the event of fire, the safety of life shall override all other considerations. If a fire is discovered, the alarm should be raised immediately by the appropriate method. The raising of the alarm should be the first action taken on discovery of any fire however small.

The Fire Emergency Evacuation Procedure is detailed in [Appendix 4](#). These procedures are posted within every room in the college and updated as appropriate but typically on an annual basis. Instruction include:

- The fire evacuation alarm consists of a continuous siren.
- During lesson time – on hearing the alarm, students will be instructed to stand quietly by their work stations and then be evacuated, under instruction, in an orderly fashion.
- Any gas or electrical equipment should be turned off, where it is safe to do so.
- Teaching staff will supervise the orderly movement of their classes as they leave the building quietly.
- All teaching staff not with a class, support staff, visitors and contractors will also move to the fire assembly point to be accounted for.
- In the event of an alarm activation, the Fire Service will automatically be notified. However, on completion of the evacuation, a member of SLT or the site team will also call the Fire Service, in accordance with the Fire Emergency Evacuation Procedure.

- If safe to do so, staff leaving an area with students should ensure that all doors are closed and apparatus are switched off.
- If, due to the location of the fire, senior staff decide that the assembly point needs to be moved then they will instruct staff to move to an appropriate area.
- Senior staff will take charge of appropriate assembly areas and report to the Principal/CEO when all year groups have left the building. The Principal/CEO or, in their absence, the Deputy Principal will confirm that the building is safe to enter prior to authorising any return.

14 Building Safety and Housekeeping

The safety of employees, students and visitors is of the utmost importance at the Trust. It is Trust policy that good housekeeping, cleanliness and tidiness are the first steps in the prevention of accidents at work.

Poor standards of housekeeping often cause employees and others to 'slip, trip or fall' and are consequently one of the most common causes of accident and injury at work. See Access and Egress risk assessment for more information.

The Trust recognise the need to ensure that good standards of housekeeping are achieved and maintained at all times and a policy of 'clean-up as you go' will always be the preferred option. Walkways and passageways must be kept clear and free from obstructions at all times. If corridors or walkways become wet or have just been cleaned, warning signs must be used.

The provision of a safe and well-lit working environment is fundamental to the health, safety and the wellbeing of all members of staff and visitors to the premises.

All reasonable steps will be taken to ensure that lighting is adequate for the task being undertaken and suitable provisions will be made to ensure that light is provided in the event of an emergency.

Lighting is an important environmental criterion, which makes a safe and effective working environment for the workforce. In order to ensure that it does not adversely affect working conditions, employees are instructed to follow the precautions outlined below:

- Report failures of lighting or any defects observed to the site team.
- Request additional lighting if existing lighting is not sufficient for the task.
- Do not place portable lighting equipment (such as lamps) in such a position that it will impede access or interfere with other persons or property.
- Keep the workplace tidy and do not let items accumulate on windowsills.

15 Violence to Staff

Violence is defined by the Health and Safety Executive (HSE) as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Verbal abuse and threats are the most common type of incident. Physical attacks are comparatively rare. The Trust does not accept any form of violence or aggression against their employees and will take appropriate action if this occurs.

The Trust will attempt to reduce the risks of such incidents by the following means:

- Considering personal safety during specific risk assessments.
- Keeping detailed records of all past incidents.
- Asking staff whether they feel threatened.
- Being aware of the area where work is to be carried out.

- Considering physical security measures such as CCTV or personal alarms.
- Discouraging employees from carrying large quantities of cash or wearing expensive jewellery.

Any injuries sustained as a result of non-consensual physical violence are reported in accordance with the accident reporting procedure.

16 Manual Handling

The definition of manual handling is 'the transporting or supporting of a load by hand or bodily force'. This comprises of lifting, carrying, pushing and pulling. It is the policy of the Trust to eliminate manual handling tasks so far as is reasonably practicable. Where this is not possible, tasks will be mechanised wherever possible, ensuring all lifting/moving aids used are suitable for the task. Where it is not possible to remove the task, or mechanise it completely, manual handling training will be given to relevant staff as required.

A Manual Handling risk assessment will also be in place when the task cannot be avoided and there is a risk of potential injury. The risk assessment will help in assessing the elements of the operation and assist in deciding suitable control measures.

A key component of this is proper management of stores, supplies and equipment. More specifically:

- Reducing the size of the parcels delivered.
- Making sure the stores are kept in the best location for use.
- Storage facilities for the supplies are suitable.
- Reduce the amount of repetition of the task.
- Using mechanical aids or extra personnel to move large deliveries.

17 Access and Egress

The Trust is committed to providing a safe place of work and a safe means of access and egress within all parts of the premises where work is being undertaken. An Access and Egress risk assessment has been completed which identifies any hazards and seeks to reduce risks to a minimum of all users entering and exiting the college site.

To achieve this, the Trust will ensure, so far as is reasonably possible, that:

- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.
- All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises.

To ensure that safe access and egress is maintained in all areas, the site team will ensure that regular inspections of the site are undertaken.

All visitors must report to reception on arrival. Visitors will be required to sign in and then they will be issued with a visitor's badge.

Whilst on the Trust premises:

- All staff will wear a black lanyard and ID badge.
- All sixth form students will wear a lanyard and ID badge.

