



WICKERSLEY  
PARTNERSHIP  
TRUST.

# Health & Safety Policy

**DATE:** May 2023

**OWNED BY:** Lee Rushforth, Senior Premises & Compliance Manager and  
Matt Sutton, Senior Operations Manager

**APPROVED BY:** Board of Directors

**REVIEW DATE:** May 2026

**WICKERSLEY PARTNERSHIP TRUST**

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This policy does not form part of the contract of employment and from time to time may be altered following consultation and negotiations with recognised Trade Unions. Any changes will be communicated to employees with reasonable notice. The policy may vary from time to time on a case- by-case basis in consultation and agreement with Union Representatives.



# 1 – Introduction

## What is a Health and Safety Policy Statement?

The health and safety policy statement sets out how the Trust manages health and safety. It is a unique document that shows who does what; and when and how they do it.

## Why Do We Need a Health and Safety Policy Statement?

The health and safety policy statement is the Trust's starting point in managing health and safety in the workplace. By law, (Health and Safety at Work Act etc. 1974 section 2 (3)) if you employ five or more people you must have a written health and safety policy.

This contains your statement of general policy on health and safety at work and the organisation and arrangements for putting that policy into practice.

Writing a health and safety policy is more than just a legal requirement – it is the Trust's commitment to planning and managing health and safety. It is the key to achieving acceptable standards, reducing accidents and cases of work-related ill health and it shows our employees that we care for their health and safety.

## Who Should Do What?

The responsibility for health and safety rests with the Trustees, the Executive Headteacher, the Heads of School and the Local Academy / School Boards.

However, many day-to-day tasks are delegated. This statement clearly shows how these tasks are allocated, but is still ultimate responsibility on the Trustees, Executive Headteacher, Heads of School and the Local Academy / School Boards.

The Trustees, Executive Headteacher, Heads of School and the Local Academy / School Boards should consult the employees about the policy statement. Everyone should be able to see from the policy statement, exactly who is responsible for different things, such as advice, reporting an accident and first aid.

## When and How Should They Do It?

This policy statement describes the Trust's arrangements, i.e. the systems and procedures in place for ensuring employees' health and safety or provides reference to where the information can be found in other documents e.g. academy / school rules, safety checklists, Local Authority's Circulars such as 146 (Educational Visits), Risk Management (Circular 88) available from MBC's website:

<https://www.rotherham.gov.uk/schools-schooling/rotherham-risk-management-services/2>

which includes training programmes, example risk assessments, emergency instructions etc. All employees may not need to see the other documents, but they must see the policy statement itself.

## How Often Does the Policy Statement Need to Be Reviewed?

It should be reviewed and where necessarily revised yearly or in the light of experience or because of operational or organisational changes.

## 2 – Health and Safety Statement

The Board of Trustees for Wickersley Partnership Trust recognises that it has a legal duty under the Health and Safety at Work etc. Act 1974 and subordinate regulations to ensure the health, safety and welfare of employees, students and any others who may be affected by the Trust's activities.

It is The Trust's aim to achieve a safe, healthy and supportive working and learning environment for all employees, students and others affected by the Trust's activities. The Trust regards achieving this aim to be a mutual objective for management and employees at all levels and considers it to be a management responsibility equal to that of any other function.

We undertake to discharge our statutory duties by:

- Complying with all relevant acts, regulations, and Approved Codes of Practice (ACoPs)
- Providing an organisational structure for health and safety with clearly defined roles and responsibilities
- Maintaining our premises and providing a safe environment
- Providing adequate and appropriate welfare facilities
- Providing and maintaining safe and suitable work equipment
- Identifying hazards relating to Trust premises and activities, assessing risks related to them, and implementing appropriate preventative measures which shall eliminate or reduce risks to the lowest extent as is reasonably practicable
- Ensuring that risk assessments are regularly reviewed
- Encouraging staff, students and others to report all accidents, incidents, near misses, occupational diseases and hazards
- Ensuring that all accidents, incidents, near misses and incidences of occupational disease are recorded and investigated, and that any remedial actions required to minimise the risk of recurrence are implemented
- Ensuring that emergency procedures are in place
- Communicating and consulting with employees on matters affecting their health and safety;
- Recruiting and appointing personnel who have the ability, skills and competence commensurate with their role and level of responsibility
- Ensuring tasks given to employees and students are within their skills, knowledge and ability to perform
- Providing adequate training (and where appropriate, refresher training) to ensure that all employees are competent to perform their roles and responsibilities
- Providing employees with appropriate information, instruction and supervision
- Promoting awareness of health and safety and of good practice through the effective communication of relevant information
- Regularly monitor health and safety performance through active and reactive monitoring, and revise policies, procedures and risk assessments where appropriate, to ensure a cycle of continuous improvement
- Ensuring that contractors are adequately vetted to ensure that they pay due regard to health, safety and welfare matters
- Providing sufficient resources, competent technical advice and funds as needed to meet these objectives
- Bringing this policy statement to the attention of all employees

Wickersley Partnership Trust employees will actively contribute to this policy by accepting their responsibilities for the provision and maintenance of safe, healthy working practices, equipment,

premises, systems of work and the working environment. All persons are reminded that it is a criminal offence to misuse or interfere with anything which is provided in the interests of health, safety and welfare.

Wickersley Partnership Trust stresses its commitment to Health and Safety, to the extent that where wilful disregard for safe working practices by any employee seriously puts at risk the health and safety of themselves or any other person, then this shall be considered as gross misconduct and may lead to disciplinary action.

The Health and Safety Policy will be monitored and reviewed annually or as necessary, to comply with new legislation, regulations, codes of practice, or best practice procedures. All alterations, or changes to The Health and Safety Policy, will be brought to the attention of all Wickersley Partnership Trust employees.

<b>Name:</b>	Steve Calvert	<b>Name:</b>	Helen O'Brien
<b>Position:</b>	Chair of Directors	<b>Position:</b>	Chief Executive Officer
<b>Dated:</b>		<b>Dated:</b>	
<b>Signed:</b>		<b>Signed:</b>	

### 3 – Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings.

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees.

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health.

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register.

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height.

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

### **Schools with Early Years Foundation Stage (EYFS)**

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

## **4 – Organisation for Health and Safety**

### **Board of Trustees**

The Board of Trustees will adopt the guidance provided in INDG417 (rev1) "Leading Health and Safety at Work: Actions for Directors, Board Members, Business Owners and Organisations of All Sizes" (HSE, 2013) to ensure that:

- There is strong and active leadership from the top, with visible, active commitment from the Board
- There are effective 'downward' communication systems and management structures in place
- There is an integration of good health and safety management with business decisions
- The workforce is engaged in the promotion and achievement of safe and healthy conditions
- There is effective 'upward' communication in place
- The Trust has access to competent health and safety advice
- The Trust has a Health and Safety Policy in which management responsibility for health and safety is clearly defined
- The appropriate organisational arrangements relating to the management of health and safety exist and are monitored and reviewed (including the identification and management of health and safety risks)
- Sufficient resources are allocated within the Trust budget to allow for the effective implementation of the Health and Safety Policy and all related procedures. This shall include the provision of adequate funds for equipment, facilities, training, support and monitoring the effectiveness of the policy

In addition to those responsibilities set out for all employees, all Trustees are also responsible for ensuring that:

- They set a good personal example for health and safety

- A positive attitude towards safe systems of work and accident prevention is promoted within Wickersley Partnership Trust

### **Chief Executive Officer**

The Chief Executive Officer, Helen O'Brien, has overall responsibility for health and safety within the Trust and will ensure that the Trust is fully compliant with relevant legislation and that the Health and Safety Policy is implemented and disseminated. The Chief Executive Officer, through the management structure, will ensure that safe working and learning conditions are implemented and maintained across all aspects of Trust provision.

In addition to those responsibilities set out for all employees, the Chief Executive Officer is also responsible for ensuring that:

- There is an effective health and safety policy and that it is reviewed on a regular basis according to the needs of the business
- Determining health and safety objectives and assigning clear responsibilities for meeting them
- Allocating resources to implement the health and safety policy, achieve health and safety objectives and avoid personal injury and property damage so far as is reasonably practicable through a structured risk assessment programme
- Ensuring that health and safety responsibilities are clearly communicated to employees
- Assisting in the establishment of a system of monitoring and performance measurement that ensures effective implementation and working of the Trust's health and safety
- They set a good personal example for health and safety
- They hold to account any member of the Trust for failing to discharge satisfactorily their responsibilities for health and safety
- A positive attitude towards safe systems of work and accident prevention is promoted within Wickersley Partnership Trust

### **Headteacher**

The Headteacher has overall responsibility for health and safety within their school and will ensure that the school is fully compliant with relevant legislation and that the Health and Safety Policy is implemented and disseminated. The Headteacher, through the management structure, will ensure that safe working and learning conditions are implemented and maintained across all aspects of school provision.

In addition to those responsibilities set out for all employees, the Headteacher is also responsible for ensuring that:

- The Trust's health and safety policy is fully implemented and reviewed on a regular basis in school according to the needs of the business
- Allocating resources, including appropriate training, to implement the health and safety policy, achieve health and safety objectives and avoid personal injury and property damage so far as is reasonably practicable through a structured risk assessment programme
- Ensuring that health and safety responsibilities are clearly communicated to employees and that staff receive all appropriate policies, and undertake, where necessary, appropriate training
- Assisting in the establishment of a system of monitoring and performance measurement that ensures effective implementation and working of the Trust's health and safety policy

- They set a good personal example for health and safety
- They hold to account any member of the school for failing to discharge satisfactorily their responsibilities for health and safety
- A positive attitude towards safe systems of work and accident prevention is promoted within the school
- Ensuring that health and safety arrangements are explained and shared during the induction process
- ensuring that, where appropriate to do so, accidents, incidents and near misses are investigated and any learning is implemented
- Ensuring that they maintain oversight of the health and safety checks and inspections completed by site staff (non-PFI schools only)

### **Senior Premises & Compliance Manager and Senior Operations Manager**

In addition to those responsibilities set out for all employees, the Senior Premises & Compliance Manager and Senior Operations Manager will work with and support the CEO and Headteachers in the formation, implementation and review of policies and procedures by:

- Liaising with an external, professional consultant regarding health and safety matters as required to ensure that, so far as is reasonably practicable, Wickersley Partnership Trust discharges its duty under the Health and Safety at Work etc. Act 1974
- Coordinating day to day health and safety arrangements within the Trust and maintaining health and safety documentation
- Coordinating in-house safety representatives and identifying specific safety responsibilities of employees as required
- Advising on training needs of employees to undertake their health and safety responsibilities, as required
- Undertaking and also coordinating relevant staff to undertake risk and COSHH assessments to identify measures to reduce risks associated with Trust activities. Liaising with external professionals for support with this as required
- Organise and advise on all DSE assessments/users
- Ensure systems are in place to allow for the safe assessment and monitoring of educational visits
- Undertaking sufficient training as is required to undertake these duties
- Ensuring that they set a good personal example for health and safety
- They hold to account any member of the Trust for failing to discharge satisfactorily their responsibilities for health and safety
- Ensuring that a positive attitude towards safe systems of work and accident prevention is promoted within Wickersley Partnership Trust
- Ensuring that, where appropriate to do so, accidents, incidents and near misses are investigated and any learning is implemented
- Ensuring that the staff are responsible for discharging their health and safety duties correctly.

