

# Health and Safety Policy Castle Manor Academy Unity Schools Partnership



**Approved by: Trust Board**

**Date: 18 October 2021**

**Next review due by Autumn 2022**

**Section 1**  
**Health & Safety Policy and Organisation**

Unity Schools Partnership Health and Safety Policy Statement ..... 3

USP Health and Safety Responsibility ..... 4

Legal Duties ..... 5

    Employer..... 5

    Employees..... 5

Unity Schools Partnership Health and Safety Organisation ..... 6

    Organisation of Responsibility Chart .....6

    Organisations Staff Structure.....7

Organisation Responsibilities .....8

    USP Members ..... 8

    USP Board of Trustees ..... 8

    USP Chief Executive Officer ..... 8

    Local Governing Bodies (Each School) ..... 8

    USP Director of Operations ..... 9

    Head Teachers ..... 9

    Employees..... 9

    Health and Safety Committee ..... 10

    Competent Health and Safety Advice..... 10

    Schools Health and Safety Policy and Arrangements... .....10

**Section 2**  
**Arrangements**

Arrangements Introduction..... 11

    Arrangement index..... 12

List of Responsible People for each Section..... 13

    Arrangements..... 15 - 61

## **Unity Schools Partnership Health and Safety Policy Statement**

The Health, Safety and Wellbeing of all the people who work or learn at our schools is of fundamental importance. Unity Schools Partnership is committed to providing a safe, secure and healthy working environment for everyone. The Board of trustees have overall responsibility for protecting the Health and Safety of all children, members of staff and visitors.

Under the overall direction of the Board of Trustees Unity Schools Partnership will:

- Provide suitable and sufficient information, training and supervision, as is required to ensure the Health and Safety of employees, our school children, their parents and anyone else that may be affected by our activities;
- Provide safe premises and places of work that are well maintained, have safe access and egress for all and are without risk to health;
- Ensure there is adequate resources available for the Trust and Schools to manage Health, Safety and Wellbeing in line with legislative requirements;
- Control the activities of others who are not in our employment to ensure they are carried out in a safe manner;
- Inform employees of their duty to ensure that they work in a safe manner and that they ensure their acts and omissions do not cause harm to others;
- Implement Health and Safety arrangements and procedures across the Trust to ensure that risks associated with any work activities are suitably controlled;
- Form a Trust wide Health and Safety Committee to ensure that the management of Health, Safety and Wellbeing is imbedded at Trust and Local Levels:
- Ensure that all external activities and school's excursions are managed in a safe manner and any identified risks are adequately controlled.

Our Health and Safety Policy complies with the requirements of the Health and Safety at Work etc. Act 1974 and will be subject to regular review at least annually or when there are any significant changes. Overall responsibility for Health and Safety in the School lies with the Board of Trustees, led by the Chair of Directors and The Chief Executive Officer, as the principal employee:

## ▪ **USP Health and Safety Responsibility**

The overall responsibility for health and safety within rests with the Directors and the Chief Executive Officer. They will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

To ensure that the Policy is implemented and maintained so that USP keeps within the requirements of the Health and Safety at Work etc. Act 1974 the above may delegate duties to employees who will provide support to meet the responsibilities.

Delegation of the individual duties and responsibilities to employees does not in any way detract or remove the ultimate responsibility and duty of care placed on the above person by the Health and Safety at Work etc. Act 1974.

### **Specific Responsibilities of the Trustees and Chief Executive Officer**

The Board of Trustees and Chief Executive Officer Principal are responsible for implementing this policy across the Trust. In particular, they will:

1. Monitor and review the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. Make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines;
4. Make arrangements for accident recording and reporting procedure and draw this to the attention of all staff at the school as necessary;
5. Make arrangements for informing staff and learners, of relevant safety procedures. Other users of the school will be appropriately informed;
6. Identify defects in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. This requires that regular safety inspections are undertaken;
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
8. Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
9. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Directors and Executive Principal in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

## Legal Duties

### Employer

It is our duty and responsibility as employers under the Health and Safety at Work etc. Act 1974 section 2.1 and 2.2 a-e and this policy to:

- Ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees and others who may come into our premises
- To provide and maintain plant and safe systems of work that are, so far as reasonably practicable, safe and without risk to a person's health or safety
- To make arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risks in connection with the use, handling, storage and transportation of articles and substances
- To provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of our employees
- And as far as is reasonably practicable, we will maintain any place of work in our control in a safe manner and maintain safe access and egress from it
- Provide and maintain so far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of our employees and others who enter our workplace

### Employees

In addition to the previously described general responsibilities, the Health and Safety at Work etc. Act 1974 places legal duties on all employees.

These are:

#### **Section 7 'Health and Safety at Work etc. Act 1974'**

- To take reasonable care for the health and safety of them and other persons who may be affected by their acts or omissions at work – i.e. school children.
- To cooperate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

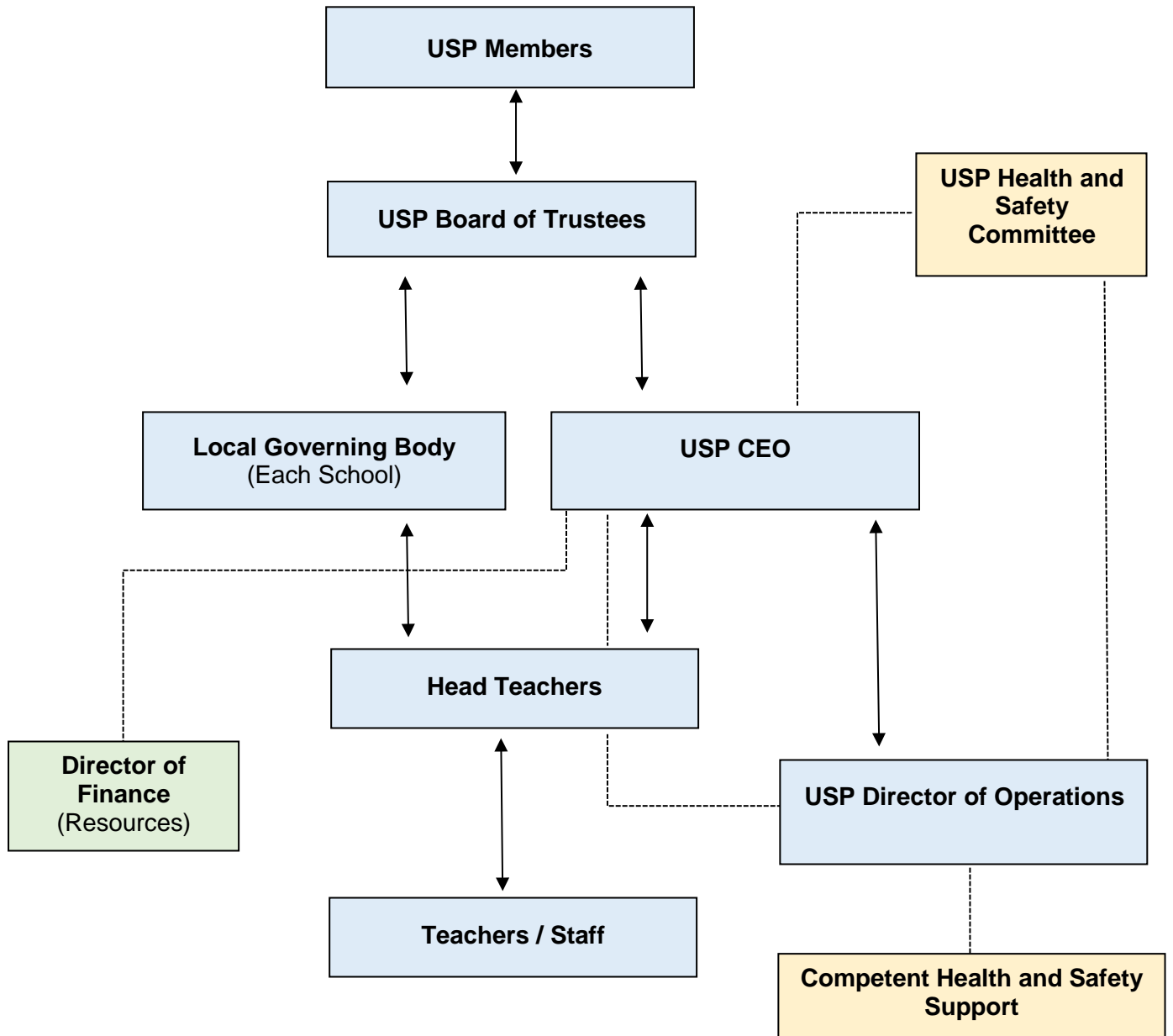
#### **Section 8 'Health and Safety at Work etc. Act 1974'**

- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety, and welfare.