- All visitors will wear a visitor's badge.
- All contractors will wear a visitor's badge, as appropriate.

18 Slips, Trips and Falls

Slips, trips and falls are the most common cause of injuries in workplaces. Slip and trip incidents can be controlled, and the measures needed are often simple and low cost, but will bring significant reductions both in human suffering and costs. General risk assessments have been carried out and include slips, trips and falls (see Access and Egress risk assessment). The site staff will carry out regular checks of the following areas:-

- External paths and walkways.
- Building entrances and exits.
- The Theatre.
- Internal stairs and corridors.
- Classrooms.
- Storage areas.
- Kitchens and dining areas.
- Offices.

All staff have a responsibility to ensure that any spillages are dealt with immediately and adequate signage is used where appropriate. Cleaning equipment is available from the site team. All slips, trips and falls must be reported in line with the accident reporting procedures. If staff have concerns regarding the quality of the building, they must be reported immediately to their line manager or to the site team.

19 Driving

The Trust will take all reasonable steps to secure the health and safety of our employees who drive as part of their job.

Any member of staff that has to drive as part of their role must submit their driving licence for inspection annually to the Human Resources Department and ensure that they have all the relevant documentation in place such as business use insurance cover. The Trust reserves the right to contact the DVLA in order to monitor the status of individual licenses. Employees are reminded that, despite familiarity, driving on the roads can be a hazardous activity. The following precautions should be taken by each employee to minimise the risk:

- Plan the route to minimise driving requirements.
- On a long journey take regular breaks to help to reduce tiredness.
- Seek to avoid overlong days of work and driving.
- Report the development of any health problem that may limit or prevent driving e.g. epilepsy or heart condition.

It is important to ensure whilst driving, the Highway Code is followed at all times. Any breach of the code may result in prosecution if stopped by the police.

20 Control of Substances Hazardous to Health (COSHH)

It is the intention of the Trust to secure the health and safety of all persons so far as is reasonably practicable from the hazards in the use, handling, storage, disposal and transportation of all substances, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

The site office, catering department, cleaning stores and high-risk departments such as science and art are the most likely places where substances can be found. Staff must not bring any substances on to the premises from home or elsewhere. The Trust acknowledges that no substance can be considered completely safe. All reasonable steps will therefore be

taken to ensure that all exposure of staff and students to substances hazardous to health is prevented or at least controlled within the statutory limits.

The Trust recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risks, the recommendations of the staff undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment. The primary requirement for the control of hazardous substances is to conduct a COSHH risk assessment and give training to the member of staff before the use of any such substances. Any process which is liable to expose staff, students or visitors to substances hazardous to health should not be carried out unless a "suitable and sufficient" assessment has been made of the risks to health and measures are in place to eliminate, or adequately control exposure to such substances.

The site team will ensure that contractors visiting the site, who are required to use hazardous substances, provide copies of their COSHH assessments for the materials they are to use prior to arrival at site. Where, in the opinion of the Trust management, contractors are using unsafe practices, they are to inform them to cease work until a safer alternative is agreed upon.

All staff have a duty under the COSHH regulations to: -

- Take part in training programmes.
- Read container labels.
- Practice safe working.
- Report any hazard or defect to their manager.
- Use personal protective equipment provided.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Use control measures properly.

21 Lone Working

Lone working is any activity that requires employees to work without close or direct supervision. Lone working activities will be risk assessed and the results of assessments will be made available to all employees and will be readily available for inspection by management. Staff who are required to undertake lone working activities will be provided with all relevant information, instruction and training resulting from the risk assessment.

22 Working at Height

If there is a risk of a fall liable to cause personal injury, this is classified as at height, even if it is below ground. In accordance with The Working at Height Regulations, the Trust shall conduct a risk assessment to identify the hazards and controls in order to complete the task in a safe manner. The Trust will do all that is reasonably practicable to prevent falls from height.

The below will be used for managing and selecting suitable ways for working at height:

- Avoid the need work at height where possible, e.g. using extended equipment from the ground.
- Prevent falls using appropriate access equipment such as work platforms or rope access.
- Reduce the distance and consequences of a fall should one occur.
- Provide instruction and training for any staff undertaking working at height.

The Trust has a duty as an employer to ensure that the risk of injury is removed or minimised.

The essential part of this is to plan and organise the work taking into consideration whether conditions that could endanger health and safety and ensuring all people involved in the task are adequately trained.

In order to ensure that the work is properly planned, appropriately supervised and carried out in a safe manner the following points will be considered within the risk assessment: -

- Competence of people, including those involved in the planning of the task.
- Selection of work equipment considering the distance to be travelled for access and egress duration and frequency of use, practicalities for quick and easy evacuation in an emergency.
- Retaining the hierarchy of controls e.g. guardrails/barriers; scaffold and working platforms, collective fall arrest (nets), PPE/harness and warning signs (last resort).
- Prevention of falling objects and elimination of throwing/tipping from height. Remembering to include the correct storage of materials and objects and load bearing capacity.
- Exclusion zones below the activity if there is no reasonably practicable way of removing the risk of falling objects.
- If personal fall arrest systems are to be used, where appropriate, they will incorporate a suitable means of absorbing energy and limiting the forces applied to the user's body.