### **Senior Leaders and Managers**

Senior Leaders and Line Managers need to act as Health and Safety Managers for their area of responsibility and the staff that they manage, and actively lead the implementation of this Health and Safety Policy.

In addition to those responsibilities set out for all employees, Senior Leaders and Line Managers are responsible for:

- Ensuring that all of their staff are aware of and fully understand their responsibilities as outlined in this Health and Safety Policy
- Ensuring that new staff are provided with a suitable health and safety induction
- Ensuring that all students within their area receive suitable health and safety inductions;
- Ensuring that any accidents, incidents, near misses and/or incidences of confirmed occupational disease are reported to reception
- Encouraging staff to report all accidents, incidents, near misses, occupational disease and/or hazards
- Ensuring that risk assessments are carried out and recorded for all relevant areas, activities, events and outings/educational visits within their area of responsibility; and that these are reviewed annually, following any significant changes, and/or following any accidents, incidents or near misses
- Ensuring that a Control of Substances Hazardous to Health (COSHH) register is in place
- Ensuring that any hazardous substances are correctly used, stored, and labelled
- Ensuring that staff (and where relevant, students) are briefed on the key content of risk and COSHH assessments
- Bringing to the attention of the Headteacher any high-risk activity which cannot be adequately controlled by use of existing departmental resources
- Ensuring that safe systems of work exist in line with recognised procedures
- Ensuring that staff and students are provided with adequate information, instruction, supervision, and training in safe working procedures. In particular ensuring that there are adequate levels of supervision in place for students – especially for practical activities and educational visits
- Ensuring that all plant, machinery and equipment that they are responsible for is in good and safe working order, maintained as appropriate, adequately guarded and that all reasonable steps are taken to prevent unauthorised or improper use
- Ensuring that appropriate personal protective equipment and clothing is available and used (where necessary), and that staff and students are instructed in its use
- Setting health and safety objectives and standards for their area
- Ensuring that health and safety is a rolling agenda item for team meetings
- Ensuring that any health and safety issues that they are unable to remedy are reported to the Headteacher
- Ensuring that their staff attend/complete mandatory health and safety training in line with school requirements
- Identifying any specialist health and safety training that may be required for themselves and/or their staff to ensure that they are competent to perform their work in a safe manner;
- Ensuring that staff co-operate with fire drills
- Ensuring that they set a good personal example for health and safety
- They hold to account any member of the Trust for failing to discharge satisfactorily their responsibilities for health and safety
- Ensuring that a positive attitude towards safe systems of work and accident prevention is promoted within Wickersley Partnership Trust

### **Site Managers**

In addition to those responsibilities set out for all employees and Senior Leaders and Line Managers, Site Managers are responsible for:

- Ensuring that all Trust buildings and grounds are maintained in a safe condition
- Ensuring that all electrical installations, gas appliances, pressure systems/vessels, lifting equipment, fire detection and alarm systems, and emergency lighting systems are inspected and maintained in line with statutory requirements
- Controlling and supervising the work of contractors in line with the Construction (Design and Management) Regulations 2015 (CDM)
- Maintaining a reactive maintenance system via the Facilities Helpdesk for defects within the Trust buildings or on Trust grounds and prioritise any hazardous defects for early action; and
- Acting as the responsible person with day-to-day responsibility for fire, asbestos, and legionella

### **Fire Marshals**

Fire Marshals will:

- Participate in all required Fire Marshall training
- Know who works in their allotted area
- Ensure that all employees in their area are familiar with their assembly points, and nearest escape routes

### **All Employees**

All staff have legal obligations under the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 as summarised below:

- To take reasonable care of the health and safety of themselves and of other persons who may be affected by their actions or omissions
- To co-operate with the Trust to ensure that it meets its objective of providing a safe, healthy and supportive environment
- Not to interfere with or misuse any equipment or facilities provided in the interests of health and safety (e.g. use fire extinguishers to prop open fire doors or remove the batteries from the closure fittings on doors)
- Setting a good personal example for health and safety
- Maintaining a good standard of housekeeping within their area (e.g. floors, doorways, working areas, etc. are kept clear and free from obstructions)
- Reading and complying with this Health and Safety Policy and associated policies/procedures
- Completing risk assessments and COSHH assessments, as directed by their Manager
- Complying with all relevant risk assessments, COSHH assessments, and safe systems of work
- Using plant, equipment and/or substances only when authorised to do so and in accordance with instructions and training
- Only lifting loads that are within their personal capability
- Attending/completing mandatory health and safety training in line with Trust requirements, together with any other health and safety training as directed by their Manager
- Identifying to their Manager any health and safety training that they feel they require
- Co-operating with fire drills
- Reporting any accidents, incidents, near misses, and/or confirmed cases of occupational disease to the Student & Family Welfare Team (First Aid) and their Manager, seeking medical treatment/first aid where appropriate, and ensuring that an entry is made on the Trust's accident recording system (Every)

- Ensuring that unauthorised or improper use of plant and machinery does not occur in their area of work
- Using the correct equipment and tools for the job and any protective clothing and safety equipment as directed
- Ensuring that any hazardous substances are correctly used and stored
- Reporting immediately via the Facilities Helpdesk (or via telephone to the Senior Caretaker for urgent issues), any defects in the premises which they observe
- Reporting immediately to their Manager any suspected defects in plant, equipment, machinery and recording this on the Trust's issues reporting system (Every)
- Informing their Manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks
- Ensuring that all students who are under their supervision are aware of the expectations regarding their behaviour and actions regarding health and safety matters
- Any employee must inform the Headteacher of –
  - Any work situation which a person would reasonably consider represented a serious and immediate danger to health and safety
  - Any matter which a person with the employee's training and instruction would reasonably consider represented a shortcoming in the Trust's protection against arrangements for health and safety (e.g. unsafe conditions/working practices/tools/equipment etc.)

In addition to the responsibilities of all employees (as detailed above), staff involved in the supervision and / or teaching of students are also responsible for:

- Ensuring that their students are adequately supervised
- Ensuring that all students receive a suitable health and safety induction
- Encouraging their students to report all accidents, incidents, near misses, illness and/or hazards to a member of staff
- Ensuring that safe teaching practices are developed and implemented in line with relevant safety documents (e.g. HSE, CLEAPSS, DfES guides etc.)
- Ensuring that students are informed of health and safety regulations, rules and procedures and that students and other staff in their area of work apply these effectively
- Briefing students on the key points of all relevant risk/COSHH assessments prior to the start of practical sessions
- Ensuring that students are wearing appropriate personal protective equipment (PPE), where relevant, and that they are instructed in its use

Each time a student is introduced to a new hazardous activity (e.g. use of a tool, use of a hazardous substance etc.), it is the responsibility of the staff member to ensure that all the hazards and control measures are explained to them. The staff member must be confident that students have understood the risks before they are permitted to commence the activity.

### **Contractors**

All contractors must:

- Report to reception and sign in upon arrival to the Trust site, and sign out prior to leaving
- Take reasonable care of their own health and safety and of those who could be affected by their acts or omissions (e.g. staff, students, visitors, other contractors etc.)

- Comply with the Trust's safeguarding procedures
- Submit their health and safety policy, insurance documents and risk assessments/method statements to the Trust for approval. If they do not have a health and safety policy in place (i.e. if they have <5 employees), then they must agree to abide by the Trust's Health and Safety Policy
- Use safety equipment and personal protective equipment/clothing as required by the Trust and as specified in the risk assessment for the activity that they are undertaking
- Maintain all plant and work equipment to ensure that it is safe for use, including ensuring that any portable electrical equipment has a current PAT test certificate
- Report any hazards and/or defective plant/equipment to their supervisor (and also inform the Trust where relevant)
- Report all accidents, incidents, near misses and incidences of confirmed occupational disease to their supervisor (and also inform the Trust where relevant)
- Ensure that their employees only use equipment for which they have been suitably trained
- Observe the fire evacuation procedure and position of all fire equipment and not obstruct means of escape or fire exits
- Provide adequate welfare and first aid arrangements unless otherwise agreed with the Trust
- Take part in site / premises induction

### **Students**

It is the responsibility of each individual student to take reasonable care of their own health and safety and not to act in a manner that places others in danger.

In particular, all students must, insofar as is possible given their age and stage of development:

- Comply with fire and emergency evacuation procedures
- Assist staff in maintaining good standards of housekeeping
- Use machinery and equipment only when authorised to do so and in accordance with instructions
- Wear the appropriate personal protective equipment for the task (as directed by staff)
- Report immediately to staff, any defects in the premises, plant, equipment and first aid facilities which they observe
- Report immediately to a member of staff, any accidents, incidents, near misses or illness

Students must not interfere with or misuse anything provided in the interests of health, safety or welfare (e.g. misuse/discharge of fire extinguishers) and/or engage in horseplay that could put themselves and/or those affected by their actions at risk. Such behaviour should be dealt with appropriately.

### **Visitors**

It is the responsibility of all visitors to take reasonable care of their own health and safety and not to act in a manner that places themselves and/or others in danger.

In particular, visitors must:

- Report to reception upon arrival and sign in
- Wear their visitor badge at all times
- Comply with instructions given by members of staff

- Not tamper with emergency equipment
- Bring to the attention of staff any health and safety issues (e.g. accidents, incidents, near misses, hazards etc.)
- Wear personal protective clothing/equipment where indicated
- Sign out and return their visitor badge prior to leaving the site

### **Responsibilities of Equans at the PFI schools (Clifton Community School, Thrybergh Academy and Wickersley School & Sports College)**

Clifton Community School, Thrybergh Academy and Wickersley School & Sports College are Private Finance Initiative (PFI) sites. At these schools the Health & Safety responsibilities are shared between the school and the PFI partner. This relationship is contractual and the roles and responsibilities of the PFI provider are detailed in the PFI contract. At these schools, Equans assume the duties and responsibilities set out in the above section for Site Managers.

## **5 – Arrangements for Health and Safety**

### **Accident, Incident, Near Miss, and Occupational Disease Reporting and Investigation**

Our primary aim is to prevent all accidents, incidents and/or occupational disease from occurring. We want to protect all employees, students, visitors, and others that may be affected by our activities so that everyone goes home safely at the end of the working day. In our efforts to achieve this, we record all accidents and occupational diseases, and actively encourage the reporting of incidents and near misses.

#### **Accidents**

An accident can be defined as any unplanned, unwanted event (including an act of non-consensual physical violence) that results in personal injury or; damage to, or loss of, property, plant or materials; or damage to the environment.

All accidents, no matter how trivial they may seem, need to be reported and recorded. This can range from a small cut or bruise, to the fracture or amputation of a limb, or death.

#### **Incidents**

An incident can be defined as any unplanned, unwanted event that is not an accident or near miss but that has negative consequences e.g. an incident of verbal abuse or threatening behaviour against an employee.

Please refer to the Violence, Aggression and Harassment Policy.