**Employees should bear in mind that a breach of health and safety legislation by an individual constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, i.e. fines and/or imprisonment**

# Unity Schools Partnership Health and Safety Organisation

## Organisation of Responsibility Chart



# UNITY SCHOOLS PARTNERSHIP CENTRAL STAFF STRUCTURE JANUARY 2021



## MEMBERS

Christine Quinn  
Chair of the Trust

Paul Marshall  
Member

Lacey Birch  
Member

Tim Ebdome  
Member

## OPERATIONS

Mary Pritchard  
Vice-Chair & Manager

Ben Sheard  
Head of IT Operations

Pete McCarthy  
Head of IT Operations

Lee Mills  
IT Technician

Chris Brown  
Head of Operations

Debbie Wilson  
Director of Operations

Mike Vaughn  
Head of IT

Holly Walker  
Data Protection & Security Admin. ASIS

Steve Watts  
Lead on Security & Incident Response

## TRUST BOARD

Roger Guineo  
Director

Ian Jacobs  
Director

Gordon Jones  
Director

Andrew Willett  
Director

Lloyd Spensan-Wilsons  
Director

Dean Sykes  
Director

Laura Babcock  
Director

Tim Coulson  
CEO

## RESEARCH SCHOOL

Lisa Taylor  
Secretary

Andy Samways  
Director of Research School

Helen Main  
IT & eLearning Manager

Jo Francis  
Admin. ASIS

Trish Townsend  
Head of Finance

Sarah Gerner  
Deputy CEO  
Director of Finance & HR

## SP TUTORS

Janet Mackay  
Operations Manager

Erika Hooper  
Business Development Manager

Shant Harris  
Operations Admin Assistant

Luci Barlow  
Operations Admin Assistant

## SCHOOL IMPROVEMENT

Lucia Carter  
Director of SEND

Rosemary Price  
Director of Secondary Education

Lois Reed  
SEND Director of Secondary Intervention

Stephen Ashley  
Director of Primary Education

Darren Woodward  
Director of Primary Education

Tim Coulson  
Chief Executive

George Ellis  
SEND ASIST

Chris Allan  
Director of SEND

Anna Tapper  
SEND ASIST

Marc Rowland  
PP ASIST

Jennifer Swaine  
Director of PPL

Alan Bedford  
Primary ASIST

Raja Fahwood  
Data Manager

Emily Vigor  
Procurement Officer

Betsy Poynder  
Governance Admin

Angela Bull  
Head of HR

Lynsey Jollard  
Payroll Manager

Nicole Ford  
Payroll ASIST

Katie Maxwell  
Payroll Approver

## FINANCE

Sharon Spurler  
Finance & HR Manager

Michelle Curtis  
Trust Admin. Clerk ASIST

Michelle Phillips  
Finance ASIST

Sarah Curtis  
Finance ASIST

Nicky Cant  
Finance & HR Manager

Delia Morris  
Finance & HR Manager

Helen Williams  
Finance ASIST

Helen Wright  
Finance & HR Manager

Lucy Smythe  
Finance & HR Manager

Debbie Cassell  
Finance ASIST

Michelle Norman  
Finance ASIST

Gail Anderson  
Finance & HR Manager

Angie Harrison  
Finance & HR Manager

Vicky Martin  
Finance & HR Manager

David Holmes  
Finance & HR Manager

## HR

Clare Stannard  
HR Admin

Clare Havers  
HR Manager

Anna-Marie Stovoskie  
HR Admin

Charlotte Sallis  
HR Admin

David Chambers  
HR Manager

Emma Adams  
Assistant HR Business Partner

Jade Seward  
Assistant HR Business Partner

Rosie Slack  
HR Admin

Julie Wright  
HR & Payroll Approver

## Organisation Responsibilities

Detailed below is a list of the USP organisations key areas of responsibility and what roles they play in ensuring Health, Safety and Wellbeing is imbedded across the trust and at local school levels.

### USP Members

The selected members of the Unity Schools Partnership are the guardians of the Articles of Association and are responsible for ensuring that the objects identified within this article are adhered to across the organisation.

[http://www.USPrust.co.uk/sites/academy\\_trust/files/documents/Memorandum%20and%20Articles%20of%20Association.pdf](http://www.USPrust.co.uk/sites/academy_trust/files/documents/Memorandum%20and%20Articles%20of%20Association.pdf)

### USP Board of Trustees

The Board of Trustees act as the Employer on behalf of the USP and are responsible for:

- Ensuring Health and Safety Policy and Arrangements are in place and implemented across the organisation
- Appointing the Chief Executive Officer of the USP to manage Health and Safety Policy, Arrangements
- For overseeing and implementing the Scheme of Delegation -  
[http://www.USPrust.co.uk/sites/academy\\_trust/files/documents/Trust%20scheme%20of%20delegation%20April%2018.pdf#overlay-context=user](http://www.USPrust.co.uk/sites/academy_trust/files/documents/Trust%20scheme%20of%20delegation%20April%2018.pdf#overlay-context=user)
- Providing adequate resources to manage H&S in line with current legislation
- Overall responsibility of Health, Safety for the Trust and signing off the USP Health and Safety Policy Statement

### USP Chief Executive Officer

The USP Chief Executive Officer is selected and employed by the Board of Trustees as the most senior Officer of the organisation. Their responsibilities include:

- Joint responsibility with the Board of Trustees for Health and Safety across the Trust
- Line Management of all the Head Teachers within the Trust
- Implementation of full policy, organisation and arrangements
- Presenting the Health and Safety Policy to Directors
- Setting and maintaining Health and Safety standards
- Report key Health and Safety information to the Board of Trustees

### Local Governing Bodies (Each School)

For every school that is within the USP there must be a Local Governing Body in place. The Local Governing Body is in place to ensure that local arrangements are implemented and maintained at their school. They are also responsible for:

- Selecting and employing the schools Head Teacher
- Responsible for ensuring local Health & Safety arrangements are implemented and to review these on a regular basis
- Discuss and review Health and Safety at Local Governing Body meetings and assign one of the Governors as the responsibility of overseeing health and safety at the school



## **USP Director of Operations**

As the responsible officer (Responsible Person) for the Trust, the Director of Operations has a key role in ensuring that Health and Safety is imbedded at both a strategic Trust level and at a local school level. Some of their key activities include:

- Producing Health and Safety Policy and Arrangements for the Trust
- Monitoring the Health and Safety performance for the Trust
- Employ a trust wide Health and Safety Advisor / Competent Advice
- Ensuring Quality Assurance
- Ensures adequate resources are made available for managing Health & Safety across the Trust
- Prepare and report key Health and Safety information (e.g. incident data, actions from audits etc.) into the USP Health and Safety Committee
- Communicating any Health and Safety related information with Head Teachers
- Chairing the USP Health & Safety Committee

## **Head Teachers**

Local school Head Teachers take on the role as the site Responsible Person (RP) and are responsible for ensuring that USP Health and Safety Policy and Arrangements are imbedded and managed at a local level

- Implementation of Health and Safety Arrangements and local procedures
- Delegate local Health and Safety responsibilities (where required)
- Introduce local a Health and Safety Committee meetings (to include the Governor responsible for Health and Safety)
- Ensure resources are available locally to manage Health and Safety Arrangements and procedures
- Produce data on Health and Safety on behalf of the USP Director of Operations
- Complete site specific risk assessments and to ensure all staff receive adequate information, training and instruction
- Ensure that local records relating to Health and Safety are kept and maintained at all times

## **Employees**

All employees are responsible for their own and others Health and Safety why they are employed by the Trust. They must:

- Adhere to all policies, arrangements and procedures that have been implemented by the Trust.
- Report and provide feedback on any matters relating to Health and Safety whilst they are employed by the Trust.
- Actively engage with the development and implementation of local procedures

## **Health and Safety Committee**

The Trust's Health and Safety Committee and is there to review the Health and Safety performance at Trust and local levels. The Health and Safety Committee is:

- A formal meeting defined by an agreed 'Terms of Reference' which is in place to review and develop the Health and Safety performance for the trust
- Chaired by the Director of Operations and has representation from Trust and local school levels (Head Teachers, Teachers, Staff, Technical Staff, Health and Safety Reps etc.)
- A forum for consultation at a trust and local level. As a legal requirement, employees have a right to consultation on any matters relating to Health and Safety.
- Is the Trusts focal point of reviewing their Health and Safety Management System

## **Competent Health and Safety Advice**

The Trust will engage external competent Health and Safety advice and guidance on how to implement policy, arrangements and procedures across the organisation. The overall responsibility for Health and Safety remains with the Board of Trustees and the Chief Executive Officer. The competent support will provide advice and guidance to allow the Trust Responsible Person/s to meet requirements identified within the Health and Safety at Work etc. Act 1974 and any associated regulations.

## **Schools Health and safety Policy and Arrangements**

This Policy is the overriding policy that Unity Schools Partnership and each school is governed by this must be followed at all times and actions taken when needed.

However, when it comes to the arrangements each site is different so these will differ from site to site. Each site should add they own protocols/procedures if different to what is on this document and make sure these are kept up to date or changed if any incidents happen between reviews.

Each site must list the responsible person for each section so they can be contacted easily if needed also this must be easily located so all employees can view the document.

The Health and Safety Policy must be displayed in each Staff room at a school premises as well as the Main Office so all staff can access it easily also an electronic version should be available to view or download.

## Arrangements Introduction:

The Health and Safety Executive (HSE) has produced guidance for schools regarding a sensible approach to health and safety which means focusing on how the real risks are managed.

Consequently, the HSE regards sensible health and safety management as being represented by:

- the school leadership team understanding the safety policy and applying it practically to the real risks in the school;
- key staff having clearly established roles and responsibilities;
- paperwork being kept to a minimum with the significant hazards identified, their risks adequately controlled and precautions clearly documented where needed;
- school leaders consulting with staff including employee / trade union safety representatives - looking for practical solutions to health and safety issues;
- learning is enabled by making proportionate decisions i.e. regarding school field trips or visits.

USP has produced updated Health and safety policy, Organisation an Arrangements documents to enable sensible health and safety management to be achieved across the whole Trust.

The **Arrangements** supplement the USP **Health and Safety Policy** and **Organisation** (for safety) documents.

Arrangements are required as a way of demonstrating how USP will comply with the key points outlined within the Health and Safety Policy. They are designed to form the basis by which all USP locations can attain a required common standard and comply with current Health and Safety Executive (HSE) legislation and guidance.

The Arrangements headings relate to specific subjects or areas of Health and Safety which are covered by specific UK legislation and guidance.

They are the starting point. Some will require supplementation and cross referencing to local procedures or adapted to suit more detailed local requirements e.g. where grounds work is carried out locally regarding the information, instruction and training given to staff and the use of specific equipment such as tractors and mowers.

They are set out to enable those that are not applicable to the individual location or premises to be marked as Not Applicable (N/A). For instance, if Radioactive materials are not used on the site then this can be marked as N/A.

Each subject has a header requiring annotation with details specific to the location or premises. These will detail staff who have assigned responsibilities for health and safety. The information will need to be completed for each relevant Arrangement at each location or premises. The information will be reviewed annually, where there is any change to personnel, use or layout and when amendments are issued by USP.

The header and individual Arrangement will signpost towards other guidance where it is recommended that the information is consulted as part of the procedure.

Where any problems are encountered or there is significant variance with the details outlined in the Arrangement contact shall be made with the USP Operations to obtain early resolution.