23 Lifting Equipment and Lifting Operations

The Trust defines lifting equipment as any plant certified for lifting or lowering loads and any operation thereto, this includes, passenger lifts, scissor lift, etc.

Regulations require that lifting equipment be:

- Suitable for the activity it is to perform.
- Adequately strong and stable and marked to indicate safe working loads.
- Positioned and installed to minimise any risks.
- Used safely, i.e. the work is planned, organised and performed by competent people.
- Thoroughly examined and inspected by competent people.

The Trust may use equipment of this type for various activities to be carried out during the course of the work therefore, the Trust will ensure that:

- Competent people carry out all lifting operations in a well-planned and supervised manner.
- Lifting equipment used to lift people is clearly marked and safe for such a purpose.
- All lifting equipment is thoroughly examined before being used for the first time.
- Equipment used for lifting people, e.g. Scissor Lift is thoroughly examined every six months and documented. Any lifting accessories must also be examined within this timeframe.
- All other lifting equipment is examined annually.

Where necessary, the Trust will also develop safe working procedures for the use of this equipment and all relevant employees will be trained in and adhere to these procedures. Should changes in legislation or practice occur or should a reportable injury occur, risk assessments and/or safe working procedures will be reviewed and employees will be informed of any changes.

23.1 Ladders and Stepladders

Due to the inherent danger of falls from height whilst using ladders, the use of ladders within the Trust will only be authorised if there is no suitable alternative e.g. mobile tower. The practicality of using access equipment such as mobile towers, scaffolding and elevating working platforms, etc. will be considered by risk assessment.

The Trust accepts that it is necessary for some operations to use a ladder or stepladder.

Ladder users must be trained and instructed in their use.

Ladders must be:

- In sound condition and checked by the user for freedom from defects.
- Of sufficient length for the work in hand, extending at least 1 metre beyond the highest point to which access is required.
- Erected on a firm and level base and supported by the stiles only.
- Set at the correct angle - 4 metres of vertical rise for every 1 metre of horizontal displacement.
- Either firmly secured near the top or footed at the bottom by a second person or 'ladder stopper' device.

Only ladders constructed to a national or international industrial standard e.g. EN131 Class 1 ladder may be used within the Trust. Site-specific risk assessments on the use of ladders will be carried out prior to activity by the Operations Manager and the results communicated to the Principal will ensure that employees are following the systems laid down for their safety.

24 Visitors/Contractor Reporting

All visitors including contractors are required to sign in at the main reception. It is the duty of all Trust personnel to ensure the Health and Safety of all visitors to the site.

Visitors including contractors and sub-contractors must wear protective clothing suitable for the task or location, the same level of protection is to be afforded to any visitor proceeding to that area. Contractors and other visitors must provide the Trust with the necessary documentation with respect to safeguarding whilst unsupervised on site. However, they should be fully briefed in the health and safety rules of the Trust including emergency procedures. Any break of the rules should be reported to the Principal immediately.

24.1 Construction Design and Management Regulations

The Construction Design and Management Regulations applies to all building, demolition, repair and maintenance or refurbishment work. Where the Trust undertakes projects directly, the Trust Board are considered the 'client' and therefore have additional statutory obligations.

24.2 Selecting and Managing Contractors

All contractors will be appropriately selected and be competent in terms of health and safety. The Trust Contractors Safety Questionnaire, detailed in [Appendix 5](#) must be completed to ensure the following checks are in place:

- Adequate insurance.
- Health and safety procedures in place.
- Appropriate level of DBS needed to carry out the required work.
- Photographic Identification when arriving on site.

Contractors left alone on the premises to carry out their work must have an enhanced DBS check if the work they're doing gives them the opportunity for contact with students. If they do not have an enhanced DBS, site staff or another member of staff must stay with the contractors at all times whilst on site. It is important that photographic identification is seen to clarify that the person attending is the same person that checks have been carried out on.

On an annual basis all regular contractors should complete the Trust Contractors Safety Questionnaire, a copy of the completed questionnaire must be kept by the site team. Contractors must be made aware of and abide by the Trust's Health and Safety Policy and not endanger students, staff or other visitors on the site.

The site team will be responsible for the co-ordination of contractors' activities on site.

The site team must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, students and visitors to the premises. This might be achieved by the posting of suitable notices.

All contractors must report to the site team before any work takes place and prior to each working session. The site team should then inform the contractor of any conditions which may affect their safety and that of others.

The premises will carry out the following precautions:

- All visitors will be required to sign in at reception which will indicate the time of arrival and departure.
- Work will take place during the holidays/out of normal premises hours where possible.
- The site team will display the appropriate warning and information signs prominently.
- All vehicle and pedestrian routes will be kept clean and clear of obstructions and will be regularly inspected.
- Ladders will be blocked off at the bottom and loose ladders will either be secured (i.e. chained) or removed to prevent unauthorised use.
- All electrical equipment will either be securely locked away or effectively locked off.
- All plant and machinery will be immobilised, and energy source positively locked off.
- Petroleum spirit, compressed gas and chemicals will be locked away when not in use.
- Materials should not be stacked too high and should be stable.
- Lighting will be used where required to ensure the safe movement around the site during darkness.

The Trust needs to satisfy themselves that contractors are competent (i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done. The Contractors Safety Questionnaire must be completed by contractors prior to undertaking any works.