#### **Near Misses**

A near miss can be defined as an unplanned event that does not result in personal injury, death or damage, but has the potential to do so. For example, a shelving unit coming away from the wall and falling, narrowly missing a student or member of staff.

## Reporting and Recording

Staff are responsible for reporting any accidents, incidents, or near misses involving themselves, and/or any accidents, incidents, near misses that are reported to them by others (e.g. students, visitors, contractors etc.) to their Headteacher / line manager as soon as possible. The Headteacher / line manager will ensure that an entry is made in the accident reporting system, Every Education, as soon as is practicable. This record will include the date, time and place of the event, personal details of those involved and a description of the nature of the event or disease, including any antecedents or contributory factors. This information may then be required for investigation purposes and, where necessary, for notification to the Health & Safety Executive as a RIDDOR report. The accident reporting system is found at Every Education via Google single sign on.

If the accident is classified as 'high' on Every Education, for example, if the injured person has been taken to hospital, or an employee is likely to require time off work, there will be an automatic notification to the Senior Premises & Compliance Manager and Senior Operations Manager. All significant incidents, such as those which require an ambulance to attend, must also be reported to the CEO. Staff and students are instructed on this Policy as part of the induction process.

## First Aid/Medical Assistance

A separate First Aid Policy is available.

## Investigations

Where the accident/incident/near miss caused, or had the potential to cause, serious injury; an investigation may be conducted by the Senior Operations Manager and / or Senior Premises and Compliance Manager together with other relevant staff (e.g. Head of Department, Manager, teacher etc.) and recorded on the Accident/Incident/Near Miss system. The investigation may include taking photographs, obtaining witness statements, CCTV and collating copies of all relevant documentation, e.g. training records, risk assessments, maintenance records, etc. Findings of the investigations will be used to inform future working practices.

## Occupational Disease

An occupational disease is a work-related disease or condition as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which has been confirmed by a medical practitioner, e.g. occupational dermatitis. For a summary of reportable occupational diseases, please visit:

<http://www.hse.gov.uk/riddor/occupational-diseases.htm>.

Staff must report any suspected work-related ill health to Line Manager, who will ensure that an entry is made in the incident reporting system. This will then be investigated in a similar way as other untoward incidents, with further medical advice being sought where necessary.

## The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Where the accident, incident, near miss, or occupational disease falls under the scope of RIDDOR 2013, the Senior Operations Manager and / or Senior Premises and Compliance Manager is

responsible for reporting the matter to the relevant Enforcing Authority within the required timescales, and for completing the appropriate online form available at:

<http://www.hse.gov.uk/riddor/report.ht>

A copy of the RIDDOR report made should be to the record on the incident reporting system (Every Education).

Information on the types of accidents, incidents, near misses, and occupational diseases that are reportable under RIDDOR 2013 is available at:

<http://www.hse.gov.uk/riddor/reportable-incidents.htm>

Advice specific to schools / academy is available at:

<http://www.hse.gov.uk/pubns/edis1.pdf>

Generally, RIDDOR 2013 requires the reporting of work-related accidents that result in:

- The death of any person
- Specified or Major injuries to workers (e.g. fractures, amputations etc. Please refer to above links for full guidance)
- Over 7-day incapacitation of a worker
- An injury to a member of the public (or any other person not at work) whereby the person is taken directly from the scene of that accident to a hospital for treatment to that injury. N.B. this includes students

RIDDOR also requires the reporting of:

- Occupational diseases as outlined in the regulations (please refer to above links for details)
- Dangerous occurrences as outlined in the regulations (please refer to above links for details)

The Senior Operations Manager and / or Senior Premises and Compliance Manager is responsible for reporting all such incidents, and any other incidents of a similarly serious nature, to the insurers.

### **Record Keeping**

All records relating to accidents, incidents, near misses and occupational disease are filed confidentially and retained for a minimum of three years, with records of accidents involving children (i.e. those under the age of 18) being retained for a period equal to their date of birth + 25 years.

### **Monitoring**

Along with continual monitoring and investigation of significant incidents, accidents, incidents, near misses and incidences of occupational disease are reviewed annually by the Senior Operations Manager and are reported on to the Board of Directors.

Findings of investigations will be communicated to relevant staff and presented to the Staffing Committee.

## Control of Substances Hazardous to Health (COSHH)

Wickersley Partnership Trust recognises its duties under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 and is committed to ensuring that all reasonable steps are taken to prevent exposure of employees, students and others to substances hazardous to health, or where exposure cannot be prevented, that it is controlled within statutory limits.

This guidance note provides a framework to be adopted to ensure compliance with the COSHH regulations.

### Summary of Actions

- Complete an inventory identifying all hazardous substances used in your premises and obtain material safety data sheets for these
- Ensure that a documented risk assessment is made for the use of any substances which present a significant risk to health
- Ensure that controls are in place and are adequately monitored for effectiveness
- Ensure that any equipment required for controlling risk is being adequately maintained
- Ensure all staff have received information, instruction and training where required
- Ensure records of assessments are being kept on the premises

### Legal Framework

The aim of the COSHH Regulations 2002 is to ensure that where a need for the use of a hazardous substance is required, that the situation is assessed and appropriate control measures are taken.

Specifically, they require employers to:

- a) Assess the health risks which arise from hazardous substances in their work activities
- b) Ensure that the exposure of personnel to substances hazardous to health is either prevented or adequately controlled
- c) Ensure that any equipment provided to control the risk e.g. local exhaust ventilation, fume cupboards, personal protective equipment (PPE) is adequately maintained
- d) Provide information, instruction and training to staff and others who may be affected on the level of risk and how it is to be controlled
- e) Provide adequate and appropriate health surveillance when required

### Substances Hazardous to Health

Substances hazardous to health as defined by the COSHH regulations are:

- a) Substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and carry the pictograms detailed below
- b) Biological agents directly connected with work including micro-organisms
- c) Dust of any kind when present as a substantial concentration in the air
- d) Substances which have a Workplace Exposure Limit (WEL)[1] assigned to them by the Health and Safety Commission (examples include wood dusts and chlorine)
- e) Any other substance not specified above which may create a comparable hazard to a person's health

The only exceptions are those things which are already being controlled by their own specific legislation, for example, radioactive substances.

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

In the Trust these substances will generally be found in laboratories, practical workshops, print rooms etc. Caretakers and cleaners' stores are also likely to contain such substances.

It should be remembered that substances hazardous to health can also be created by practical work (e.g. wood dust, products of chemical experiments, work with micro-organisms). In such situations, prevention or effective controls may be required to minimise the risks to health.

Establishments should ensure that an inventory of all hazardous substances used/generated on site is compiled; this inventory should then be used to identify those substances which present a significant hazard and thus require an individual risk assessment.

### **Risk Assessments**

The primary requirement for the control of hazardous substances is to conduct a COSHH Risk Assessment before the use or generation of any such substances.

Any process which is liable to expose staff, children 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.

Within curriculum areas (in particular science, DT and Art with students above the age of 11) then Heads of Department are responsible for the control of substances hazardous to health and ensuring that guidance and model risk assessments contained in the relevant national publications are followed:

### **Science**

The Trust is a member of CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) All information is available from their website. <http://www.cleapss.org.uk/>

- CLEAPSS Academy Science Service Laboratory Handbook
- CLEAPSS Hazards
- Safeguards in the Academy laboratory 11<sup>th</sup> edition, ASE 2006. <http://www.ase.org.uk/>
- Association for Science Education's (ASE) "Topics in Safety"

For all academies with children below the age of 11, guidance is contained in:

<https://www.ase.org.uk/resources/health-and-safety-resources/revision-topics-in-safety/>

### **Radiation**

Each school has access to CLEAPSS membership, which includes the Radiation Protection Advisory service.

The table below identifies who the Radiation Protection Supervisor is in each secondary school.

School	Radiation Protection Supervisor
Clifton Community School	Adam Goorwitch
The Gainsborough Academy	David Frith and Neil Marrs
Rawmarsh Community School	George Askew
Thrybergh Academy	Hannah Martin
Wickersley School and Sports College	Claudia Petrucci

## Design and Technology

DATA risk assessment in secondary Academies <http://www.data.org.uk/>

CLEAPSS Risk assessments in technology

BS 4163:2014 Health and Safety for Design and Technology in Academies and Similar Establishments

## Art

- National Society for Education in Art & Design (NSEAD)

<http://www.nsead.org/hsg/index.aspx>

Where model assessments are used it should be ensured these are also incorporated into schemes of work, planning etc. and adapted to local circumstances where necessary. e.g. where equipment may differ from that specified in the model assessment, difficult students etc.

Where generic COSHH risk assessments are not available Managers / Headteachers must ensure the risks posed are adequately assessed by a 'competent' person. Further guidance and the COSHH risk assessment forms are available from the responsible person listed below, along with the procedures relating to COSHH.

A competent person is one with sufficient:

- Knowledge and experience of work activities
- Knowledge of substances used, generated
- Ability to determine effective control measures

Material safety data sheets should be obtained from the manufacturer of the product. The supplier must provide these on request.

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

## Controls

Exposure to substances hazardous to health should either be prevented altogether, substituted with a less harmful substance, or (where it is not reasonably practicable) adequately controlled.

In all cases personal protective equipment (PPE) should only be used where it is not reasonably practicable to adequately control exposure by other means. For example, fume cupboards in science labs and local exhaust ventilation systems on woodworking machinery should always take precedence over masks.

If a substance is hazardous by inhalation it is likely to have been assigned a "workplace exposure limit" (WEL). This should be used to assess the level of control.

Where PPE is identified as necessary for use by staff and students it should be ensured it is suitable for the purpose.

Employees have a duty to make full and proper use of all control measures identified as required in the risk assessment and must wear appropriate PPE (lab coat, eye protection, gloves etc.) where this is identified as required. Adequate information and training must be provided on its use and maintenance.

### **Maintenance, Examination and Testing**

Where controls such as fume cupboards, dust extraction for woodworking equipment etc are provided it is necessary to ensure that they are properly maintained. This will require visual and operational checks pre-use in addition to a thorough examination and tests of engineering controls.

In the case of local exhaust ventilation, tests for fume cupboards, woodworking extraction etc. should be carried out at least every fourteen months. A record of the results of all examinations must be kept for at least 5 years.

An anemometer should be used to enable the Academy to conduct their own face velocity checks of fume cupboards.

All PPE must be kept clean, in good repair and stored correctly to prevent contamination. Respiratory protective equipment (RPE) should be inspected regularly (Monthly) and a record of inspections kept for at least 5 years.

### **Health Surveillance**

Health surveillance is typically only required in certain circumstances and is dependent on individual circumstances.

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

Monitoring and health surveillance records relating to named individuals must be kept for 40 years.

Advice should be sought from Occupational Health if there is any uncertainty regarding the need for health surveillance.

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

Information, instruction and training must be given to those who may be exposed, about the risks to health and precautions. Furthermore, information must be provided about the results of monitoring and collective results of any health surveillance that may be necessary.

It should be noted that the requirements relating to assessments, monitoring records and health surveillance records apply to all hazardous substances and not just carcinogens.