## Section 2 - Health and Safety Policy Arrangements Contents:

List of Responsible persons for each section	13
Emergency Procedures – Fire	15
Lock Down/ Terror Threat/ Bomb Threat/ Suspicious Packages	17
Incident Reporting	19
Control of Substance Hazardous to Health (COSHH)	20
DSE	22
Electricity at Work	23
Driving for Work	24
Provision and Use of Work Equipment	25
Working at Height	26
Stress Management	27
First Aid	28
Food safety/ hygiene Kitchen Safety inc, allergens	29
Lone Working	30
Manual Handling	31
Smoking at Work	32
Personal protective Equipment (PPE)	33
Asbestos	34
Health Surveillance	36
Risk Assessment	37
Health and Safety – Information, Instruction and Training	38
Worker/ Staff Committees	39
Working Time Directive	41
Extreme Weather Events/ Environmental Conditions	43
Minibuses	44
Water Hygiene/ Legionella	46
Health and Safety Design Technology (DT)/ Science/ Art – CLEAPSS	47
Work Equipment - Statutory Checks	48
Contractor Control	50
Site Safety - Management of Traffic and Pedestrians	51
Swimming Pools	53
Physical Education	54
School Trips and Outdoor Learning Activities	55
Gas Safety	57
Waste Management	59
Personal Safety/ Security	60
Completing the Arrangements section information	61

**List of Responsible persons for each section.**

**The Headteacher holds ultimate responsibility but delegates this for practical reasons as below.**

<b>Task</b>	<b>Name of person responsible</b>	<b>Job title of person responsible</b>
Emergency Procedures - Fire including personal emergency evacuation plans	Louise Cassels	Deputy Headteacher
Lock Down/Terror Threat/Bomb Threat/Suspicious Packages	Separate Policy/HT	SLT
Incident Reporting	First Aid Reportable incident Other site  incidents/near misses A Newman	First Aiders  Estates Manager
Control Of Substances Hazardous to Health	A Newman	Estates Manager
Display Screen Equipment	USP Policy	Individuals
Electricity at Work/Safety	A Newman	Estates Manager
Driving for Work	N/A	N/A
Equipment and Machinery Planned checks Procedures/Premises/Equipment	A Newman	Estates Manager
Work at Height/Safe use of Ladders/Scaffold	A Newman	Estates Manager
Stress and Mental Wellbeing	Vanessa Whitcombe	Headteacher
First Aid	R Byrne	Student Medical Needs officer
Food Hygiene/Kitchens	T Chalkly/Vertas Carrie Spurling	T Chalkly HOK Team Leader for Art and DT
Lone Working	USP Policy/HT	Headteacher
Manual Handling	USP Policy/HT	Headteacher
Smoking at work	USP Policy/HT	Headteacher
Personal Protection Equipment	USP Policy/HT	Headteacher
Asbestos Control	A Newman	Estates Manager
Health Surveillance	V Whitcombe	Headteacher
Risk Assessment	V Whitcombe	Headteacher
Health and Safety information, instruction and Training	V Whitcombe	Headteacher
Health and Safety Committees and Staff Representation	V Whitcombe	Headteacher
Working Hours	V Whitcombe	Headteacher
Extreme Weather Events	V Whitcombe	Headteacher
Minibuses	M Smitheram	Senior Caretaker
Water Hygiene management/Legionella	M Smitheram	Senior Caretaker

Health and Safety Design & Technology	C Spurling	Team Leader for Art and DT
Health and Safety Science	G Marks	Team Leader for Science
Health and Safety Art	C Spurling	Team Leader for Art and DT
Work Equipment statutory checks	A Newman	Estates Manager
Contractor Control	A Newman	Estates Manager
Site Safety Traffic Control	M Smitheram	Senior Caretaker
Swimming Pools	N/A	N/A
Physical Education	R Dovaston	Team Leader PE
School Trips and Outdoor Learning Activities	B Baldwin	EVC/ LOTC
Gas Safety	A Newman	Estates Manager
Waste Management	A Newman	Estates Manager
Personal Safety/Security	A Newman- site	Estates Manager
	V Whitcombe- people	Headteacher

## 1.1 Emergency Procedures – Fire (Health and Safety at Work Act (HSWA), Regulatory Reform (Fire Safety) Order (RR(FS)O.):

Responsible Person (RP): Deputy Headteacher

Fire Safety Coordinator (FSC): Receptionist

Muster Point/s: Field, Tennis Courts, Front of School

Fire Health and Safety Training Provider

- 0.1 A comprehensive fire safety management system in place at all sites according to the identified fire hazards and risks at each location.
- 0.2 A Fire Risk Assessment to PAS79 has been carried out at each location to identify any non-compliances and subsequent actions required
- 0.3 All employees receive fire safety awareness instruction, information and training as appropriate for their responsibilities and as part of their induction.
- 0.4 Each site has a Responsible Person for managing fire safety whose duties include:
  - Making sure a Fire Risk Assessment is completed and reviewed at least once annually or when any alterations, changes to activities e.g. processes, occupancy, construction works occur
  - Completes the actions required by the Fire Risk Assessment
  - Communicating the site Fire Emergency Plan to all staff and visitors to the site
  - Making sure there is adequate means of summoning the emergency services
  - Designating a person to contact the emergency services in the event of an emergency
  - Appointing a Fire Safety Coordinator to act as a liaison between the emergency services and the establishment in the event of an evacuation of the premises
  - Providing sufficient numbers of trained fire wardens for each area to enable the rapid and controlled evacuation of the premises in the event of a fire reporting to the Fire Safety Coordinator
  - Making sure fire safety equipment at the site is regularly inspected and tested in accordance with HSE legislation and guidance and the manufacturer's instructions
  - Making sure fire exit routes are kept clear of obstruction
  - Making sure fire exit routes and the location safety equipment is clearly indicated by suitable signs
  - Ensuring regular announced and unannounced fire evacuation drills take place.
  - Making sure that in-house fire alarm and, detection and where fitted emergency lighting tests are carried out at the required intervals and recorded in the Fire Log.
  - Maintaining the Fire Log and all records in accordance with legal requirements
  - Suitable Personal Emergency Evacuation Plans (PEEPS) are in place for anyone with a disability or condition that requires one.
  - Put in place adequate measures to move all occupants and staff to positions of immediate and then final safety
- 0.5 Employees are required to:
  - IMMEDIATELY sound the fire alarm implement the emergency evacuation procedure when discovering a fire
  - Notifying the Fire Safety Coordinator of the location of the fire.
  - On hearing the fire alarm IMMEDIATELY evacuating the building and proceeding to the fire assembly point.
  - Familiarising themselves with the fire emergency plan
  - Raising any questions or concerns they have regarding the emergency plan etc., with their line manager.

- Assisting in keeping emergency exits and escape routes clear and in reducing fire risks to the lowest level possible.
- Removing and/or reporting any fire hazards identified to their line manager.
- Taking part in fire drills and following the instructions of fire wardens.
- Attending fire safety training as required.

0.6 Whilst fire extinguishers and blankets are located at strategic points throughout premises, employees should only tackle fires if, and only if:

- They have been trained in the safe use of fire extinguishers
- They have the correct fire extinguisher available to use
- The fire is not already too big and out of control threatening their personal safety
- They are not in imminent danger from toxic materials, smoke
- They have a clear exit route so it is safe for them to tackle the fire



## Lock Down/ Terror Threat/ Bomb Threat/ Suspicious Packages

Responsible Person (RP): Vanessa Whitcombe

Emergency Safety Coordinator (ESC):

Point/s of Safety:

USP Lockdown Policy/Procedure:

Essential Government Guidance:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/478003/NaCTSO\\_Guidance\\_Note\\_1\\_-\\_2015\\_-\\_Dynamic\\_Lockdown\\_v1\\_0.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/478003/NaCTSO_Guidance_Note_1_-_2015_-_Dynamic_Lockdown_v1_0.pdf)

<https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>

- 0.1 In line with guidance from Her Majesties Government (HMG) the organisation will ensure all employees and staff understand,
- How to effect full or part dynamic lockdown
  - What will happen during the full or partial lockdown
  - Their roles and responsibilities
  - How to let people know what's happening
  - "STAY SAFE" principles i.e. "Run, Hide, Tell"
  - The identities of the ESC and key DPs - managers/ staff
  - The locations where possible of point/s of safety.
  - What to do in the event of the discovery of suspicious packages.
  - Action in the event of threats,
    - by telephone
    - by e-mail
    - by mail
    - in person
- 0.2 To achieve this all staff will receive training,
- at induction;
  - regular refreshers tool-box talks/ updates;
  - drills;
  - drills involving staff and pupils
- 0.3 The organisation has put in place methods of communication in the event of an incident
- mobile telephones
  - land-line telephones
  - 2-way radios –
- 0.4 Specific procedures in accordance with the HMG NaCTSO guidance and current best practice are available and depending upon the type of terrorist alert the organisation recognises that:
- Normal Fire Emergency procedures are unlikely to be sufficient due to the nature of modern terrorist attacks.
  - The fire alarm should not be sounded. Evacuation shall be commenced by word of mouth to an agreed place of safety.
  - Specific managers/ staff will be identified to carry out this process coordinated by the ESC.
  - Evacuation routes shall be by the most direct route away from glazed areas and routes where they are easily visible to the outside of the buildings.
- 0.5 On discovering a suspicious package, employees must report its whereabouts immediately to the receipt or discovery nearest person in authority. This may be:
- The designated ESC for the site
  - A senior or other manager/ member of staff

- 0.6 The person (ESC, RP, DP) who has been notified of a suspicious package must activate the emergency evacuation procedures and then call the police if the suspicious package cannot be explained or confirmed as being legitimate

Procedure in separate policy document

## Incident Reporting (HSWA, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)):

Responsible Person (RP): Vanessa Whitcombe

Designated Investigator (DI):

RIDDOR Reports:

Health and Safety Advisor (HSA):