Contractors should provide copies of risk assessments and subsequent method statements, detailing the safe systems of work to be used prior to works commencing on site. Such risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The Trust, contractors and any subcontractors involved should agree the risk assessments and be part of this discussion and agreement.

In order to ensure that competent contractors are appointed, the Trust will:

- Review all companies who undertake work by obtaining details of insurance returned along with other relevant health and safety information e.g. safety policy, method statements, risk assessments etc. before any work is commenced. When this action has been completed and the documents assessed, the contractors will be placed on an approved list for future consideration.
- All work that is undertaken by contractors will be supervised on a day-to-day basis by the site team in order that health and safety standards are monitored.
- The overall performance of contractors will be reviewed on a regular basis by management, and individual contractors whose standards do not meet those of the Trust will be removed from the approved list.
- After a contractor has undertaken work, the site team will check that the work has been completed correctly and the area has been left in a safe condition ensuring all debris and tools have been removed.

24.3 Construction and maintenance work

Where construction or maintenance work is being carried out on site, the site team will agree with contractors or service providers that appropriate Health and Safety plans are in place. Contractors or Service Providers will be made aware of the Health and Safety policy in place at the Trust and will be required to integrate the requirements of the policy into their safety plans. A pre-start meeting will be held between representatives of the Trust and Contractor/Service Provider before any works commence to confirm specific Health, Safety and Welfare issues.

Where works fall within the scope of the Construction Design and Management (CDM) regulations, the Trust will co-operate fully with the Contract/Service Provider and their appointed safety co-ordinator and will ensure that the Trust's safety manual is made available at the start of the project. The site team will also ensure that the Contractor/Service Provider updates the safety file on completion of the works and conducts an appropriate handover.

25 Maintenance of Equipment

The safe use and operation of equipment, machinery and plant is of paramount importance to the Trust. The incorrect use of such equipment can result in injuries not only to the operator but also to other persons standing close by. Where such equipment is being used by staff, all reasonable steps will be taken by the Trust to ensure, so far as is reasonably possible, the health and safety of staff and other persons who could be affected by their use.

An inventory of work equipment will be made and kept up to date by the site team. Staff are only allowed to use equipment they have been trained and authorised to use.

The Trust will ensure:

- Any plant, equipment or machinery that may be used or provided will be safe and fit for the purpose for which it is intended to be used.
- Suitable and sufficient assessments of the risk are undertaken, findings are documented and communicated to all relevant staff.
- Under no circumstances should guards be removed from any equipment, plant or machinery unless by a competent person to allow for maintenance.
- In the event of any plant or machinery breaking down or becoming unsafe to use or operate, the site team should be informed as soon as possible to arrange for an engineer to visit the site and repair or service the item of equipment. While waiting for a fitter to arrive on site all relevant plant and machinery must be made safe and isolated.
- Only trained and experienced persons will be permitted to use equipment, plant or machinery.
- Equipment, plant and machinery is isolated and locked off prior to any maintenance, service or repair.
- Under no circumstances may equipment, plant or machinery be used by third parties unless authorised by the Principal/CEO.
- Regular inspections of the various types of equipment, plant and machinery are completed and records of the findings of any such inspections are recorded and maintained.
- Site specific and statutory inspections are completed to the required standard and frequency.
- Staff are instructed to report any damage to machinery safety devices, guards, isolation switches etc.
- Staff must not bring equipment into the establishment unless authorised by their line manager.

26 Legionella

The Trust will take all reasonable steps to identify potential legionella hazards in the workplace and will endeavour to prevent or minimise the risk of exposure to such hazards. A suitable and sufficient risk assessment will be undertaken where necessary to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the premises. The assessment will be completed by a person who is competent to do so. The site team are responsible

for ensuring that the findings/actions arising from the assessment are completed and responsible for controlling risks, monitoring water temperatures and updating the Legionella log book as advised and immediately reporting any concerns to the Operations Manager.

27 Asbestos

Rochdale Sixth Form College was built in 2010 and does not contain any asbestos.

The Trust is aware that the only potential exposure to asbestos could be from staff, students or visitors bringing old items into the building. All staff are informed not to bring any products into the college, and must supervise visitors and ensure that potentially asbestos containing items are not brought in. Examples of items which could contain asbestos are wartime gas masks and helmets. Any items being brought into the building must have the authorisation of the Principal/CEO or a member of the Senior Leadership Team.

28 Display Screen Equipment (DSE)

The Trust recognises that the incorrect use of DSE may result in some users suffering from upper limb disorders. The Trust will endeavour to eliminate these issues through good workplace and job design, information and training.

Employees will be encouraged to follow the DSE Workstation Self-Assessment detailed in [Appendix 6](#) and report any concerns to their line manager. If the DSE user requests an eye test the Trust will meet the cost. If the test highlights the need for corrective lenses for VDU (Visual Display Unit) use, the Trust will meet the cost for the basic corrective lenses required.

29 Curriculum Safety

Health and Safety is the responsibility of all teaching and support staff for the prevention of dangerous practices. Faulty equipment, which includes the fabric of the building, furniture, fencing, gates and outside surfaces etc. which may cause injury to students, other members of staff, parents or visitors should be noted and reported to the site team or Operations Manager.