### Responsible Persons

The persons responsible for identifying hazardous substances, maintaining the inventory, obtaining Safety Data Sheets, and completing the COSHH assessments are:

Maintenance and Grounds – Site Manager

- Cleaning – Cleaning Supervisor / Site Manager where there is no Cleaning Supervisor
- Catering – Catering Manager
- Science – Head of Science
- Art – Head of Art
- Design Technology – Head of Technology

### Electricity Safety

Wickersley Partnership Trust recognises its responsibilities under the Electricity at Work Regulations 1989 and will take all reasonable steps to secure the health and safety of employees, students and others who use, operate or maintain electrical equipment.

To ensure this objective the Trust will:

- Ensure electrical installations and equipment are installed in accordance with IET Wiring Regulations
- Maintain the fixed wiring installation in a safe condition via periodic inspections in line with the recommended intervals stated within the IET Wiring Regulations, and completion of remedial works identified as being required (these will be arranged by the Senior Caretaker)
- Ensure employees/ contractors who carry out electrical work are competent to do so and that contractors carrying out electrical works are NICEIC approved
- Ensure that lightning protection where installed is inspected annually by a competent person (these will be arranged by the Site Manager)
- Inspect and test portable and transportable electrical equipment annually, or as often as required to ensure safety (i.e. PAT testing). This includes all portable electric equipment used in the course of Trust activities whether provided by the Trust, on hire, or leased or loaned from another sector, or belonging to individuals (these will be arranged by the Site Manager)
- Maintain test equipment and ensure that it is calibrated on an annual basis
- Maintain detailed records and copies of all electrical test certificates
- Ensure that no person in its employment is allowed to work on or near any live conductor, except where the live conductor is insulated so as to prevent danger. Contractors will be used and the following factors will be considered when determining whether work with live conductors is justified:
  - When it would not be practicable to carry out work with the conductors dead (e.g. testing purposes)
  - The need to comply with other statutory requirements

- o The level of risk involved in working on the live equipment and the effectiveness of the precautions available set against the economic need to perform that work

The Trust recognises that statutory legislation only permits persons at work to be near live conductors if it is not feasible to do the work at a safe distance from the live conductors. Additionally, persons whose presence near the live conductors is not necessary should not be so near the conductors that they are at risk of injury.

#### **Employees must:**

- Visually check electrical equipment for damage before use (e.g. damaged leads, plugs, casings, sockets etc.)
- Report any defects found in electrical appliances to the Site Manager. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and immediately withdrawn until it has been tested and declared fit for use by a qualified person
- Report any suspected defects found in the electrical system (e.g. damaged plug socket etc.) to the Site Manager (N.B. for minor defects posing no immediate risk, this can be reported via the online maintenance task system)
- Not use defective electrical equipment
- Not use any electrical equipment marked with a 'fail/ed' test sticker
- Not carry out any repair to any electrical item
- Switch off non-essential equipment from the mains when left unattended
- Not use any electrical item that they bring onto Trust premises until it has been tested and recorded
- Not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- Never run extension leads under carpets or through doorways
- Not daisy-chain extension leads to make a longer one or increase the number of power sockets
- Not use square adapter sockets – devices that plug into mains sockets to increase the number of outlets
- Ensure that electrical items are made available for PAT testing upon request

#### **Fire Safety**

Responsibilities:

The person with overall responsibility for fire safety in our premises is the Headteacher.

The Site Manager is responsible for: ensuring that routine maintenance is carried out to the fire alarm system, weekly tests are conducted, monthly fire safety checks are undertaken and remedial works carried out where required, producing and maintaining fire evacuation documents and being the point of contact with the fire brigade in the event of an evacuation.

The Senior Premises & Compliance Manager is responsible for: ensuring that the monthly fire safety checks are completed and ensuring that the recommendations highlighted in the Fire Risk Assessment

are completed. They will also monitor and help head teachers maintain the Emergency Evacuation Plan, arranging fire drills in conjunction with the Site Manager.

Fire marshals are responsible for checking their designated area in the event of an evacuation and reporting to the staff at the assembly point that the area is clear.

### **Fire Safety Risk Assessment**

Pyro Fire has undertaken a fire safety risk assessment of our premises and reviews this on an annual basis.

Copies of the risk assessment are held on Every Education and with the Site Manager. The Senior Premises & Compliance Manager is responsible for ensuring that the recommendations arising from the assessment are implemented.

### **Fire Prevention**

Fire hazards are identified within the fire safety risk assessment and recommendations implemented to control them. In particular, we have implemented risk control measures in response to the risks potentially arising from the hazards of: lighting, waste accumulation, storage of combustibles and the control of contractors.

The fire prevention measures which have been implemented include, for example: electrical inspection and testing, control of hot work, gas safety inspections, regular removal of waste, locking of external bins, smoking rules, fire separation, fire doors/stopping and the correct storage of flammable liquids.

### **Alarm System**

Our premises are covered by a fire alarm system incorporating automatic fire and smoke detection and manual call points. Our alarm systems are serviced by an external contractor routinely on a 6-monthly basis.

The alarm system is tested by the site staff on a weekly basis by activating a different alarm call point each time in rotation. During the alarm test, we take the opportunity to check audibility of the alarm throughout the premises.

The results of alarm testing and servicing are recorded and held in the Site Manager.

### **Emergency Lighting**

An emergency lighting system incorporating battery back-up is installed, which activates on failure of the lighting circuit. The system is subject to a monthly activation test and an annual full discharge test organised by the Site Manager. The results of emergency lighting tests are recorded and reviewed.

### **Signage**

Directional fire escape signs are displayed throughout the building to indicate the location of emergency exits.

**Other signs are also displayed where required, including:**

- To identify the location of the assembly point
- To describe the type and function of fire extinguishers
- To describe the correct operation of exit door hardware (i.e. 'push bar to open', 'turn to exit', break to exit)
- To show the correct operation of gas shut off valves
- To show 'fire action' required
- To identify fire doors which must be kept shut (or kept clear)
- To designate the building as non-smoking in accordance with smoke free law
- To indicate on each lift landing 'in the event of fire do not use lift'

All signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

**Escape Routes and Exits**

Structural fire separation is provided by protected routes surrounded by fire resistant walls, ceilings, and fire doors.

Fire doors are kept closed by self-closing devices and/or kept locked shut where designed to be.

On a weekly basis the site team check that all escape routes are clear, that exit doors are functioning correctly and that fire doors are either kept shut, kept clear, or locked shut as required.

The condition of each fire door including the presence and condition of door closers, intumescent and smoke seals is checked monthly.

The results of escape route and fire door checks are recorded and reviewed.

**Fire Extinguishers**

We have selected suitable numbers and types of fire extinguishers and located these in accordance with the findings of the fire safety risk assessment. A full range of fire extinguishers e.g. water, Co2, are available around the Academy, along with fire blankets in many offices and work rooms. Our fire wardens have been trained in the practical use of extinguishers and the circumstances when they can be safely used and when they should not be used.

Fire extinguishers are subject to an annual servicing contract.

On a monthly basis the Site Team check that fire extinguishers are correctly located and appear to be in good condition. The results of these checks are recorded and reviewed.

## **Fire Procedure**

Action on discovering a fire.

Any one discovering a fire or suspicious device will immediately operate the nearest alarm call point and then proceed to the assembly point.

Action on hearing the alarm.

## **Fire Marshals**

Fire Marshals are to leave the building via their designated route clearing their zone and checking toilets as they do so. They are to ensure that any visitors are safely directed to the assembly point.

## **Teaching and Support Staff**

The prime duty of staff is to ensure the safety of themselves, Students and visitors within their departments. They must direct students and visitors out of the classroom via the designated route to the respective assembly points. Staff must then report to their own designated assembly point.

## **Students**

Students should line up at the designated area of the assembly point in their form groups in registration order in a sensible and orderly manner.

## **Headteacher**

The Headteacher or designated stand in is to take control of the assembly point.

## **Disabled Persons and Others Requiring Assistance**

A Personal Emergency Evacuation Plan (PEEP) will be established for any student or member of staff who needs assistance in leaving the premises.

## **Fire Drills**

Fire drills are carried out at least once every academic term and records are kept.

## **Training for all Staff/Volunteers**

New staff/volunteers are provided with information on emergency procedures on their first day of employment/volunteering, including the location of escape routes, the sound of the alarm and the location of the assembly point.

All staff / volunteers receive annual refresher training in fire safety and fire procedures which is recorded.

## Cooperation and Coordination

Contractors working on the premises are briefed in essential fire safety matters including location of escape routes, the sound of the alarm and the location of the assembly point. We ensure that contractors working on gas and electrical systems are suitably qualified. Where contractors need to conduct 'hot works' we ensure that fire risks are adequately controlled and apply a Permit to Work. Further details of our arrangements for the control of contractors are included within a separate section of this policy.

## Emergency lockdown procedures

Wickersley Partnership Trust has the following guidance in place:

- Full Lockdown Guidance
- Partial Lockdown Guidance
- Restricted Site Access Guidance

Using the above guidance, each school has produced school specific partial and full lockdown procedures.

## Gas Safety

Wickersley Partnership Trust will ensure that all work carried out on gas systems and appliances are in accordance with the requirements of the Gas Safety (Installation and Use) Regulations 1998 and related Approved Code of Practice.

### Maintenance of Gas Equipment

It is the responsibility of the Site Manager to ensure that all gas appliances (e.g. boilers, ovens, Bunsen burners etc.) are serviced annually, and in accordance with the manufacturer's recommendations.

The Site Manager will ensure that all work on gas appliances is carried out by an external Gas Safe Registered Engineer, and will retain records of all servicing, maintenance and repairs.

Who is competent to work on gas fittings?

This must be carried out by someone on the Gas Safe Register who is qualified to work on gas appliances.

It is illegal for an unregistered person to carry out work on any gas appliance. You can check this by contacting the Gas Safe Register online or by calling them on 0800 408 5500.

All those who are registered carry a Gas Safe ID card, which shows the type of work they are qualified to do and whether their qualifications are up to date.

## Training

All relevant health and safety information and written instructions on the use of gas equipment is kept either in the area of the equipment e.g. science rooms, Site Managers Office. Students must be briefed on the safe use of gas equipment.

The information and written instructions must cover all the health and safety aspects of use that are likely to arise and any limitations on these uses, together with any foreseeable difficulties that could arise and the methods to deal with them.

Information can be verbal or in writing, but whichever method is chosen, the Trust will ensure that the workforce properly understands the instructions. All supervisors are made aware of their responsibilities to adequately train and induct staff or request additional support or training e.g. external support.

Adequate training in the use of gas equipment must be given to the "operators" by existing staff if appropriate or by manufacturers/external trainers etc. The need for training should be identified by Line Managers as soon as possible, i.e. upon employment and prior to the use of any new gas fired equipment/machinery.