- 0.1 Incident prevention and investigation is essential to improve safety management and health and safety standards across the organisation. All incidents and near-misses will be recorded in accordance with legal requirements and the organisations reporting procedures.
- 0.2 Employees must therefore:
- Complete an Incident Report whenever they are injured at work, regardless of the seriousness of the injury.
  - Accident Report books are held by first aiders who can, if required, complete and maintain minor injuries such as small grazes, cuts and bruises to be maintained on site on behalf of the injured employee.
  - On completing the Incident Report form send it to [unitysp-incidents@unitysp.co.uk](mailto:unitysp-incidents@unitysp.co.uk) for further action/ monitoring purposes.
  - Complete an Incident Report form whenever there is a significant near-miss at work that: **could have** resulted in an injury to the employee or makes an employee feel uncomfortable or concerned for their safety
  - Complete an Incident Report form where the injury or near-miss occurs to a third party as a result of their activities
  - Co-operate with any investigation that takes place following an accident or incident.
- 0.3 Incident Report forms will be used to determine if a full investigation is required and assign the appropriate manager to conduct the investigation with the support of the Health and Safety Advisor.  
(Advice on what to report is available on the following document Which incidents should I report to Unity SP Health and Safety Advisor)
- 0.4 Investigation findings will be made available to all those affected so that lessons can be learned and changes can be made to working practices as necessary to prevent a re-occurrence.
- 0.5 Employees are advised to seek independent legal advice if involved in a serious incident at work.
- 0.6 **RIDDOR** – Reporting Injuries, Diseases and Dangerous Occurrences Regulations The organisation acknowledges its duty to comply with the RIDDOR
- The school must forward the completed incident report as well as any other details which would assist the Health and Safety Advisor to complete and submit the online HSE Report whenever a reportable event occurs.
  - Copies of the factual report will be downloaded and maintained pending further action
  - Employees will co-operate in this regard by providing any such information as may be necessary and required to ensure the organisation meets its legal responsibilities.
  - Employees will be required to provide a certificate from a registered medical practitioner if absent from work as a result of a work-related injury or disease.
  - Absences of more than 7 days as a result of a work-related injury or disease shall be reported under RIDDOR
  - Absences of more than 3 days as a result of a work-related injury or disease shall be recorded and maintained by HR for the purposes of RIDDOR
  - Employees will be expected to co-operate with any investigation carried out into the cause of the injury or disease.

**Control Of Substances Hazardous to Health (COSHH Regulations, Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)):**

Responsible Person (RP):

Designated Person (DP):

Head of Department (HoD):

Storage Arrangements:

CLEAPSS Resources: <http://www.cleapss.org.uk/>

0.1 It is the responsibility of the competent Designated Person or Head of Department to:

- Obtain Material Hazard Safety Data Sheets (MHSDS) from manufacturers/ suppliers for all hazardous substances to be used in activities.
- Carry out COSHH risk assessments for the activities carried out involving hazardous materials included under the regulations
- Communicate the risk assessment findings and controls associated with the hazardous chemicals to everyone who handles, uses or stores chemicals and/or other hazardous substances as part of their duties.
- Ensure the hazardous chemicals are only handled, used and stored in accordance with the data information sheet guidance and/or the manufacturer's instructions.
- Provide suitable and appropriate personal protective equipment to reduce risks to employees
- Ensure employees receive appropriate COSHH information, instruction and training.
- Monitor compliance with COSHH guidance and the use of safe working practices
- Arrange suitable/ appropriate facilities for the secure storage of materials identified as requiring COSHH risk assessment.

0.2 It is the responsibility of employees who handle, use or store chemicals and/or other hazardous substances hazardous to health to:

- Only handle, use and store the chemical in accordance with the instructions provided
- Wear personal protective equipment that is provided for their protection.
- Attend any such training as may be required
- Report any hazards or concerns to their manager
- Ensure COSHH guidance and safe working practices are adhered to

0.3 The RP will have additional responsibilities under DSEAR on sites where the following materials are used:

- Petrol
- Liquid Petroleum Gas (LPG)
- Oxygen
- Paints, varnishes and solvents
- Certain dusts e.g. wood dust

In certain cases, dusts, gases, mists and fumes when mixed with air can create a potentially explosive atmosphere. In the event of ignition this can result in fire or explosion.

0.4 The RP will ensure HoD/ DPs and all members of staff likely to be affected receive information, instruction and training to enable them to identify and deal with these potential hazards

0.5 As a result of Risk Assessment carried out of the activities involving these materials likely to result in an explosive atmosphere. This includes both routine and non-routine processes e.g. maintenance. The RP will make sure control measures identified by the Risk Assessment are introduced as necessary, including:

- elimination;
- equipment:
  - extraction equipment – Local Exhaust Ventilation (LEV)

- vacuum cleaning equipment to a recognised British Standard appropriate to the materials for which is being used e.g. H Rated filtration for some hazardous dusts
- maintenance and inspection
- storage facilities suitable for the materials concerned;
- removing potential sources of ignition e.g. unprotected equipment;
- housekeeping;
- substitution with less hazardous materials;
- putting in place emergency procedures for use in the event of incident;
- making sure the areas are clearly marked on site and including this information in all relevant emergency procedures including Fire etc.

0.6 The competent HoD/ DP will undertake utilising CLEAPSS resources:

- Risk Assessments of the activities involving these materials likely to result in an explosive atmosphere as directed by the RP.
- Provide and assist the RP with the selection of the control measures required.
- Assist the RP by making sure all control measures are maintained in accordance with current legislation, guidance and where necessary the equipment manufacturer's instructions.
- Making sure areas are maintained in accordance with Risk Assessment e.g. housekeeping' storage etc.
- Classification and identification of the areas affected.

## Display Screen Equipment (DSE) (The Health and Safety (Display Screen Equipment Regulations))

Responsible Person (RP):

Designated Person (DP)/ DSE Assessment Coordinator/s:

Occupational Health Advisor/ Provider:

DSE Self-Assessment Template

- 0.1 The organisation/ RP/ managers will coordinate DSE Assessment and:
- Ensure employees receive appropriate information, instruction and training in the safe use of computers/ DSE as part of their induction.
  - Make sure that all employees designated as DSE users carry out a suitable and sufficient DSE Assessment in accordance with Health and Safety Executive (HSE) Legislation and guidance.
  - In the first instance this will be a self-assessment.
  - Ensure that any risks identified as part of the risk assessment process are discussed with the employee and appropriate actions agreed and implemented to reduce risks to the lowest level possible.
  - Where identified issues are not easily mitigated utilise the services of a specialist assessor, occupational health advisor as necessary to obtain a satisfactory resolution to the issue.
- 0.2 It is the responsibility of employees who use computers routinely as part of their normal working activities to:
- Complete a DSE risk assessment on commencing work and whenever there is a significant change to their work equipment or environment.
  - Discuss the findings of the risk assessment with their manager.
  - Take all reasonable steps to reduce risks associated with the use of computers in accordance with HSE legislation and guidance and explained during the induction training
  - Attend any such training as required
  - Report any hazards or concerns to their manager
- 0.3 Records shall be maintained of all relevant assessments, testing and checks of all work equipment.

## Electricity at Work/ Safety

Responsible Person (RP):

Designated Person/s (DP):

- 0.1 All electrical equipment is maintained in good working condition.  
Electrical testing of both mains electric and portable appliances is carried out in accordance with legal requirements.
- 0.2 Maintenance of electrical equipment shall include the regular testing of Residual Current Devices (RCDs).
- 0.3 All maintenance of electrical equipment will be undertaken out of normal term time/ working hours.  
Where this is not possible strict segregation and electrical isolation processes shall be required.
- 0.2 Basic electrical safety information, instruction and training will be provided to employees during their induction according to their job role.
- 0.3 Employees are responsible for:
- Carrying out visual inspections of electrical appliances before use
  - Reporting any signs of damage or defects immediately to their manager
  - Only using electrical equipment in accordance with the manufacturer's instructions.
  - Switching off/ disconnecting electrical items at the mains at the end of the working shift (unless specifically directed).
  - Attending any training provided) to minimise electrical risks.
  - For their own safety must **never**:
    - Tamper with/ attempt to repair electrical equipment unless they are qualified and authorised as competent to do so as part of their job role;
    - use equipment that has failed a PAT or has been labelled as being faulty or defective and taken out of general use.
    - overload electrical sockets; daisy chain trailing sockets; use extension leads without fully extending them.
  - Use of personal electrical appliances is not permitted without prior authorisation.
- 0.4 Records shall be maintained in local logbooks of all relevant maintenance, testing and checks of all work equipment.

## Driving for Work

Responsible Person (RP):

Designated Person/s (DP):

- 0.1 As driving is normally a lone working activity, employees should also read the Working Alone in Safety Policy.
- 0.2 It is the responsibility of employees who drive as part of their normal working activities to:
  - Ensure their vehicle is legally compliant and maintained in a roadworthy condition.
  - Ensure they have appropriate insurance cover for their job role e.g. carrying goods or passengers. Unity Schools Partnership HR department will provide a suitable letter that employees may use for obtaining insurance cover if this is required.
  - Complete a driver's registration form on appointment and to then notify the HR department if there is any change in details particularly if this affects their right to legally drive a vehicle.
  - Provide proof of legal compliance whenever requested.
  - Report to their manager anything that affects their ability to drive safely
  - Drive in a safe manner at all times and not to take unnecessary risk in accordance with the Highway Code and Road Traffic legislation.
  - Ensure that items are secured and stowed away safely inside their vehicles to avoid causing driving hazards
  - Ensure they only park where it is legal to do so and to avoid causing a hazard to other drivers.
- 0.3 Employees are forbidden to drive whilst under the influence of drugs or alcohol, which affect their ability to drive, or when they are unfit to drive for any other reason.
- 0.4 Employees are therefore forbidden to use mobile phones whilst driving including hands free systems in their car except in an emergency as defined by the highway code.
- 0.5 XXX will respect the decision of an employee not to embark on a journey if their risk assessment indicates the risk to them and/or third parties is considered to be too high, due to adverse weather conditions and/or some other factor. However, the employee must notify their manager immediately should a journey be cancelled for this reason.
- 0.6 Any employee who is involved in a road traffic incident whilst at work must:
  - Always notify the police of the incident and call for emergency medical assistance if anyone is injured. Under no circumstances should an employee leave the scene of an incident until the police have arrived and advise them they can do so.
  - Report the incident to their manager and/or XXX as soon as it is safe for them to do so.
  - Complete an Incident Report form as soon as possible, sending this to [unitysp-incidents@unitysp.co.uk](mailto:unitysp-incidents@unitysp.co.uk)
  - Co-operate with any external or internal investigation that may be carried out to establish the facts relating to the incident.
- 0.7 Employees are advised to seek independent legal advice whenever involved in a road traffic incident and must report any subsequent conviction to XXX, regardless of whether or not the incident occurred during the course of their work duties.
- 0.8 A conviction for a driving offence may lead to disciplinary action depending on the circumstances.