Classrooms should be set out so that easy access is available to all equipment and so that there is a safe route between tables, chairs and other furniture. Any dangerous items such as knives, staple guns, glue guns, aerosols etc should be stored safely and recorded on the classroom checklists for each room. Classroom checklists are completed termly by the relevant member of staff for that subject area and reviewed by the Operations Manager.

30 Gas safety

The Gas Safety (Installation and Use) Regulations and related legislation require standards of competency and care which seek to ensure that everyone is protected from injury, fire, explosion or other damage arising from work on a gas installation, fitting or appliance. The Trust will only employ competent GAS SAFE registered engineers to undertake work on gas appliances, fittings or to install new gas appliances.

All gas appliances will be periodically serviced to ensure that it is safe for use at all times and an appropriate service certificate will be retained on file for future reference.

Wherever possible the Trust will ensure that the servicing engineer will suitably mark the appliance with the date of the service for ease of identification.

Where necessary, appliances and meters will be adequately protected and guarded to prevent access by students or unauthorised persons.

31 Electrical Appliances

All electrical equipment used by the Trust will be selected carefully to ensure it is safe and suitable for the environment in which it is used.

Movable and portable electrical equipment will be inspected, tested and maintained on a routine basis, depending on the use and application of the particular item and all employees who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions. Employees and students must not bring electrical equipment into the premises unless authorised by the Principal/CEO.

Any defective equipment will be removed from use immediately until such time as it can be repaired. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The Trust acknowledges that work on electrical equipment can be hazardous and therefore the Trust will take steps to reduce the risks so far as possible. The implementation of this policy requires the co-operation of everyone on site either directly employed by the Trust or by another contracted company.

32 Glazing

All glass in the door panels are safety glass and fire retardant. All windows are to be in line with EN standards wherever possible.

If any glazing is damaged this must be reported to the site team as soon as possible who will make safe and take steps to repair as soon as possible. Periodic checks of the glazing will be carried out by the site team and any damage repaired immediately or made safe until work can be undertaken.

33 New and Expectant Mothers

It is the policy of the Trust to establish and maintain, as far as reasonably practicable, non-hazardous working conditions for all aspects of health and safety at work including the commitment to allocate appropriate resources. The Trust is committed to ensuring that new and expectant mothers are not exposed to any significant risk. Risks include those to the unborn child or child of a mother, who is breastfeeding, not just risks to the mother herself.

Until the Trust has received verbal or written notification from the member of staff, they are not obliged to take any action other than those resulting from the risk assessment for all their employees. The Trust can also ask for a certificate from their GP or midwife showing that they are pregnant.

Upon verbal or written notification, the Trust will carry out a specific risk assessment. The member of staff will be asked to help with this, and it is important that any advice they have received from their doctor or midwife, that could impact on the assessment, is passed on to the Trust. It is also the responsibility of the expectant mother to update the Trust if any circumstances change. The risk assessment should be reviewed if the new mother returns to work within 6 months of having a baby or if she returns to work and is breastfeeding.

Some of the more common risks might be:

- Lifting/carrying of heavy loads.
- Standing or sitting for long lengths of time.
- Exposure to infectious diseases.
- Work-related stress.

- Workstations and posture.
- Threat of violence in the workplace.
- Long working hours.
- Excessively noisy workplace.

The risk assessment should be reviewed on a regular basis by the member of staff and their line manager, the frequency should increase as the pregnancy progresses.

34 Personal Protective Equipment (PPE)

The Trust will risk assess tasks that are undertaken and in turn will assess the need to provide for use, suitable and sufficient personal protective equipment/clothing to all appropriate employees. All PPE provided will be suitable and within current standards of suitability, appertaining to the foreseeable risk exposure, and will be affixed with the CE conformity mark, which denotes manufactures standards.

All employees who are required to wear PPE will be provided with suitable recorded instruction and training on how to correctly use the equipment along with the procedures for replacing any damaged or defective equipment. All completed forms will be placed on the employees personal file. Employees are not to use PPE, which has been identified with patent defects, or is inappropriate for the task. The Health and Safety Officer will be responsible for obtaining and replacing any defective PPE upon request.

35 Safety of Persons with Disabilities

The Trust has a responsibility to ensure that all persons who visit the Trust's premises or work on site are safe at all times and is fully compliant under the Equalities Act. In order that this is done effectively, the Principal/CEO and Operations Manager will ensure that disabled visitors are protected from everyday hazards within the Trust, as well as more urgent issues such as emergency evacuation.

It is in the interest of disabled visitors to inform the college prior to their visit in order that any special arrangements can be made.

The site team will aim to make as many rooms as accessible and safe as possible for disabled visitors, where this is not reasonably possible an appropriate decision will be made.

The Principal/CEO will ensure that all staff are aware of their responsibilities in ensuring that disabled visitors are safe at all times and where necessary ensure that suitable training is given to staff.

36 Young Persons at Work

The Health and Safety Executive classify all people under the age of 18 years of age, as a young person including children under the age of 16. This definition applies to students, trainees and children on work experience and classifies them as employees regardless of the number of hours worked or the period of employment.

Current legislation requires all employers to undertake risk assessments for all employees, this includes young workers who may be working on the Trust's premises. When the assessment has been completed the employer must implement suitable and sufficient control measures to ensure that the risks are controlled.