## Summary of Key Actions

The key actions we take to ensure the safety of gas fired appliances are:

- Identify all gas-fired appliances and create a maintenance schedule for each
- Arrange for servicing by a Gas Safe registered engineer in line with the schedule and keep records
- Highlight all gas shut-off points and ensure that relevant staff are instructed in their use

## Gas Emergencies

In the event of a suspected gas leak staff should:

- Evacuate the buildings and move the occupants to a distance of at least 250 metres away. Nominate some staff to stay at a safe distance to prevent access to the site and await the emergency qualified engineer
- Call the 24 hour gas emergency service on 0800 111 999;
- If it is safe to do so:
  - Put out naked flames
  - Open doors and windows
  - Turn off the gas supply

### **STAFF MUST NOT TURN ELECTRICAL SWITCHES ON OR OFF.**

If the general public in the neighbourhood are at risk staff should contact the police on 999.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

## Lifting Equipment and Lifting Operations

Wickersley Partnership Trust recognises its duties under the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 for all lifting equipment used on site and ensures that:

- All lifting equipment (including lifting accessories) is identified on a schedule which is used to ensure that each item has received the maintenance and inspection required
- All lifting equipment has a risk assessment in place that is reviewed periodically, following any changes, and/or following any accidents, incidents or near misses
- All lifting equipment is clearly marked with its 'safe working load' (SWL)
- Suitable storage is provided for lifting accessories to prevent accidental damage or corrosion
- All lifting equipment is subject to a maintenance regime in accordance with good practice and taking into account manufacturers' instructions
- All lifting equipment is subjected to a periodic Thorough Examination and Test in line with the requirements of LOLER 1998 and an inspection report held on file
- Improvements identified through inspections/tests are undertaken as required;
- Pre-use inspections are carried out by operators of lifting equipment and the results recorded
- Defective lifting equipment is taken out of service whilst awaiting repair or replacement
- Lifting equipment is only used by persons that have had suitable and sufficient information and training on their safe operation and use, and any precautions or safeguards required
- Operators are formally authorised to use the equipment by the Senior Caretaker

The schedule of equipment and records of maintenance can be found on Every Education or by contacting the Site Manager.

Records of training and authorisation for the use of lifting equipment are held by the Site manager/Senior Premises and Compliance Manager.

## Lone Working

Wickersley Partnership Trust has a legal duty to ensure the health, safety and welfare of its employees while they are at work. At any given time, there are numbers of employees who are working alone, whether as a substantial part of their working life or on an occasional basis. Wickersley Partnership Trust have a responsibility to assess the risks to lone workers and take steps to avoid or control the risks where necessary; and the employees have responsibilities to take reasonable care of themselves and others in lone working situations. Lone working is not inherently unsafe and proper precautions can reduce the risks associated with working alone.

### Purpose

The aim of this policy is to outline Wickersley Partnership Trust responsibilities towards staff working alone by:

- Defining what 'lone working' is
- Taking action to reduce risk to lone workers
- Ensuring that all employees are aware of their responsibility to use necessary guidance to assist lone workers

## Scope

This policy applies to all employees, including temporary workers and those employed on a casual basis. This policy should be read in conjunction with the Health and Safety Policy.

## Definition

The Health and Safety Executive (HSE) defines lone workers as those 'who work by themselves without close or direct supervision'. They may include:

- People working separately from others in a building
- People who work outside 'normal' hours
- People who work away from their fixed base without colleagues, e.g. visiting people in their homes
- People who work at home

The definition can cover employees in situations with varying degrees and types of risk. It is important to identify the hazards of the work and assess the risks involved before applying appropriate measures. This policy will refer to high risk and low risk activities.

Some employees may spend most of their working lives with others but find themselves working alone occasionally, for example, when working late. Others will work alone on a daily basis. This policy will refer to frequent lone workers and occasional lone workers.

## Potential Hazards of Lone Working

People who work alone will of course face the same risks in their work as others doing similar tasks. However, additionally they may encounter the following:

- Accidents or sudden illnesses may happen when there is no-one to summon help or first aid
- Violence or the threat of violence
- Fire
- Attempting tasks which cannot safely be done by one person alone, e.g. heavy lifting, or use of certain equipment
- Lack of a safe way in or out of a building (e.g. danger of being accidentally locked in)
- Steps can be taken to reduce the risks of these events

The perception of these hazards or the actual risks may be different for different people. For example, the inexperience or your works may underestimate the risks of an activity; some workers may feel particularly vulnerable to violence away from the workplace or after dark; or a medical condition may make it unsafe for an individual to work alone.

The school must consider these factors when doing risk assessments. If there are lone workers within an area the manager must take appropriate steps to reduce the risk, particularly for frequent lone workers or lone workers engaged in high-risk activities. They should consider:

- Does the workplace present any special risk to a lone worker?
- Can all the equipment, substances and goods used on the premises be safely handled by one person? Is any manual handling involved safe for a single person?

- Is there a risk of violence or the threat of violence? Is the nature of a visit or the person being visited likely to increase the risk? Will the employee be alone in a dark or remote location?

## **Risk Assessments**

A lone working risk assessment is in place for Caretakers / Site Managers. A risk assessment for any further staff who wish to work alone should be completed as required.

## **Measures to Reduce the Risk of Lone Working**

### **Supervision**

Lone workers are by definition not under constant supervision. However, Line Managers can ensure that the employees understand the risks associated with their work and the relevant safety precautions. They can put into place arrangements for the individual to contact a Line Manager if they need additional guidance. Occasional site visits may be appropriate, particularly if there are high-risk activities. Employees new to a job or undergoing training may need to be accompanied initially. Regular contact by phone or radio may be appropriate. The Site Manager (person in charge of Health and Safety) should assess what level of supervision is required.

### **Checking System**

All out of hours lone working staff should establish their own checking in and out system with either family, friends, or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (eg Line Managers) to call if the lone worker fails to return home at the expected time.

### **Reporting Back**

A system should be in place to ensure that a lone worker returns to their base or their home at the completion of a task away from the normal workplace. For high risk or frequent lone workers, the Site Manager may stipulate that the employee must inform him/her of their whereabouts and the expected duration of the visit so that if the employee has not reported in or cancelled the call by the expected hour, a call will automatically be triggered to check the employee is safe.

For occasional lone workers or low risk lone workers, they should inform a colleague where they are going and when they are expected back; arranging to ring the office at the conclusion of the visit or call; issuing a mobile phone number to allow a contact call to be made if the employees return is overdue. Use of diary systems or notice boards to indicate whereabouts can form part of this system. All employees involved share a responsibility to maintain such informal systems for safe lone working.

The school should also consider the members of staff who meet with visitors on a one to one basis on the school premises. Whilst they are not alone in the building, they may be alone with the visitor in a place where other colleagues cannot see them. The school should consider systems for ensuring that they have emerged safely from such a meeting and systems for raising an alarm if necessary.

## **Accidents and Emergencies**

Lone workers should be capable of responding correctly to emergencies. This should include being made aware of special arrangements for out of hours' incidents. First aid may be available from school staff, or it may be prudent for an individual frequently working away from the base to carry a basic first aid kit if there is a foreseeable risk of injury. It is also necessary for employees working alone in a building or part of a building to let the Human Resources Director know they are there, so they can be accounted for in case of fire.

## **Medical Conditions**

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

## **Task Not Suitable for Lone Working**

Risk assessment will identify the hazards of work. When a risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back up should be put in place, or the work reassigned to another worker or done in hours when the worker is not alone. For example, a worker who arrives before other colleagues may be instructed not to attempt heavy manual lifting until another colleague arrives to assist.

## **Intruder**

Staff should not enter the school premises if there are signs of intruders but are advised to immediately contact the police.

## **Violence at Work**

Employees who undertake home visits must use a system to reduce the risk of violence by not visiting alone or meeting in another location. The risk of violence may not be directly related to a particular property. It may be associated with the environmental issues like working alone outside after dark, or a situation may arise where there was no previous history of incidents. Employees likely to be lone workers in such situations should be trained in dealing with difficult people, in ways to recognise a risk and in behaviour which may reduce the risk (up to and including terminating the visit). All incidents of violence must be reported.

## **Students Lone Working**

The Teacher in charge of the lone worker should ensure that the student understands the risks associated with lone working and the relevant safety precautions. The Teacher should ensure that they check on the Lone Worker at least every hour and more frequently if necessary. Students should be informed that if the fire alarm sounds they should leave the building by the nearest fire exit and not return to the Teacher.

## Overview

Establishing safe working for lone workers is no different from organising the safety of other employees, but the risk assessment must take account of any extra risk factors. The school must ensure that they have not only introduced measures to reduce any risk but must also ensure that they have communicated their expectations to lone workers and trained them appropriately. All employees, including lone workers, are responsible for following safe systems of work and all employees can take simple steps to reduce the risks associated with their normal working life.

## Children and Young Workers

WPT recognises that it has an increased duty of care to children (i.e. those persons aged 15 and under) and young workers (i.e. those persons aged 16 or 17); whether they are students, visitors, employees, or children who are attending the school as part of a work experience placement. This is due to the increased level of risk posed by children and young persons as a result of their:

- Lack of experience
- Lack of knowledge
- Lack of risk perception
- Physical immaturity
- Emotional immaturity
- Likelihood of engaging in horseplay

WPT will ensure that the additional risks posed by children and/or young workers are considered in the relevant area, activity, event and educational visit risk assessments (as per WPT's Risk Assessment Policy) to ensure that risks are eliminated where possible, or where they cannot be eliminated completely; reduced so far as is reasonably practicable through the use of control measures.

Typical control measures that may be introduced include:

- Ensuring that there are adequate supervision ratios in place, particularly for practical activities and educational visits
- Training and instruction, e.g. providing health and safety inductions, briefing students on the key elements of risk and COSHH assessments, practical demonstrations etc
- Developing and implementing a code of conduct to minimise the risk of dangerous horseplay, particularly for practical activities and educational visits
- Introducing prohibitions, e.g. areas, activities etc
- Physical controls to prevent unauthorised use/access, such as: locking labs, kitchens, workshops and hazardous chemical stores when not in use; or lockable isolators on machinery in workshops etc
- Use of the disciplinary procedure for any students engaging in dangerous horseplay

Arrangements for preventing injury or ill health to children and young workers will be implemented and communicated to students and also to parents where applicable.

Risk assessments and significant findings will be recorded and communicated to relevant staff.

## Manual Handling

Manual handling can be defined as the transporting or supporting of a load by hand or by bodily force, including lifting, lowering, carrying, pushing or pulling. This includes the use of manual handling aids such as trolleys, sack trucks etc. A load can include a person (e.g. nursery child) or animal, as well as inanimate objects, but not an implement, tool or equipment while in use for its intended purpose.

Wickersley Partnership Trust recognises its responsibilities under the Manual Handling Operations Regulations 1992, as amended in 2002 to:

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

## Risk Assessment

Heads of Department / Managers will assess the risk to their staff members and students. This is done by firstly identifying and listing tasks with a potential to cause injury from manual handling.

If the activity cannot be eliminated, a risk assessment is carried out in line with the guidance provided by the Health and Safety Executive (HSE) available at: <http://www.hse.gov.uk/pubns/indg143.pdf> and control measures implemented to reduce the risk so far as is reasonably practicable.

Risk assessments are reviewed annually, where there is a significant change to the activity, and/or following any accidents, incidents or near misses.

## Training and Supervision

Manual handling training is sourced through Hays Online Training Portal.