## Equipment and Machinery (Provision and Use of Work Equipment Regulations PUWER)

Responsible Person (RP):

Designated Person/s (DP):

- 0.1 The PRP and DP will make sure that all equipment owned and provided for use is safe and suitable for the purpose for which it is to be used and 0.2 to 0.5 are undertaken and in place.
- 0.2 All equipment and machinery owned by the organisation will be regularly serviced by appropriate maintenance/ servicing companies.
- 0.3 Equipment and machinery will be clearly marked with appropriate warning signs where there are hazards associated with their use e.g. HAVS.
- 0.4 Machinery Guarding, Safety stop/cut-outs switches/ buttons will form part of 0.2 and be tested by the Designated Person/s in accordance with the equipment manufacturer's/ installer's instructions and any other HSE legislation and guidance.
- 0.5 Employees will receive information, instruction and training on the safe use of equipment as appropriate for their role from induction.
- 0.6 Records shall be maintained in local logbooks of all relevant maintenance, testing and checks of all work equipment.
- 0.7 Employees are responsible for:
  - Only using equipment, they have been trained to use and have received information and instruction on its safe operation,
  - checking equipment for obvious signs of damage or defect before using it,
  - reporting any damage or defect identified immediately to their line manager and taking the equipment out of use until directed otherwise
  - using equipment and machinery only in accordance with the safety instructions provided,
  - not tampering with removing safety guards or devices put in place to protect users,
  - making sure where required equipment has received all statutory checks before use.

## Work At Height (WAH)/ Safe use of step-ladders/ ladders (Work at Height Regulations)

Responsible Person (RP):

Designated Person/s (DP)/ Safety/ Service Managers:

- 0.1 **No** members of staff or contractors will be allowed to work at height unless appropriate safety measures have been put in place.
- 0.2 Designated Persons responsible for Health and Safety/ Service managers will make sure any third- party contractor that needs to work at height (e.g. window cleaners, gutter cleaners, construction workers) provides detailed WAH risk assessment in advance of any work
- 0.3 Employees are only allowed to carry out WAH with the permission of the Responsible Person, Designated person and their Line Manager
- 0.4 Where required specialist health and safety/ WAH competent advice will be obtained by the Responsible person
- 0.5 The RP/ DP will make sure employees carrying out WAH will utilise the Step by Step guide to WAH published by the Health and Safety Executive following the criteria,
  - Avoid where practicable using alternatives
  - Prevent and reduce risk if there is no alternative by using the hierarchy of control i.e. collective measures, personal protection
  - Minimising the risk of falling using collective measures or personal protection
- 0.6 The RP/ DP will make sure employees carrying out WAH will only do so if they have received Information, Instruction and Training to the required level as defined in HSE Guidance e.g.
  - Scaffold – NASC, CITB, CISRS
  - Mobile Scaffold towers – PASMA
  - MEWPs – IPAF
  - Ladders/ Step-ladders – Ladder Association/ HSE Guidance Safe Use of ladders/ Stepladders
- 0.7 The RP/ DP will make sure employees will only proceed WAH after they have carried out a WAH Risk Assessment
- 0.8 The RP/ DP will make sure employees will only proceed WAH once the agreed Safe System of Work is in place and the RP, DP are satisfied that it is safe to commence.
- 0.9 The requirements of the Work Equipment section of the Arrangements apply. All equipment must be fit for purpose, maintained and inspected in accordance with HSE legislation and guidance before use.
- 1.0 Records shall be maintained in local logbooks of all relevant maintenance, testing and checks of all work equipment.

## Stress and mental well-being at work

Responsible Person (RP):

Designated Person/s (DP):

Human Resources (HR) Contact:

Staff Helpline/ Counselling Service details:

- 0.1 The organisation is committed to removing and reducing the effects of work-related stress on its employees
- 0.2 The organisation will provide employees with information, guidance and training to assist them in maintaining positive mental health
- 0.3 The organisation will achieve this by helping employees to identify the causes of stress and understanding how to implement a range of strategies to reduce the effects of stress including,
  - provision of mental health awareness and stress awareness training for all employees
  - stress management training for managers.
  - providing support and guidance for managers on the effective use of the Health and Safety Executive's Stress Management Standards to identify and reduce workplace stress.
  - providing opportunities for managers and employees to discuss work related stress at the earliest opportunity including regular supervision, team meetings or direct contact with HR
  - providing access to an external stress management/ counselling service which is confidential and for use by all employees
- 0.4 Managers with assistance from HR are required to carry out a stress risk assessment whenever work-related stress is identified.
- 0.5 Managers are referred to the Absence Management Policy/ Procedures and to HR for guidance on return to work meetings with employees when there has been a stress related absence

## First Aid (Health and Safety (First-Aid) Regulations)

Responsible Person (RP):

Designated Person/s (DP):

First Aid Trained Staff:

- 0.1 A suitable and sufficient First Aid Risk Assessment is in place defining the requirements regarding assigned risk, number of trained first aiders and first aid kits available at the workplace.
- 0.2 The Responsible Person is required to provide
- sufficient first aiders at the site to provide first aid assistance at all times
  - training for first aiders at the intervals and at the levels defined by HSE guidance and legislation
  - display names and locations of all first aiders/ first kits at key locations throughout the building e.g. reception, kitchen, staff notice board etc.,
  - sufficient stocked and in date first aid kits on site for first aiders to use and easy access by all employees.
  - emergency procedures and mechanisms that include the contact procedures for summoning the emergency services including a list of emergency telephone numbers for local doctors and hospitals
  - communication of the information above at employee induction
- 0.3 First Aid shall be administered by trained and qualified first aiders on behalf ofXXXX.
- 0.4 In an emergency situation where, medical assistance has been called for and the employee is in contact with the emergency services controller or paramedics are advising immediate action, employees must follow the verbal instructions given. This applies to both first aiders and non- first aiders.
- 0.5 The RP is also responsible in coordination with the DP and line managers with providing suitable first aid provision for out of hours office, remote and lone working.
- 0.6 **Specific organisation procedures regarding allergies/ use of EpiPen's etc., required.**

## Food Hygiene/ Kitchens

Responsible Person (RP):

Designated Person/s (DP):

Head of Kitchen (HoK):

### 0.1 Employee Kitchens/ mess rooms

All employees are responsible for:

- ☐ maintaining kitchens in a clean and tidy condition and good standards of food hygiene
- ☐ keeping all personal food stored in refrigerators in appropriate sealed containers to avoid cross contamination and disposing of all out of date foodstuffs.
- ☐ keeping refrigerators, microwaves and other pieces of equipment clean and cleaning them after use
- ☐ making sure used utensils and crockery are washed up in hot soapy water, or rinsed, put into a dishwasher and stowed away safely after cleaning
- ☐ reporting any broken or defective equipment immediately to their line manager or other persons in charge of the kitchen area.

### 0.2 Service Kitchens:

- ☐ Access to the kitchen is controlled by the Head of Kitchen
- ☐ No un-authorized personnel are allowed to enter without the authority of the Head of Kitchen
- ☐ All visitors are required to wear personal protective equipment and clothing as directed by the Head of Kitchen.
- ☐ All employees preparing and serving food for third parties have received Food Hygiene training
- ☐ All employees preparing and serving food for third parties have received Food Allergen training
- ☐ Employees will comply with Food Hygiene Regulations when carrying out their duties.
- ☐ Employees will wear uniforms and other personal protective equipment provided.
- ☐ All kitchen staff will receive information, instruction and training in the use of the kitchen and ancillary equipment provided including knives
- ☐ Employees will check equipment is in good working order, guards with interlocks are fitted where required and report any defects immediately to their line manager/ Head of Kitchen
- ☐ The Head of Kitchen together with the Responsible Person makes sure that all kitchen equipment is regularly serviced, defects rectified and records maintained including gas fired equipment, electrical equipment, ventilation/ extraction and fire-fighting equipment and reported defects repaired promptly.
- ☐ The Head of Kitchen and all staff must ensure allergen information is clearly displayed or notices and staff fully conversant with ingredients are available to answer any questions raised by clients, customers and third parties
- ☐ The RP, DP and Head of Kitchen will be responsible for enforcing nut-free policies where in place.
- ☐ Service Kitchens will clearly display the Local Authority/ FSA Food Hygiene Rating
- ☐ Service Kitchens will clearly display information relating to allergenic ingredients present in food staffs in accordance with the European Food Information for Consumers Regulations in accordance with the FSA and Local Authority Guidance.

## Lone Working

Responsible Person (RP):

Designated Person/s (DP):

USP Lone Worker Policy Ref: 033/17/01

- 0.1 Lone working activities are potentially high risk and where possible will be avoided.
- 0.2 Where lone working cannot be avoided the organisation is committed to taking all reasonably practicable measures to ensure employees do not come to harm. (See Lone Working Policy)
- 0.3 Managers must ensure that lone working activities are undertaken in accordance the Lone Working Policy and safe systems of work must be arranged with to reduce the risk of harm.
- 0.4 Employees must comply with the Lone Working Policy
- 0.5 Employees have a legal obligation to take responsibility for their own safety and must not take unnecessary risks whilst at work or place themselves or others in danger.

In applying this duty, employees should always discuss their lone working activities with their manager ensuring safe working practices are agreed by both parties.