Young workers are particularly at risk of injury in the workplace due to their lack of awareness of potential hazards, immaturity and inexperience.

Children under the age of 13 years are prohibited from any form of employment, however, children between 13 and the

Minimum College Leaving Age can undertake work experience schemes approved by Local Education Authorities. If the Trust offers placements to students, trainees or children they will be treated as employees and will be provided with the same health and safety protection as any other employee.

Before engaging with any young employees, the Trust will complete specific risk assessments, these will include:

- The fitting out and layout of the workplace and the location of where the individual will work.
- The type of work equipment that will be used and how it is to be handled.
- How various work and processes being undertaken are organised.
- The extent of training that has been provided or that will need to be provided to the individual concerned.

Before any children are employed or they are offered work experience, the Trust will notify the parental guardians of the key findings of the risk assessments and the control measures that have been implemented to reduce the likelihood of an injury occurring.

All young people who start work with the Trust will receive suitable training in order that they can undertake the work task safely without putting themselves or others at risk. All training will be assessed on a regular basis to ensure that the key instructions have been understood. The Trust view this training as a bare minimum and will ensure that the individuals are fully supervised at all times to ensure that they are competent to carry out the task.

In addition to the normal health and safety records that are documented relating to work activities, the following information will be kept with regard to young persons.

- Specific risk assessment records for the tasks that young people within the Trust are required to undertake.
- Details of training and information that has been given to the young person along with records to show that the individuals have accomplished an acceptable standard of competence.
- Where the young person has not reached minimum college leaving age a record will be kept of any correspondence and information that is communicated to the parents/carers.

37 Trips and Visits

All personnel that arrange or actively participate in Trust visits or out-of-college activities must follow all procedures outlined in the separate Trips, Visits and Off-Site Activities Policy. The Co-ordinator for these risk assessments will be a member of the Senior Leadership Team (Educational Visits Coordinator).

38 Smoking

There is a no smoking policy within the building. There is a designated smoking area outside the building within the grounds.

39 Consumption of food/drink

Food is only to be consumed in approved areas. During break/lunch and class change over, hot drinks are not to be carried in corridors unless in an appropriate covered container.

40 Lettings

In cases where the Trust's equipment, buildings or grounds are to be let, the Trust will ensure that:

- Any means of access and egress are safe for the use of hirers.

- Any equipment to be used by hirers is safe and any operating instructions and Health and Safety precautions are clearly identified.
- All emergency doors are clearly identified and fire drill/evacuation procedures are understood.
- Telephones, alarms, fire-fighting equipment and other safety equipment are identified and that users are familiar with how to use them.
- After the hirers have vacated the premises a full security check of the site including any equipment will take place and any faults are reported and recorded.
- Any Health and Safety signage is clearly displayed and users are clear as to their meanings.
- There is a contact person available for hirers to contact should there be any issues that may require attention.

Related Documents

Please note that separate policies/guidance are also available in the:

Fire Emergency Evacuation Strategy
Trips, Visits and Off-Site Activities
First Aid Policy
Stress Policy

Appendices

Appendix 1 - Accident Form
Appendix 2 – Risk Assessment Template
Appendix 3 – Classroom Checklist
Appendix 4 – Fire Emergency Evacuation Procedure
Appendix 5 – Contractors Safety Questionnaire
Appendix 6 – DSE Workstation Self-Assessment

Appendix 1 – Accident Form

Accident Form

Acc Form Ref:

1. Injured Person		
<input type="checkbox"/> Employee	<input type="checkbox"/> Student	<input type="checkbox"/> Contractor
<input type="checkbox"/> Visitor	<input type="checkbox"/> Other	
Forename: _____	Surname: _____	
Address: _____	Age: _____	Year: _____
Postcode: _____	Telephone No: _____	Occupation: _____
2. Accident/Incident Details <i>*to be completed by First Aider</i>		
<input type="checkbox"/> Accident		
<input type="checkbox"/> Near Miss		
Location of the accident/incident:	Date & time:	Period:
Description of accident/incident <i>(continue on separate sheet if needed)</i> :		
If the injured person is an employee were they engaged in work at the time of the accident/incident?		<input type="checkbox"/> Yes <input type="checkbox"/> No
What was being done at the time of the accident/incident:		
Who was notified of the accident/incident and who collected the student/person from the Academy?		
Has the injured person been off or unable to do their normal work for more than 7 days, including weekends, as a result of the accident/incident?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, date absent from: _____ to: _____ or Still Absent?		
3. Injury Details		
Nature of the injury/incident <i>(e.g. fracture, sprain, cut, include part of the body injured)</i>		
First aid given by <i>(inc job title)</i> :		
First aid treatment given <i>(i.e. compress, plaster)</i> :		
Was the injured person taken to hospital from the scene?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Were they admitted? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes how long for in days?	

4. Witnesses/First Aider

Name: _____	Name: _____
Address: _____	Address: _____
Contact No: _____	Contact No: _____
Are witness statements attached? _____	

5. Report Details

Accident reported to *(i.e. Manager, supervisor, 1st Aider (inc name))*: _____

Reported on *(date)*: _____ Time: _____

Signed by injured person *(if employee)*: _____

Parent guardian informed	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Date
Other – please specify	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Date

7. Accident Investigation **to be completed by the Operations Manager/Estates Officer*

Carried out by: _____

Position/occupation: _____

What has been done to prevent reoccurrence?