## Injuries

Any injuries or incidents relating to manual handling are recorded and investigated, with remedial action taken when necessary.

To reduce the risk of injury, the Trust implements the following control measures where possible:

- Mechanical assistance (e.g. manual handling aids such as trolleys, sack trucks etc.)
- Redesigning the task
- Reducing risk factors arising from the load
- Improvements in the work environment
- Employee selection

No employee is required to lift any item that they do not feel confident of doing without risking personal injury.

## Persons at Increased Risk

New and expectant mothers, those with health conditions which place them at additional risk (e.g. pre-existing back conditions etc.), and persons below the age of 18 years (including students), are generally prohibited from carrying out hazardous manual handling activities. Where an individual in these categories, has duties which would ordinarily involve manual handling, their Line Manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

### New and Expectant Mothers

Many women work while they are pregnant and may return to work while they are breastfeeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their children. Therefore, working conditions normally considered acceptable may no longer be so during pregnancy and/or while breastfeeding.

To implement effective measures for new and expectant mothers Wickersley Partnership Trust will ensure that:

- Employees are requested at induction to inform their Line Manager of their condition at the earliest possible opportunity and that the highest level of confidentiality will be maintained at all times;
- On receiving written notification from an employee that they are pregnant or breastfeeding, the person's Line Manager should ensure that the specific risks to the new/expectant mother are assessed and will do what is reasonably practicable to eliminate, reduce or control those risks. The risk assessment will be recorded, retained on file and reviewed following any changes. WPT HR must be included in this risk assessment process
- Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours
- Necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- New and expectant mothers are informed of any risks to themselves and/or their child and the control measures taken to protect them
- New and expectant mothers are not permitted to work with chemicals of a mutagenic/teratogenic classification
- New and expectant mothers are not permitted to undertake hazardous manual handling activities
- Any adverse incidents are immediately reported and investigated
- Appropriate training etc. is provided where suitable alternative work is offered and accepted
- Provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
- A suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm

### Noise

Work activities, especially those carried out by the maintenance and grounds maintenance teams, include some processes which produce high levels of noise. Wickersley Partnership Trust recognises its responsibilities under the Control of Noise at Work Regulations 2005 to:

- Take action to reduce the noise exposure
- Provide employees with personal hearing protection
- Ensure that the legal limits on noise exposure are not exceeded
- Maintain and ensure the use of equipment provided to control noise risks
- Provide employees with information, instruction and training

The Trust ensures that for activities, equipment, machinery etc. producing high levels of noise, a risk assessment is carried out and recorded. The risk assessment means more than just taking measurements of noise – measurements may not even be necessary. The risk assessment should:

Identify where there may be a risk from noise and who is likely to be affected, including:

- Risks to health
- Risks to safety
- Contain an estimate of employees' exposures to noise
- Identify what needs to be done to comply with the law, e.g. whether noise-control measures and/or personal hearing protection are needed, or whether working practices are safe
- Identify any employees who need to be provided with health surveillance and whether any are at particular risk

Where the risk assessment has revealed a potential risk due to noise, control measures have been implemented. The purpose of these control measures is to eliminate hazardous exposure and to reduce noise exposure to as low a level as is reasonably practicable. For tasks which involve exposure above the first action level of 80dB(A), we provide personal hearing protection to staff. Ear defenders are provided to all staff in the maintenance and grounds maintenance teams and they are expected to wear them for all work with noise-generating machinery/equipment, regardless of whether the upper action value of 85dB(A) has been exceeded.

Employees who are issued with hearing protection are instructed in its correct use and on the storage, maintenance and replacement arrangements. They are also instructed in noise hazards and the reasons for the noise controls and wearing of hearing protection.

### **Personal Protective Equipment (PPE)**

Personal Protective Equipment (PPE) means all equipment, including accessories, additions and clothing which is intended to be worn or held by a person at work to protect that person against one or more risks to health or safety.

Wickersley Partnership Trust recognises its duties under the Personal Protective Equipment at Work Regulations 1992 (as amended) and provides PPE when the risk presented by a work or learning activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and/or safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the Trust will:

- Ensure that PPE requirements (including suitability) are identified when carrying out risk and COSHH assessments

- Use the most effective means of controlling risks without the need for PPE whenever possible, and only provide PPE where it is necessary as a 'last resort'
- Ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are when used separately
- Ensure PPE is available to all staff (provided free of charge) and students who need to use it
- Record who has been assigned PPE, if it is for their own personal use only
- Provide adequate accommodation for correct storage of PPE
- Provide adequate maintenance, cleaning and repair of PPE
- Inform staff of the risks their work involves and why PPE is required
- Instruct and train staff in the safe use and maintenance of PPE
- Make arrangements for replacing worn or defective PPE
- Review risk/COSHH assessments and reassess the need for PPE and its suitability annually, when there are significant changes, and/or following any accidents, incidents or near misses

It is a legal requirement that employees use the PPE provided by the Trust, and ensure it is stored in the correct area for use by all personnel. If staff are found not to be wearing PPE as required they will be subject to disciplinary action. Defects or loss of PPE should be reported to your Line Manager.

The Trust also recognises that PPE is required for students undertaking certain activities, as assessed through risk assessments (e.g. science experiments, sporting activities, use of DT machinery etc.). The Trust ensures that students wear such PPE and that they are briefed in the importance of wearing the PPE (e.g. safety glasses/goggles, harnesses / sports mouth guards etc.).

### Pressure Systems and Equipment

Wickersley Partnership Trust recognises its duties under the Pressure Systems Safety Regulations 2000 and Pressure Equipment Regulations 1999 for all pressure systems/equipment on school site (e.g. boilers, autoclaves, pressure cookers, steam ovens etc.).

The metal from which the pressure vessels are constructed may become corroded. Pressure vessels include some mechanism for regulating the pressure of steam that builds up internally; normally steam is released to maintain a constant working pressure. Severe corrosion and failure of pressure-regulating and other safety valves could lead to an explosion.

To ensure the safety of the pressure vessels used and to meet the requirements of the legislation the school will:

- Ensure that all pressure systems are adequately designed, installed, maintained, and modified by qualified, skilled, and knowledgeable persons to relevant British Standards and in accordance with relevant legislation
- Ensure all pressure systems and equipment are designed and manufactured from suitable materials and to appropriate standards
- Fit suitable protective devices and ensure they function correctly, making sure that, where fitted, relief valves discharge to a safe place
- Appoint appropriate Competent Person(s) to ensure that, where required, Written Schemes of Examination are in place and undertaken before the system is used for first

time, if modified, and then within the specified timescale as defined in the Written Scheme of Examination for each pressure system

- Ensure that no qualifying systems are operated without clear and detailed safe operating limits and procedures in place, ensuring a suitable system is established for recording and retaining this information, including updating this information when there are changes made to the pressure systems
- Ensure that all pressure systems are adequately maintained providing the resources to upkeep these systems in accordance with PSSR 2000, ACOP and The Provision and Use of Work Equipment Regulations 1998 (PUWER 1998) requirements
- Ensure that all reasonable risks associated with use, maintaining, installation, modification and decommissioning of any pressure systems are adequately assessed and controlled
- Ensure appropriate user checks are undertaken and recorded
- Ensure that all those using and working on pressure systems are adequately skilled and trained to do so
- Ensure that all relevant information and instructions have been given to those managing, using and or working on any pressure system used by the University of Surrey

### **Examples of pressure systems and equipment**

Below are a few examples of pressure system or equipment that may be located on site;

- Boilers and steam heating systems
- Pressurised process plant and piping
- Compressed air systems (fixed and portable)
- Pressure cookers, autoclaves and retorts
- Heat exchangers and refrigeration plant
- Valves, steam traps and filters
- Pipework and hoses
- Pressure gauges and level indicators
- Steam coffee machine

### **Rented Equipment**

Where any pressure systems are rented from an external source, the Trust will not be the recognised owner and all owner responsibilities as defined within PSSR 2000 will fall to the rental company. The exceptions to this, is when as part of the rental agreement we have taken on ownership responsibilities or if the rental company has no place of business or a representative in Great Britain, then the Trust will then be the recognised owners of these items, which will then come under the responsibility of the Duty Holder that engaged in the rental. Any Duty Holder and or their nominated staff member who engaged in the rental of any pressure system, will still be required to fulfil all user responsibilities as defined within PSSR 2000

### **Users: Approved Staff, Students and Visitors**

User are required to:

- Read and comply with all requirements of any risk assessments, operating procedures, and safe systems of work for any pressure system they are using
- Conduct and record any user/pre-use checks required
- Must only use pressure systems that they have been trained to use or been approved to use by the authorised person and/or the appropriate School/Department Responsible Person(s) or their Deputies
- Use pressure systems for purposes that they are designed for and are not to make any unauthorised changes or modifications to systems without prior approval, approval will need to be gained in writing from either the School/Department Duty Holder, or the authorised person if the modification is to part of or affects a pressure system
- Participate in all required training, including any refresher training as requested by a School/Department Responsible Person(s), their Deputies and/or the authorised person
- Report any shortcoming in the health and safety arrangements to the School/Department Responsible Person(s), their Deputies or the authorised person (Pressure Systems), even when no immediate danger exists
- Report any incidents concerning pressure systems to the headteacher or a member of SLT

All users of pressure systems must complete basic pressure systems and gas safety awareness courses before being an approved user.

### Slips, Trips and Falls

Wickersley Partnership Trust recognises that slips, trips, and falls are the highest cause of injuries within the education sector, and therefore we have reviewed our premises for slip, trip and fall hazards and have taken action to resolve the issues identified and recorded these in our risk assessments.

The prevention of slip and trip accidents in the workplace relies on the involvement of all staff and everyone is encouraged to deal with hazards as soon as they are identified. Staff are instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.

Housekeeping standards and the condition of flooring, steps, stairs etc. are regularly reviewed, and staff are encouraged to report any defects as soon as possible via Every Education. Where an immediate repair is not possible or practical, the area will be sealed or blocked off to prevent access whilst repairs are awaited.

We aim to ensure that storage areas are of sufficient capacity, are well managed and are under the control of an identified person.

Steps and stairs are equipped with handrails. Step edges are kept in good condition. External step edges are highlighted with yellow or white paint where necessary for visibility.

Our cleaning regimes are designed to ensure that dust, grease and other slip hazards are well controlled, with all hard flooring cleaned at least once per week. If there is a spillage, staff are responsible for ensuring that it is cleaned up promptly and any wet floor is clearly highlighted. Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet

weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable.

Cleaning staff also remove waste on a daily basis to ensure that it does not accumulate and cause a trip hazard.

Staff working in certain areas, such as the kitchens, or cleaners who are likely to be mopping hard floors regularly, are provided with sensible non-slip footwear that minimises the chance of them suffering an accident.

Suitable and sufficient lighting is provided for normal tasks, and emergency lighting is provided to aid escape in case of lighting failure. All lighting is routinely checked as part of our workplace monitoring regime.

Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in our external areas.

### **Welfare Facilities**

Wickersley Partnership Trust will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 in order to promote an organisation wide culture of health, safety and welfare in the workplace.