## Manual Handling (Manual Handling Operations Regulations):

Responsible Person (RP):

Designated Person/s (DP):

- 0.1 Employees will avoid manual handling activities wherever possible
- 0.2 Where manual handling cannot be avoided the associated risks will be reduced to the lowest level possible. The RP/ DP will make sure this achieved by,
- Providing information, instruction and basic training in safe manual handling to employees as part of the induction process.
  - Providing more in-depth activity related manual handling training in cases of repetitive, continuous manual handling as required by the job role. This can include the provision and use of equipment to reduce the risks from manual handling
  - The RP, DP and Managers making sure risk assessments are undertaken with the employees carrying out the task prior to the activity. This can utilise the HSE MAC Tool where required,
  - Putting in place controls to reduce risks associated with the manual handling operations including making sure,
    - employees carry out manual handling activities in accordance with safe working practices and use safe manual handling techniques in accordance with their training;
    - employees use all equipment and other aids provided to reduce the risk of injury when undertaking manual handling activities.

**Smoking at Work (COSHH):**

Responsible Person (RP):

Designated Person/s (DP):

- 0.1 A Smoking at Work Policy is in place in accordance with legislation.
- 0.2 Smoking is not permitted on any part of the site
- 0.3 Where required the RP/ DP will make sure that designated smoking areas are provided off-site. Smoking is strictly restricted to these areas.
- 0.4 Employees/ smokers must comply with the Smoking at Work Policy at all times.



## Personal Protective Equipment (PPE) (The Personal Protective Equipment at Work Regulations).

Responsible Person (RP):

Designated Person/s (DP):

- 0.1 The organisation/ RP/ DP will provide PPE where required and identified as a result of Risk Assessment.
- 0.2 The RP/ DP will make sure PPE of a suitable and sufficient standard to meet the requirements of the Risk Assessment and the individuals using the PPE shall be provided free of charge.
- 0.3 The RP/ DP will make sure employees receive information, instruction and training in the use of the PPE provided.
- 0.4 The RP, DP and Managers are responsible for making sure adequate supplies of PPE are available at all times.
- 0.5 The RP, DP and Managers must make sure that PPE is worn and used appropriately for the tasks for which it is provided.
- 0.6 Employees will use the PPE provided where required by the employer/ risk assessment in accordance with the manufacturer's instructions and must not tamper with or alter the equipment in any way.
- 0.7 Any defective PPE must be discarded, reported immediately to the RP, DP, Manager and new supplies obtained before commencing work
- 0.8 The RP/ DP will make sure that manufacturers requirements and HSE guidance/ legislation regarding maintenance, servicing, hygiene and use is followed at all times.
- 0.9 Users and where a supervisory function is concerned managers, will be responsible for caring for, maintaining and keeping PPE in a clean and serviceable condition.
- 1.0 Where Respiratory Protective Equipment is used this is likely to require Face Fit Testing and additional checks even in the case of disposable equipment. The RP/ DP is advised to seek assistance from competent health and safety advisors.

## Asbestos (Control of Asbestos Regulations (CAR).)

Duty-Holder/ Responsible Person (DH/ RP):

Designated Person/s (DP):

Location of Site-Specific Asbestos Management Plan/ Register:

Note: DFE Guidance:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/650935/Managing asbestos in your school.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/650935/Managing_asbestos_in_your_school.pdf)

<https://www.gov.uk/government/publications/asbestos-management-in-schools--2>

- 0.1 The organisation/ DH/RP/ DP will make sure an Asbestos Management Plan (AMP) is in place in accordance with the Control of Asbestos Regulations.
- 0.2 The organisation/ DH/RP/ DP will make sure an Asbestos Register will be held for the buildings present on each site built before 2000 A.D.
- 0.3 The organisation/ DH/RP/ DP will make sure where a site consists entirely of buildings constructed after 2000 A.D. the Health and Safety File required by the Construction (Design and Management) Regulations will confirm that the site is free from Asbestos Containing Materials (ACMs) – **as long as this is made clear and extends to include investigation/ contamination checks on the land site as well as the buildings this will be deemed sufficient to comply with the requirements of CAR**
- 0.4 The organisation/ DH/RP/ DP will make sure where a Asbestos Log Book is held onsite this will contain
  - Instruction/ Index
  - Asbestos Register – showing the location/ whereabouts of ACMs
  - Asbestos Management Survey with Material Assessment
  - Plans showing location and asbestos products present
  - Asbestos Priority Assessment
  - Asbestos Risk Assessment
  - Site Specific Asbestos Management Plan
  - Contractor signing in-logs
  - Any other relevant information relating to Refurbishment and Demolition Surveys, Bulk Sample Analysis reports, Site Certificates of Reoccupation.
- 0.5 The organisation/ DH/RP/ DP will make sure that where present the Asbestos Log/ Asbestos Register and information is easily available to staff, visitors and contractors at all times
- 0.6 The organisation/ DH/RP/ DP will make sure where applicable that staff, visitors and contractors understand the limitations of the Asbestos Management Survey, Asbestos Risk Assessment and accompanying information in that it only applies to day-day operations and minor foreseeable maintenance activities.
- 0.7 The organisation/ DH/RP/ DP will make sure that all works involving access to restricted areas and intrusion into the structure or likely disturbance of ACMs is only carried out following a Refurbishment and Demolition Survey in accordance with HSE HSG 264.
- 0.8 The organisation/ DH/RP/ DP will make sure anyone working with ACMs is competent to do so and has as a minimum attended Asbestos Awareness training in accordance with the provisions set out in the CAR.
- 0.9 The organisation/ DH/RP/ DP will make sure that ACMs are managed in accordance with the provisions of the AMP and where present condition monitored on a regular basis.

- 1.0 The organisation/ DH/RP/ DP will make sure as part of the AMP that an Emergency Plan and all the necessary provisions for that plan are in place including the necessary escalation of information and contact details.
- 1.1 The organisation/ DH/RP/ DP will ensure any works involving ACMs are carried out strictly in accordance with the CAR and all applicable legislation and guidance applying to work with, disposal of ACMs.

## Health Surveillance (HSWA, COSHH, CAR; CVWR, CNWR, CLAW, WCAR, IRR)

Responsible Person (RP):

Designated Person (DP):

Health and Safety Advisor (HSA):

Occupational Health Advisor/ Provider:

- 0.1 Where a high level of risk remains following the application of controls of hazards identified during the risk assessment process and there is likely to be harm caused to employee's further steps will be required. In such cases It is the responsibility of the RP/ DP to seek competent health and safety advice and to arrange for health surveillance. This must be considered if employees are at risk from for example:
- Noise (The Control of Noise Regulations (CNR)). (*Workshops*)
  - Vibration (The Control of Vibration at Work Regulations (CVWR)). (*Equipment*)
  - Solvents, dusts (wood, metal), fumes (plastic), biological agents and other substances hazardous to health (The COSHH Regulations) (*Science; Design Technology*)
  - Asbestos (The Control of Asbestos Regulations (CAR))
  - Lead (the Control of Lead at Work Regulations (CLAW)) (*Plumbing; Soldering*)
  - Work in compressed air (The Work in Compressed Air Regulations (WCAR))
  - Ionising radiation (The Ionising Radiation Regulations (IRR)). (*Science*)
- 0.2 Health surveillance is designed to help make sure that any ill health effects are detected as early as possible.
- 0.3 Health surveillance can range from simple visual checks to more in-depth monitoring requiring the services of competent health and safety/ occupational health advisors.

## Risk Assessment (Management of Health Safety at Work Regulations (MHSWR)):

Responsible Person (RP):

Designated Person/s (DP):

Health and Safety Advisor (HSA):

Occupational Health Advisor/ Provider:

- 0.1 All reasonable steps will be taken to ensure staff, pupils, employees and anyone else affected by the activities being carried on are not exposed to risks to their health and safety. Measures to manage and control risk will be put in place.
- 0.2 To accomplish this, risk assessments will identify,
  - The significant hazards associated with each task i.e. those things with the potential to cause harm.
  - Those affected or likely to be affected by the identified activity/ task.
  - An assessment of the risk posed by the hazard/s i.e. a measurement of the likelihood and the severity of the harm that the hazard/s can cause should an incident occur.
  - The controls required to reduce the risk/s identified to a tolerable or acceptable level.
  - Where the risks are significant they shall be recorded.

Note: Standardised USP templates are available for this purpose
- 0.3 The DP shall initiate the risk assessment process
- 0.4 Risk assessments will be carried out by the DP/s responsible for the area of activity or task.
- 0.5 All employees and those involved in the activities will be informed about the risks and measures to be taken to control them. It is essential that all those involved in the activity or task agree with the findings of the risk assessment and the measures to mitigate the identified risks.
- 0.6 It is the responsibility of those staff/ employees using the risk assessments to monitor the effectiveness and report back immediately to the DP should any changes occur or the assessment findings are found to be ineffective.
- 0.7 Communication of the presence and content of risk assessments will be carried out at Induction.
- 0.8 Risk assessment communication by the DP to staff and employees directly involved with the identified activities/ tasks, shall be refreshed should anything change and at a minimum annually.
- 0.9 The DP will arrange training to be given to staff and employees to meet health and safety requirements and any specific measures required by the risk assessments.
- 1.0 Risk Assessments are “living documents” and require regular review at least once annually, should anything change relating to the activity or task and as a result of lessons learned during incidents or shared from other recognised sources such as the HSE.

## Health and Safety Information, Instruction and Training

Responsible Person (RP):

Designated Person/s (DP):

Health and Safety Advisor (HSA):

Health and Safety Training Provider:

- 0.1 Training will be provided in-house by the DP/s or where required by external specialist providers.
- 0.2 Training will comprise
  - Induction Training for new starters
  - Activity/ task specific training for staff and employees where required
  - Supervision/ training for volunteers, young persons at work where required
  - Periodic Health and Safety subject legislation and guidance updates/ Tool Box/ refresher/ incident lessons-learnt sessions, associated with scheduled staff meetings
- 0.3 Induction Training will include an understanding of,
  - The Health and Safety Policy Statement:
  - The Organisation for administration of Health and Safety both organisation wide and local:
  - The Health and Safety Arrangements detailing how the Health and Safety Policy will be carried out including reference to specific sections e.g.
    - Safeguarding/ security,
    - First Aid
    - Incident Reporting
    - Fire
    - Risk Assessments relevant to activities or tasks to be undertaken:
    - Staff welfare support and counselling services;
  - An early identification of further training requirements for the inductees.
- 0.4 All training will be recorded as part of the staff/ employees personal HR records
- 0.5 The RP/DP will utilise the Health and Safety Training Matrix to identify and schedule relevant training.