Do general risk assessments require updating? Yes No

If Yes, what additional risk control measures are needed / recommended?

Is additional information, instruction and training required? Yes No

If Yes, detail what action has been taken:

Signed: _____ Date: _____

8. For Internal use only (completed by the Operations Manager)

Reported to the HSE: Yes No

Reported by: _____ Date: _____

Comments:

Signed: _____ Date: _____

Appendix 2 – Risk Assessment Template

Task/activity being risk assessed:					Assessment date:	Review date:		
Brief details of task / activity:					Assessed by:	Signature:		
What are the hazards and why? <i>e.g. slip/trip hazards, electricity, manual handling, work equipment</i>	Who might be harmed and how? <i>e.g. staff, students, visitors etc bruises, muscle strain, fracture, etc</i>	What are the existing control measures? <i>What is in place to reduce the level of risk? E.g. supervision, training,</i>	Risk Level <i>After control measures</i>	What further action is necessary? <i>Only if necessary, realistic and achievable</i>	Action by whom?	Action by when?	Completed	

Risk Matrix

SEVERITY OF THE HAZARD (How bad it could be)		LIKELIHOOD OF HARM (The chance it may occur)		SEVERITY						
				1	2	3	4	5		
5	Fatality	5	Almost certain	LIKELIHOOD	1	1	2	3	4	5
4	Major injury, resulting in disability	4	Probable		2	2	4	6	8	10
3	Injury requires doctor's or hospital attendance	3	Possible		3	3	6	9	12	15
2	Minor injury, 1 st aid required	2	Possible (under unfortunate circumstances)		4	4	8	12	16	20
1	Minor Injury, no 1 st aid required	1	Rare		5	5	10	15	20	25
Likelihood (L) x Severity (S) = RISK RATING										

Date Review No. 1	Date Review No. 2	Date Review No. 3	Date Review No. 4	Date Review No. 5
By:	By:	By:	By:	By:

Appendix 3 – Classroom Checklist

Classroom name/number:				
Check completed by:			Date:	
		Yes	Further action needed	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and egress?			
	Are procedures in place to deal with spillages e.g. water, vomit, blood from cuts etc?			
	For stand-alone classrooms: - - are access steps or ramps properly maintained? - Are access stairs or ramps provided with handrails?			
Work at height (falls)	Do you have an 'elephant foot' step-stool or stepladder available for use where necessary?			
	Is a window opener provided for opening high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened e.g. cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable e.g. a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual Handling	Have trolleys been provided for moving heavy objects e.g. computers?			
Computers and similar equipment	If you use computers as part of your job (for admin rather than teaching/presentations) has a workstation assessment been completed? (not applicable for most teaching staff)			
	Have pupils been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, e.g. laminators, been visually checked and where necessary, tested at suitable intervals to ensure that it's safe to use (there should be a sticker to show it has been tested)			

	Has any damaged equipment been taken out of service or replaced?			
Asbestos	If the building contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?			
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			
Fire	If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> - Unobstructed? - Kept unlocked? and - Easy to open from the inside? 			
	Is firefighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			
Any other hazards? (please list any other areas of concern)				
Summary of further action required		Completed		
Signed:				

Appendix 4 – Fire Emergency Evacuation Procedure

ROCHDALE SIXTH FORM

Fire Emergency Evacuation Procedure

1. WARNING – CONTINUOUS SOUND OF THE FIRE ALARM

2. EVACUATION OF PREMISES IN A QUIET AND ORDERLY MANNER

- Students, Staff and Visitors – must use the nearest fire door leading to the nearest staircase.
- Leave all belongings.
- Quickly but carefully walk down the stairs leaving the building quickly on the ground floor.
- If you require the lift ensure that you activate the call point and a Lift Marshall will assist you.
- Remain quiet at all times as instruction may be given by the evacuation team.

3. ASSEMBLY POINT

- The main carpark will be the assembly point.
- Make your way to this area in a quiet and orderly manner and await further instruction.
- Alert staff if you think someone is missing.

4. DO NOT RE-ENTER THE BUILDING

Only re-enter the building when told it is safe to do so.