### **Maintenance of Workplace, Equipment, Devices and Systems**

All equipment, devices and systems which fall under the scope of these regulations, including the workplace itself, will be maintained (including being cleaned as appropriate) in an efficient condition and in a good state of working order and repair. Where appropriate this will include such items being subject to a suitable system of maintenance.

### **Ventilation**

Effective and suitable provision will be made to ensure that every enclosed work and teaching space is ventilated by a sufficient quantity of fresh or purified air. For health and safety purposes, any plant used to achieve this purpose will include an effective device to give visible or audible warning of any failure of the plant e.g. DT and IT departments etc.

### **Temperature in Indoor Places**

Although no values are accorded to temperatures in the regulations, the Trust ensures that, during working hours, the temperature inside buildings is reasonable, i.e. has achieved 16°C within one hour of work commencing. To achieve a reasonable indoor temperature, the Trust will not use a method of heating or cooling which results in the escape into the workplace of fumes, gas or vapour which could be injurious or offensive to any person.

### **Lighting**

Every workplace inside the academy should have suitable and sufficient lighting suitable to the tasks performed. Such lighting will, as far as is reasonably practicable, be natural and emergency lighting

will be provided in any room in circumstances where occupants would be exposed to dangers in the event of the failure of artificial lighting.

### **Cleanliness, Floors, Traffic Routes and Waste Materials**

All work areas, classrooms, furniture, furnishings and fittings are kept sufficiently clean. Surfaces of walls, floors and ceilings of all work and teaching spaces inside buildings will be capable of being kept sufficiently clean. As far as is reasonably practicable, waste materials are not allowed to accumulate in any work and teaching spaces except in suitable receptacles.

The construction of all floors and traffic routes are suitable for the purpose for which it is used, including the absence of unevenness, holes (unless suitably guarded to prevent falls), slopes (unless suitably hand railed) and slippery surfaces that constitute a risk to health and safety. All floors have an adequate means of drainage where necessary.

So far as is reasonably practicable all floors and traffic routes are kept free of obstructions, articles and substances that may cause a person to slip, trip or fall. All traffic routes which are staircases are fitted with suitable and sufficient handrails and where appropriate, guardrails, unless a handrail cannot be provided without obstructing the traffic route.

### **Windows, and Transparent or Translucent Doors, Gates and Walls**

Where necessary for reasons of health and safety, any window or other transparent or translucent surface in a door or gate are of safety material or are protected against breakage, and are appropriately marked or incorporate features so as to make it apparent.

### **Windows, Skylights and Ventilators**

No window, skylight or ventilator which is capable of being opened is likely to be opened, closed or adjusted in a manner which exposes any person performing such an operation to a risk to their health or safety and no window, skylight or ventilator is permitted to be in a position that, when open, exposes any person in the Trust to a risk to their health and safety (e.g. limiters fitted where necessary).

All windows and skylights in a workplace are designed or constructed so as to be able to be cleaned safely. Where this is not the case alternative arrangements have been devised so as to render the window cleaning operation safe and without risks to health.

### **Organisation, etc. of Traffic Routes**

The Trust is organised in such a manner so that pedestrians and vehicles can circulate in a safe manner. Extreme caution by all parties is required and students are reminded of the dangers. Traffic routes will, as far as is reasonably practicable, be suitable for the persons or vehicles using them (including taking into account the separation of pedestrians and traffic using the same routes), be sufficient in number, be in suitable positions and of sufficient size. All traffic routes are suitably signed.

## **Doors and Gates**

Doors and gates are suitably constructed (including being fitted with safety devices where appropriate) and:

- Any sliding door or gate will be fitted with a device to prevent it coming off its track during use
- Any powered door or gate will have suitable and effective features to prevent it causing injury by trapping any person, and, where necessary for reasons of health and safety, can be operated manually unless it opens automatically in the event of a power failure e.g. roller shutter in the kitchen
- Any door or gate which is capable of opening by being pushed from either side will be constructed so that there is vision on both sides

## **Sanitary Conveniences**

Suitable and sufficient sanitary conveniences are provided at readily accessible places. The rooms containing the sanitary conveniences are adequately ventilated and lit and are kept in a clean and orderly condition. Separate facilities will be provided for students at a rate of at least one toilet for every 20 students, to meet legal requirements.

## **Drinking Water**

An adequate supply of wholesome drinking water will be provided for all persons in the workplace.

## **Staff Facilities for Rest and to Eat Meals**

Suitable and sufficient rest facilities will be provided at readily accessible places, including suitable facilities to eat meals. Rest rooms and/or areas will include arrangements and facilities for pregnant women or nursing mothers to rest.

## **Filing and Storage**

Incorrectly used filing cabinets can become unstable. If too many drawers are opened at one time they may topple over. All filing cabinets are to have the lowest drawer loaded first and only one drawer is to be opened at a time.

All racking shall be of adequate strength for the loads placed upon them and shall be rigidly secured to adjacent racks or the wall of the building. Steps or ladders are to be used to gain access to the higher levels of shelving. Heavy items shall not be placed on the higher shelves.

Prior to the installation of racking or filing cabinets, the floor strength is to be ascertained to ensure that the floor is capable of withstanding the load to be applied to it.

## **Work at Height**

Wickersley Partnership Trust recognises its duties under the Work at Height Regulations 2005 to:

- Avoid work at height where it is reasonably practicable to do so
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated

**The Trust ensures that:**

- All work activities that involve work at height are identified and risk assessed
  - The need to undertake work at height is eliminated whenever it is reasonably practicable to do so
- All work at height is properly planned and organised
- Employees are competent to use the access equipment required, and are familiar with the need to carry out pre-use safety checks
- Suitable training is provided as to the access equipment used, this includes general work at height training, specific guidance for ladders and stepladders, PASMA Towers for Users training in the use and inspection of mobile tower scaffolds, and IPAF Operator training in the use of Mobile Elevated Work Platforms (i.e. cherry pickers etc.)
- Regular inspections of all stepladders, ladders or other access equipment are undertaken and recorded on the Work at Height Equipment Inventory and Checklist
- Any contractors on Trust property comply with this policy
- Ladders and stepladders are secured to prevent unauthorised use

**Risk Assessment for Work at Height**

A risk assessment should be conducted by the Site Manager and the findings recorded for all activities involving work at height and communicated to relevant staff. The assessment considers both the work to be done and the most appropriate access equipment to be used to achieve a safe system of work, and control measures are determined. The detail of the assessment will depend on the level of risk involved. Assessments will be reviewed by the Site Manager if no longer valid, or there is significant change in the matter to which it relates, and/or following any accidents, incidents or near misses.

**Equipment Identification / Inspection**

The Trust compiles a register of equipment. The equipment is inspected prior to use and by a competent person termly.

In the case of tower scaffolds a competent person (PASMA certified) inspects these prior to its first use and thereafter every 7 days that it remains in place.

In the case of Mobile Elevated Work Platforms (MEWP's – i.e. cherry pickers etc.), all users must carry an in date IPAF certification and carry out all pre-use checks and complete a pre-use inspection form (see Appendix 2).

Prior to using a MEWP on site permission must be granted by Wickersley Partnership Trust, to obtain permission you must fill out a permission to work form (see Appendix 3). These must be sent across

to the Trust's Senior Premises and Compliance Manager for approval, any work being carried out without permission will be stopped.

### Using Ladders (Including Stepladders)

Ladders should:

- Be EN131 (Class one professional) standard; wooden ladders must not be used
- Not be used simply because they are readily available, the risk assessment determines if a ladder or stepladder is appropriate for the task
- Only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered. Otherwise an alternative is sought
- Only be used by those persons who have been trained to use ladders safely
- Be secured against unauthorised use
- Always be checked prior to use to ensure that they are in good condition and fit for purpose

Where ladders are to be used to work from, it should be ensured that:

- A secure handhold and support are available at all times
- The work can be completed without stretching
- The ladder can be secured to prevent slipping

Ladders must be checked before use with a pre-use checklist completed.

### Prohibitions

Staff must not under any circumstances use chairs, tables / desks or other furniture as an item of access equipment.

### Work Equipment

All work equipment at Wickersley Partnership Trust used in the course of Trust activities, whether provided by the Trust, on hire, on lease, or belonging to individuals, should be safe for use, suitable for the task and properly maintained in accordance with current legislation and the manufacturer's/supplier's instructions.

The Provision and Use of Work Equipment Regulations (PUWER) 1998 apply to all items of "work equipment" provided for "use" or "used", either by employees or the self-employed. In practice the Trust recognises that this extends to equipment used by students whose health and safety is protected under the general duty of care to persons other than their employees, as set out in the Health and Safety at Work etc. Act 1974. The following definitions are relevant:

**Work equipment** - covers all machinery and tools, from a major item of construction plant to a screwdriver; and includes equipment such as ladders, scaffolding and sports/play equipment.

**Use** - includes its cleaning, repair, modification, maintenance and servicing.

Employers have a duty to ensure that equipment provided for their employees complies with the Regulations as follows;

### **Suitable for Intended Use**

Equipment selected must be suitable for the particular work it is provided to do, i.e. both for the operation concerned and for the conditions under which it will be used. Equipment must be maintained in a safe working order and in good repair.

All staff are required to undertake visual checks of work equipment and report defects to their Line Manager. Some equipment is on annual maintenance schedules.

### **Safe for Use**

The extent of maintenance required may vary with the complexity of the equipment, but even the simplest hand tools should be subject to a visual check for defects before use. Complex equipment is likely to require routine maintenance and planned preventive maintenance, which is carried out by the Trust's site staff in accordance with manufacturer's recommendations.

All portable appliances must be PAT tested annually, they must also be visually inspected before use and any damage must be reported straight away with the appliance taken out of use until repaired / replaced.

### **Used Only by People Who Have Received Adequate Information, Instruction and Training**

All relevant health and safety information and written instructions on the use of work equipment is kept either in the area of the equipment e.g. DT workshop, Site Managers Office. Students must be briefed on the safe use of equipment.

The information and written instructions cover all the health and safety aspects of use that are likely to arise and any limitations on these uses, together with any foreseeable difficulties that could arise and the methods to deal with them.

Information can be verbal or in writing, but whichever method is chosen, the Trust will ensure that the workforce properly understands the instructions. All supervisors are made aware of their responsibilities to adequately train and induct staff or request additional support or training e.g. external support.

Adequate training in the use of work equipment must be given to the "operators" by existing staff if appropriate or by manufacturers/external trainers etc. The need for training should be identified by Line Managers as soon as possible, i.e. upon employment and prior to the use of any new equipment/machinery.

### **Accompanied by Suitable Safety Measures e.g. Markings and Warnings**

All work equipment is marked with appropriate health and safety warning signs and notices such as:

- The maximum safe working load on lifting equipment
- Identification of gas cylinders by colour
- Hazard symbols on dangerous substances

Warnings are normally in the form of notices or signs. The latter should conform to the Health and Safety (Safety Signs and Signals) Regulations, 1996. Warning devices, e.g. reversing alarms on site mechanical plant, must be clear and easily understood.