**Health and Safety Committees and Staff Representation (The Safety Representatives and Safety Committees Regulations; The Health and Safety (Consultation with Employees) Regulations):**

Responsible Person (RP):

Designated Person/s (DP):

Health and Safety Advisor (HSA):

Health and Safety Committee Members:

Health and Safety Representatives:

Location of site-specific Health and Safety Notice Board:

- 0.1 The employer recognises the requirement to consult with employees regarding matters of health and safety as detailed by current legislation and guidance.
- 0.2 The employer will meet with the requirements of current legislation for where trades unions are present and where they are not.
- 0.3 The employer recognises the positive benefits of employee involvement to,
- identify hazards, assess risks and develop ways to control risk in the workplace;
  - develop solutions based upon input from a range of staff/ employees directly involved with the activities/ tasks;
  - generate joint problem-solving solutions.
  - greater commitment to the implementation of actions that have directly resulted from staff/ employees involved in the activities/ tasks;
  - develop trust and cooperation;
- 0.4 The employer will consult with employees regarding'
- The introduction of any measures likely to substantially affect their health and safety at work including new systems of work, new equipment etc.
  - Arrangements for the provision of competent health and safety advice to enable compliance with legislative requirements
  - Information on the hazards and risks arising from their work
  - Information on the measures in place to manage and control these hazards and risks
  - Health and Safety training
  - Health and safety consequences of introducing new technology.
- 0.5 In accordance with the legislation and guidance the employer will enable the appointment of
- Trades Union Safety Representatives appointed in writing by the Union
  - Employee Health and Safety Representatives elected by employees where Trades Unions are absent if the employer decides not to consult directly with all employees.
- 0.6 The employer will afford such facilities as reasonably required under the legislation and guidance for representative to carry out their role.
- This can include access to,
- A quiet area with telephone and where private conversations can occur;
  - A lockable facility to store records/ materials;
  - Access to internet/ intranet;
  - Access to a photocopier;
  - Access to a notice board to display information to employees;
  - Time to discuss health and safety issues with staff/ employees;
  - Provide training to representatives as is regarded as practicable and reasonable to enable them to accomplish their tasks

- 0.7 The employer will set up a Health and Safety Committee if requested in accordance with the legislation and guidance.
- 0.8 The employer will make sure that health and safety forms an agenda point on all staff/ employee meetings
- 0.9 The employer will invite health and safety representatives to attend the agenda point regarding health and safety at regular management/ department meetings
- 1.0 The RP and DP will post relevant Health and Safety Information, updates etc., on the site-specific Health and Safety Notice Board.



## Working Hours (The Working Time Regulations)

Responsible Person (RP):

Designated Person/s (DP):

Occupational Health Advisor/ Provider:

Health and Safety Committee Members:

Health and Safety Representatives:

Location of site-specific Health and Safety Notice Board:

- 0.1 Employees will not exceed a working week of 48 hours averaged over a 17-week period
- 0.2 An opt-out is available where this is unavoidable only by discussion with the employer/ Human Resources Department and in the following cases
- where 24-hour staffing is required
  - in the armed forces, emergency services or police
  - in security and surveillance
  - as a domestic servant in a private household
  - as a seafarer, sea-fisherman or worker on vessels on inland waterways
  - where working time is not measured and the individual is in control e.g. a managing executive with control over your decisions
- 0.3 All employees will,
- Take a minimum 20-minute rest break during a 6-hour work period
  - Have a daily rest period of at least 11 consecutive hours between work shifts
  - Have a minimum of 24 hours rest over 7 days of work
- Note: This can be adjusted to one uninterrupted break of 48 hours over 14 days of work
- 0.4 Night work:
- Covers the period usually 11pm to 6 am.  
Note: can be varied by mutual-agreement between the employer and employee
  - Night worker someone who normally works at least 3 hours during that period
  - Hours worked is limited to 8 hours in a 24-hour period averaged over a 17-week period including any regular overtime.  
Note: **No** opt-out is available
  - Free health assessment is offered to all night workers carried out by the Occupational Health Advisor before starting and during night work at intervals agreed between employer and employee
- 0.5 Young Persons:
- Applies to all under 18 years of age
  - Cannot work more than 8 hours per day
  - Cannot work more than 40 hours per week
  - Rest breaks minimum 30 minutes if the shift is longer than 4.5 Hours
  - Minimum 2 days off from work each week
  - Restrictions on any night work
- 0.6 Working Time:
- The working shift agreed by the employer with the employee
  - All training time associated with the job
  - Travel associated with the job
  - Includes travel from the employee's home to a location that is not normally their fixed place of work
  - Excludes travel to and from home to the usual fixed place of work

- Includes all travel time for mobile or peripatetic workers starting from the time the employee leaves their home
- Contractual arrangements will be made where on-call services are required
- Other specific conditions including compensatory breaks will be agreed in more detail depending upon the task and the contract between the employer and employee.

## Extreme Weather Events/ Environmental Conditions

Responsible Person (RP):

Designated Person/s (DP):

Health and Safety Advisor (HSA):

Health and Safety Committee Members:

Health and Safety Representatives:

Location of site-specific Health and Safety Notice Board/ Display of treated areas in event of snow/ice:

0.1 In the event of extreme weather events requiring closure the Business Continuity Plan shall be put into action.

### 0.2 Snow/ Ice

- The RP will monitor the weather forecasts to assess whether there is a likelihood of poor weather.
- Temperature and weather conditions shall be monitored by the DP/s and where a risk from Ice occurs preventative action shall be taken.
- A plan of the premises is in place detailing the areas that will receive treatment with salt/ grit and where snow will be cleared.
- The plan includes pedestrian routes essential to allow emergency escape and general access/ egress from the school buildings.
- To include any sloping routes and in some cases the car-parking areas within the school boundaries.
- The plan will be displayed in clear view so that all building users/ visitors understand which areas are accessible and have been treated.
- Any routes taken out of use shall be clearly marked and signs or cones can be used for this purpose where available
- A risk Assessment is in place for the RP and DP/s to carry-out any gritting/ snow clearance considering the health, safety and welfare of those involved in providing this service.
- Equipment and PPE shall be provided as required by the risk assessment.
- All staff shall receive instruction and any necessary training in accordance with risk assessment.
- Salt/ grit supplies should be available, stored in appropriate dry facilities/ bins.
- Gritting equipment shall be maintained.
- Gritting will be carried out when frost, ice or snow is forecast/ walkways are likely to be wet and the ground temperatures are at, or below freezing.
- Ideally DP/s will carry this out after school closes or before it opens. Sufficient time must be allowed for salt/grit to prevent freezing or melt the ice.

### 0.3 Wet surfaces/ Leaves

- The presence of wet leaves shall be reported to the RP and monitored by the DP/s.
- Where significant amounts of leaves/ decaying leaves/ vegetation growth present slipping hazards these will be removed **by whom?**
- Where this is a recurring problem consideration will be given to removal of plants/vegetation

### 0.4 Surfaces inside of buildings:

- The RP and DP/s will monitor conditions inside of the building where external environmental conditions increase slip hazards.
- Additional matting and mopping/ absorbent materials are available **from where?**

### 0.5 The RP will need to consider the provision of:

- Additional supervision requirements/ arrangements for inclement conditions;
- Specific requirements for any employees, pupils, members of the public with mobility impairments.

## Minibuses (Driving for Work, Managing Work Related Road Safety)

Responsible Person (RP):

Designated Person/s (DP):

Health and Safety Advisor (HSA):

Designated Drivers:

Note: Minibuses shall be operated in cognisance of the RoSPA Minibus Safety - A Code of Practice <https://www.rospace.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf>

0.1 The employer/ RP will approve Designated Drivers who can drive the vehicles on the basis that they are,

- over the age of 25 and under 70 years old;
- medically fit;
- have a driving licence without endorsements or prosecutions provided by the Designated Driver;
- have experience of driving mini-buses or large vans;
- have 'Group D' specified on their driving licence if issued after 1970;
- have held a full driving licence for a minimum of 2 years;
- have been resident in the UK for 2 years or more;
- have approval from the organisations motor vehicle insurer.

0.2 Training:

All drivers will be inducted by the RP prior to being allowed to drive the vehicles. Induction will include,

- General Driving Risk Assessment.
- Provision of documentation to be completed for use of the vehicle.
- Daily/weekly checking procedures for the vehicle including pre-and post-use checks/ maintenance and record keeping.
- Demonstration of the location of all controls for the vehicle including fuelling procedures
- Parking procedures including location.
- Motor Vehicle Incident Reporting Procedures where these differ from general Incident Reporting processes.
- Vehicle Breakdown Recovery procedures.
- Emergency procedures/ telephone numbers.
- Inclement/ poor weather conditions Risk Assessment.
- Journey planning.
- Safety Rules:
  - No driving under the influence of drink or drugs
  - Restrictions regarding illness
  - Restrictions regarding exhaustion
  - Safeguarding and presence of passenger assistants/ escorts
  - Use of seatbelts
  - Use of chair or assisted access lifts/ ramps where fitted
  - Securing wheelchairs when in transit
  - No standing when vehicle is moving
  - No-smoking Policy
  - Stopping on the highway
  - Use of hi-visibility clothing

In addition, where the driver is not in possession of a current PSV or advanced driving licence

- attendance at a minibus 'safe driving' session prior to using the vehicle for the first time
- Obtaining an emergency first aid at work certificate with a focus on motor vehicle related first aid.
- What to do in the event of a motor vehicle fire.