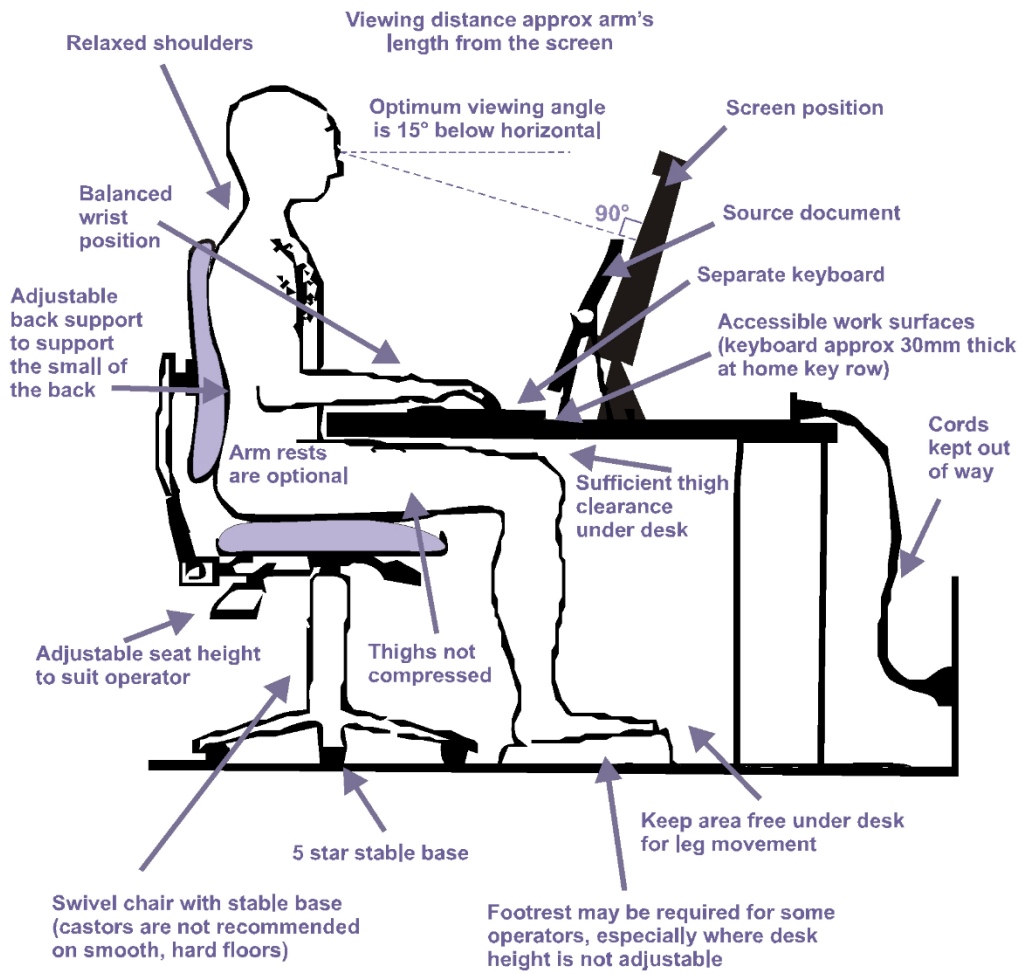
EDUCATION PARTNERSHIP

Appendix 5 – Contractors Safety Questionnaire

CONTRACTOR'S HEALTH AND SAFETY INFORMATION

Name of Company			Tel. No.	
Address				
Name and position of person completing this form	Name	Position		
1. Type of services provided				
2. Approx. number of employees				
3. Relevant accreditations e.g. Gas Safe				
4. Relevant qualifications / experience held by company and/or employees				
5. Insurance (Copies of Policies must be included) - Public Liability - Professional Indemnity - Employer's Liability	Insurer	Maximum Insured £	Date of Expiry	
6. Do you have a Health and Safety policy? (If YES, please provide a copy)	YES / NO			
7. Do you have documented Risk Assessments for the services you provide (If YES, please provide copies relevant to the work undertaken)	YES / NO			
8. In the last 5 years, have you - been prosecuted for an offence under health & safety law? - been served with an Improvement or Prohibition Notice? (If YES, please provide details)	YES / NO			
	YES / NO			
9. Are staff DBS checked? If yes, please provide details (if NO, they must be accompanied at all times. Ensure that photo ID has been provided).	YES / NO			
APPLICATION COMPLETED BY	(Name)	(Signature)	(Date)	
For Office Use				
APPROVED BY	(Name)	(Signature)	(Date)	

Appendix 6 – DSE Workstation Self-Assessment



Name:		Date:
Job role:	Manager:	Location:
Question	Your Answer	Your Comment
Do you use your computer most of the day, every day?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your main computer a laptop/mobile device?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you use a laptop for a lot for work, away from the office?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you regularly work from home?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you use a smart phone/tablet a lot for work purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your display screen tilt and swivel?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the screen well positioned like the recommendations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you adjust the brightness and contrast?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your screen clear of excessive glare and reflections?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are the screen images clear and stable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your keyboard separate from the screen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are the keys in good working order?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Can the keyboard be tilted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are keys clearly identified and arranged?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the keyboard well positioned like the recommendations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you use your mouse comfortably?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there sufficient desk space for you to work healthily?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have sufficient room to adjust your legs whilst working?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the desk in good condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are items arranged appropriately on the desk?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are cables tidy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is a document holder provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required	
Can you attain & maintain a good working posture at the desk?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your chair stable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the chair height adjustable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the back adjustable in height & tilt?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do all the controls work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is a footrest provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required	
Can you attain & maintain a good working posture in the chair?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is lighting adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are temperature and ventilation satisfactory?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you hold a conversation without having to raise your voice?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the software fit for purpose?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you use the computer without frustration?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you aware of eyesight test arrangements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you take breaks from your desk when you need to?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you take regular breaks from your desk?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your work area free from other hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you experienced any discomfort or other symptoms which may be due to your workstation or use of DSE equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any health issues which may impact on how you work at your workstation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have any adaptations or equipment been previously advised & issued to support you at your workstation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Any there any other comments/areas of concern you would like to highlight as part of this initial workstation/DSE assessment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
DSE Assessor:	Date:	
Comments:		