### **Protection Against Specific Hazards**

Work equipment must incorporate protection against certain specific hazards including:

- Material falling from equipment (e.g. a loose board falling from scaffolding)
- Material held in the equipment being unexpectedly thrown out (e.g. swarf ejected from a machine tool)
- Parts of the equipment breaking off and being thrown out (e.g. an abrasive wheel bursting)
- Parts of the equipment coming apart (e.g. collapse of false work or scaffolding)
- Overheating or fire (e.g. due to bearings running hot, or ignition by welding torch)
- Explosion of equipment (e.g. due to failure of a pressure relief valve, or unexpected blockage of pipe work)
- Explosion of substance in the equipment (e.g. due to exothermic reaction, unplanned ignition of a flammable gas or vapour; or welding work on a container with flammable residues)

The risk assessment made under the Management of Health and Safety at Work 1999 Regulations by users or relevant staff e.g. teaching staff, cleaning staff, caretaking or grounds staff etc.; should identify any of the above hazards and assess the associated risks. Emphasis must be placed on reducing the risks by minimising the chance of failure of work equipment and by mitigating the effect of any failures that occur. Personal protective equipment may be appropriate where there is a need to provide further protection against risk. Training, supervision and provision of information will also have important roles to play.

### **Lighting for Work Equipment and Machinery**

Any place where work equipment is used is suitably and sufficiently lit. The need to provide additional or special lighting will depend on the circumstances and types of task to be performed.

### **Inspection Requirements**

An inspection is required for work equipment when it has been installed or assembled in a new location to ensure that it has been installed correctly and is safe to operate. All other work equipment must be assessed to determine if an inspection is needed and how often.

The minimum inspection regime should be set by the owner / supplier of the equipment based on manufacturers' information and other statutory obligations. Additional inspection requirements will be identified by the user of the equipment.

Factors that must be taken into account by the user include the work being carried out, any site-specific risks that may affect the condition of the equipment, and the intensity of use of the equipment.

An inspection may include visual checks, functional tests and a strip down of the equipment. Advice should be sought from manufacturer's instructions and a competent person for guidance on what an inspection should include for each piece of equipment.

### **Types of Inspection**

Low risk equipment used for low risk activities will not require a formal inspection. Visual checks are required by the user prior to each use to ensure it is in good condition, e.g. it should be checked that the head on a hammer is not loose, a ladder should be checked for broken rungs, split stiles and other defects etc. The person carrying out these checks must be competent i.e. should be trained and confident in the use of the equipment they are checking. There is no need to record the results of the visual check by the operative.

Equipment that is of a higher risk, and equipment with moving parts, should have a visual check before each use, and may require a more formal check at specified intervals, as determined by a risk assessment.

Inspection of equipment that poses a significant risk, i.e. MEWP's, mobile scaffold towers, pressure systems/equipment, lifting equipment etc. will need to be considered by a person who is competent to determine a suitable inspection regime e.g. someone who has read and understood the instructions and methods for use. These inspections are in addition to the pre-use checks by the operator and must be carried out by a competent person.

For the majority of site equipment used it is recommended that a formal inspection will be undertaken weekly / monthly and the results recorded. All inspections must be documented and records kept onsite.

### **Legal Requirements for Thorough Examinations / Inspections**

The table in figure 2 provides details on the statutory inspection requirements for specific types of work equipment.

**Figure 2: Statutory Inspection Requirements for Work Equipment**

Type of Plant/ Equipment	Inspection	Carried out by	Recorded on
Scaffolding, brought onto site by contractor	Prior to use, and weekly or after severe weather conditions	Competent Person (e.g. scaffolder)	Maintenance Register
Mobile Tower Scaffold	Prior to use, and daily or after severe weather conditions	Competent Person (e.g. PASMA trained employee)	Maintenance Register
Lifting Equipment (including accessories) used to lift objects.	Before first use.  6 months for equipment used to lift people  Every 12 months and after substantial repair or alteration	Competent person (e.g. insurance engineer, manufacturer)	Academy Register
Autoclaves	Every 14 months	Competent person (e.g. insurance engineer, manufacturer)	Academy Register
Hot water boilers with water temperature <100°C	Every 24 months	Competent person (e.g. insurance engineer, manufacturer)	Academy Register
Hot water boilers with water temperature >100°C	Every 14 months	Competent person (e.g. insurance engineer, manufacturer)	Academy Register
Steam boilers	Every 14 months	Competent person (e.g. insurance engineer, manufacturer)	Academy Register

Steam vessels	Every 26 months	Competent person (e.g. insurance engineer, manufacturer)	Academy Register
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Note that any lifting equipment which normally undergoes 12 monthly inspections requires a six-monthly inspection if the use is changed to lift people.

### Hire of Work Equipment

Where equipment is hired e.g. scissor lifts and photocopiers, there is a duty under PUWER 1998 to ensure that:

- The equipment hired is suitable for the task and conditions that it is to perform
- It has been properly maintained and inspected before work commences, with proof in the form of an inspection certificate or similar form
- It is supplied with all relevant information (maintenance schedule, etc.) and operating instructions
- Any necessary instruction and training is given to site operatives
- A qualified or competent person is available to use the equipment
- Any maintenance/inspection that is required is carried out at the correct intervals by a competent person
- Any equipment hired complies with The Provision and Use of Work Equipment Regulations 1998

### Display Screen Equipment (DSE)

Display Screen Equipment (DSE) is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional display screens and those used in emerging technologies such as laptops, touch-screens and other similar devices.

This policy is aimed at those employees classed as DSE Users, i.e. those employees that:

- Normally use DSE for continuous or near-continuous spells of an hour or more at a time
- Use DSE in this way more or less daily
- Have to transfer information quickly to or from the DSE; and also need to apply high levels of attention and concentration; or are highly dependent on DSE or have little choice about using it; or need special training or skills to use the DSE

Wickersley Partnership Trust recognises its duties under the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. All reasonable steps will be taken by Wickersley Partnership Trust to secure the health and safety of employees and students who work with display screen equipment. To achieve this objective Wickersley Partnership Trust:

- Identifies those employees who are users as defined by the regulations

- Ensures that all users complete the DSE Workstation Checklist available at: <http://www.hse.gov.uk/pubns/ck1.pdf> as soon as possible upon employment and following any changes (e.g. a change of desk or office move)
- Reviews all completed Workstation Checklists and implements necessary measures to remedy any risks found as a result of the assessment (this is the responsibility of the Finance and Business Manager)
- Endeavours to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- Reviews software to ensure that it is suitable for the task and is not unnecessarily complicated;
- Investigates any discomfort or ill-health believed to be associated with the use of DSE and takes appropriate remedial action
- Makes special arrangements for individuals with health conditions that could be adversely affected by working with DSE

Employees that are DSE Users must:

- Complete the DSE Workstation Checklist available at: <http://www.hse.gov.uk/pubns/ck1.pdf> as soon as possible upon employment, and following any changes (e.g. a change of desk or office move)
- Comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- Inform their Line Manager of any disability or health condition which may affect their ability to work using DSE or be affected by working with DSE (this information will be treated confidentially)
- Report to their Line Manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially)

### Drugs and Alcohol

No illegal drugs will be tolerated on Wickersley Partnership Trust sites at any time. No alcohol will be tolerated on Wickersley Partnership Trust sites for personal use during the Trust's working day. Anyone who presents themselves at Trust premises or at a Trust event during Trust working hours under, or apparently under, the influence of illegal drugs or alcohol will be refused entry to the workplace. They will additionally be susceptible to be referred to the disciplinary procedure.

For their own safety, that of their colleagues, students and members of the public, any member of staff believing that another is under the influence of drugs or alcohol should report this to their direct Line Manager immediately.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct Line Manager must be informed in those circumstances.

WPT recognises that dependence on drugs and alcohol may also be a medical condition and will ensure that this is reflected in how individual situations are approached and addressed.

## Smoking

Smoking (including the use of e-cigarettes) is strictly prohibited across the academy site. This policy applies to all employees, students, contractors, and visitors.

Appropriate 'No Smoking' signs are clearly displayed at the entrances to and within the premises, and in all work vehicles.

## Stress

Stress is defined as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. WPT recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

WPT encourage a supportive culture where colleagues assist each other to ease peaks in work load. The nature of WPT work demands regular communication between Managers and staff and plenty of opportunities for staff to share problems and seek additional support if needed. WPT discourages staff from working excessive working hours and has implemented HR procedures to ensure compliance with the Working Time Regulations.

WPT offer support through Managers; we intend that all staff will be properly resourced and trained to undertake their role. Our thorough selection processes assist us in matching individuals to the demands of each job function. Through ongoing management reviews, new starter induction procedures and annual staff appraisals, we identify and manage training and development needs. We believe in offering developmental opportunities to staff where possible and where the member of staff desires it.

If the business is intending to implement organisational or procedural changes, we ensure that Managers communicate and consult with staff at an early stage.

Poor performance and attendance are actively managed to identify causes and solutions, including providing additional training or moving individuals to more suitable roles where necessary and possible. This approach also reduces the burden on other staff who would otherwise have an additional workload.

Bullying, harassment and discrimination are not tolerated and Wickersley Partnership Trust has HR policies in place in respect of these issues together with a grievance policy. All of these policies have been publicised to employees.

## Vibration

The academy recognises its duties under the Control of Vibration at Work Regulations 2005 to:

- Ensure that risks from vibration are controlled
- Provide information, instruction and training to employees on the risk and the actions being taken to control risk

- Provide suitable health surveillance where required

The vibration risk is assessed as part of the machinery risk assessments completed for all maintenance and grounds equipment to ensure that levels of Hand Arm Vibration (HAV) and/or Whole Body Vibration (WBV) are reduced so far as is reasonably practicable, and that in any case staff are not being exposed to levels of vibration over and above the Exposure Limit Value (ELV) as stipulated in the regulations. Control measures include; purchasing reduced vibration tools, limiting exposure time and encouraging job rotation between staff where practical, changing work patterns to introduce more breaks and eliminate prolonged working, more regular equipment maintenance, and providing additional PPE to keep workers warm and dry etc.

Risk assessments are reviewed at least every 12 months and in any case when there are changes in the equipment used or work patterns.

Information and training are provided to affected employees on:

- The health effects of vibration, and how to recognise and report symptoms
- Sources of vibration and the actions we have taken to reduce risks
- Risk factors and ways to minimise the risk

### Communication

The policy is available on each school website and the Trust website.

The policy is shared as part of employee induction. During induction employees are made aware of fire evacuation procedures and fire marshals.

When the policy is updated it is shared with all employees on Core HR as a mandatory task.

Each school has a health and safety notice board, with the health and safety poster and a copy of the employer liability insurance certificate. In addition, the notice board will have a list of first aiders and first aid station(s) and fire marshals.

## 6 – Monitoring and Review

This policy will be reviewed by the Senior Premises & Compliance Manager and Senior Operations Manager every year.

At every review, the policy will be approved by the Audit and Risk Committee.

The Trust has in place an annual audit calendar, which includes health and safety audit activity. The results of the audit process are presented to the Audit & Risk Committee.

## 7 – Links with Other Policies

- Asbestos Policy
- Legionella Policy
- Control of Contractors Policy
- Violence, Aggression and Harassment Policy
- Transport Policy
- First Aid Policy

# Health and Safety Policy