0.3 Day to day use

- Keys are kept securely by the DP and located **at.....**
- Fuel Cards are kept securely by the DP and located **at...../ or method of fuel payment/claim**
- Parking will be **at.....**
- The vehicle will be returned cleaned both externally and inside.
- Vehicle logs will be completed.
- Any damage will be reported using the MVI Report forms to the DP.
- The driver must have a fully charged and operational mobile telephone for emergency contact purposes – the vehicle cannot be taken without this.
- Use of the mobile telephone whilst driving is not permitted.
- Generic and Specific Activity Risk Assessments will be prepared prior to use of the vehicle.
- All vehicle checks will be carried out before use.

0.4 The RP/DP will investigate all MV Incidents immediately. Any lesson learned/ revised procedures as a result will be communicated with Designated Drivers.

0.5 The RP/DP will periodically review i.e. at least once monthly/ termly,

- All MV Incident Reports.
- All vehicle records for currency and completion.
- All Designated Driver reports.

Corrections/ lesson learned will be communicated with all Designated Drivers.

**Water Hygiene Management/ Legionella (Control of Substances Hazardous to Health (COSHH) Regulations, Approved Code of Practice (ACoP) L8 Legionnaires' disease: The control of legionella bacteria in water systems and HSG274 Technical Guidance.):**

Responsible Person (RP):

Designated Person/s (DP):

Location of site-specific Health and Safety Water Hygiene Management Information:

- 0.1 The organisation/ RP/ DP will make sure a Water Hygiene Management Plan i.e. Written Scheme is in place in accordance with the COSHH Regulations ACoP L8.
- 0.2 The organisation/ RP/ DP will make sure a current Legionella Risk Assessment (LRA) has been undertaken by a recognised Legionella specialist for all water systems present in buildings and the site.
- 0.3 The organisation/ RP/ DP will make sure that all actions required as a result of the risk assessment are attended to and completed as soon as practicable and the LRA is annotated and updated accordingly.
- 0.4 The organisation/ RP/ DP will make sure that the water systems are maintained and tested in accordance with legislation and guidance and equipment manufacturers recommendations. This will include disinfection, descaling, servicing, maintenance and any services as necessary.
- 0.5 The organisation will make sure the RP and DPs have received suitable information, instruction and training to undertake their duties relating to site responsibilities for the monitoring and prevention of Legionella including
  - An understanding of Legionella
  - An understanding of the duties, frequency and how to monitor and record hot and cold-water temperatures from
    - Vessels/ Calorifiers/ Cylinders
    - Taps
    - Water heaters
    - Thermostatic Mixer Valves (TMVs)
  - Understanding the duties, frequency, recording of and how to carry out safely
    - Flushing of taps and sentinel points
    - Descaling of shower heads
- 0.6 The organisation/ RP will provide all equipment including suitable thermometers for surface and immersion temperature measurement, all PPE and equipment necessary to allow safe flushing and monitoring exercises carried out by the RP/DPs.
- 0.7 The organisation/ RP will maintain in-house monitoring records/ logs with Water Hygiene Management Information to be readily available at all times. This should include,
  - The Written Scheme/ Water Hygiene Management Plan
  - The Legionella Risk Assessment
  - Maintenance records
  - Monitoring Logs

**Health and Safety Design Technology (DT)/ Science/Art – CLEAPS (COSHH; DSEAR; Incl LEV: PUWER; EaW; HWR; LOLER; PER/PSSR)**

Responsible Person (RP):

Heads of Departments (HoD):

Designated Person/s (DP):

Health and Safety Advisory Service: CLEAPSS

- 0.1 The organisation/ RP is a member of CLEAPSS.
- 0.2 CLEAPSS provides school and college DT, Science and Arts advice and support with an emphasis on health and safety for all practical work up to age 18 qualifications. This includes both written and where required verbal support covering,
- working practices;
  - design of facilities;
  - technical work;
  - equipment;
  - tools;
  - materials;
  - biological organisms;
  - practical activities for pupils/ students;
  - model Risk Assessments for the above practices.
- 0.3 The organisation/ RP will provide all necessary facilities, equipment and support to meet with the requirements of all adopted CLEAPSS procedures.
- 0.4** DPs will adapt and produce site-specific processes and risk assessments based upon CLEAPSS information adapted to the individual facility/ location. This information will be documented/ recorded and maintained **where?**
- 0.5 The RP will make sure that DPs maintain all monitoring processes and maintain records of all maintenance, testing, inspection required by current health and safety legislation and guidance in- line with adopted CLEAPSS procedures.

## Work Equipment: Statutory Checks

Responsible Person (RP):

Designated Person/s (DP):

Health and Safety Advisor (HSA):

Statutory Inspectors/ Service providers:

- 1.
- 2.
- 3.
- 4.
- 5.

- 0.1 The organisation/ RP will make sure that the following equipment receives thorough examination carried out at specified intervals by a Competent Person
- Boiler equipment and pressure systems** (including certain air conditioning, refrigeration air receivers/ compressed air systems): Pressure Equipment Regulations (PER); Pressurised Systems Safety Regulations (PSSR).
  - Passenger and Goods Lifts:** Lifting Operations and Lifting Equipment Regulations (LOLER)
  - Lifting equipment:** LOLER
  - Local Exhaust Ventilation (LEV)** (including mobile and fixed extractors, hoods, fume cabinets, booths, vacuum cleaning equipment where used for this purpose): Control of Substances Hazardous to Health Regulations (COSHH)
  - Power presses;** Provision and Use of Work Equipment Regulations (PUWER)
  - Electrical equipment** (fixed electrical installation inspections): Electricity at Work Regulations (EWR)
- 0.2 A thorough examination constitutes a systematic and detailed examination of the equipment including safety critical parts producing a written report.  
Note: It is recommended that where possible equipment is labelled indelibly indicating that it is in date for test
- 0.3 The written report will contain information detailed in the regulations which shall include,
- The date of the examination
  - The date when the next statutory inspection is due
  - Identified defects requiring immediate action and any that could become a potential danger to health and safety
  - Any recommendations for further investigation.
- 0.4 The organisation/ RP will make sure that all actions are carried out as required by the statutory inspection reports.
- 0.5 The organisation/ RP will make sure that these reports are readily available.
- 0.6 Specified intervals, definitions including equipment, competence and other requirements are detailed in the relevant legislation.



## Contractor Control (Health and Safety at Work Act 1974; Construction (Design and Management) (CDM) Regulations):

Responsible Person (RP):

Designated Person/s (DP):

Health and Safety Advisor (HSA):

- 0.1** The organisation/ RP/ DP will be regarded as the **Client**
- 0.2** The **Client** has duties under health and safety legislation and guidance to make sure any work or project is suitably managed to ensure the health and safety of all who might be affected by the work including members of the general public
- 0.3** Contractors will be selected and procured using the **xxxxxx** to scheme of delegation.
- 0.4** Contractors are procured locally for,
- small scale works including some maintenance activities, cleaning, catering etc.
  - small scale construction works such as painting and decorating, minor building works, additions to existing water and governed by the CDM Regulations.
- 0.5** Contractor procurement for larger scale construction work or organisation wide service provision is carried out by **xxxxxxxx**
- 0.6** For work not regulated by CDM the Contractor Management Procedure will be followed.
- 0.7** Construction work is defined by the HSE as the carrying out of any building, civil engineering or engineering construction work and includes
- the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;
  - the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
  - the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
  - the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;
  - the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure,
- It does not include the exploration for, or extraction of, mineral resources, or preparatory activities carried out at a place where such exploration or extraction is carried out;
- 0.8** A construction-site includes any place where construction work is being carried out or to which the workers have access, but does not include a workplace within the site which is set aside for purposes other than construction work;
- 0.9** CDM defines key duty-holder roles and duties during any construction process
- **CLIENT** who must make suitable arrangements for managing a project and make sure
    - Other duty-holders are appointed in writing
    - Sufficient time and resources are allocated for the project
    - Provide relevant health and safety information to other duty-holders (Pre-Construction Information (PCI)).

- Make sure that the Principal Designer/ Designer and Principal Contractor/ Contractor carry out their duties
- Provide adequate welfare facilities for those involved in the site work
- **PRINCIPAL DESIGNER (PD) (more than one designer involved)/ DESIGNER (D)** must manage, monitor and coordinate health and safety in the Pre-Construction Phase of the project including,
  - identifying, eliminating and controlling foreseeable risks;
  - where there are PD and D making sure designers carry out their tasks;
  - preparation and provision of relevant information to other duty-holders;
  - liaison with the Principal Contractor to assist planning, management, monitoring and coordination of the Construction Phase of the project;
  - maintenance and use of the building once built;
  - prepare and produce a Health and Safety File on behalf of the Client detailing ALL information relevant to the construction, use, future maintenance and eventual demolition of the structure to be left on the site at completion of the project
- **PRINCIPAL CONTRACTOR (PC) (more than one contractor involved)/ CONTRACTOR (C)** must manage, monitor and coordinate health and safety in the Construction Phase including,
  - liaison with the Client and PD/D;
  - preparing a Construction Phase Plan (CPP) (Risk Assessment/ Plan of how the work will be carried out safely) before the work can commence;
 

Note: special attention is required where the site will still be occupied/ shared whilst works are being undertaken – the CPP **must** address all aspects of H&S risks associated with the construction work
  - Organising/ coordinating contractors;
  - Providing suitable site safety inductions to all;
  - Preventing unauthorised access to any part of the site; this **will** include security and segregation if parts of the building or site are still in use.
  - Workers are consulted and fully engaged in health and safety during all work on the project;
  - Making sure that welfare facilities are provided and maintained for the duration of the project.

**1.0 Unless the roles are clearly designated in writing to external providers the Client i.e. the organisation or RP will also take on the roles as defined i.e. CLIENT and DESIGNER. If employees also carry out the tasks then then the organisation/ RP also becomes the PRINCIPAL CONTRACTOR/ CONTRACTOR, the employee's workers as defined under CDM. ALL the roles outlined at 0.9 will need to be undertaken.**

**1.1** Following any construction works as defined by CDM all relevant information must be gathered and added to or a new Health and Safety File created and maintained by the organisation/ RP on the site. All records will be maintained as required by current health and safety legislation and guidance.

## Site Safety - Management of Traffic and Pedestrians (The Health and Safety at Work etc. Act)

Responsible Person (RP):

Designated Person/s (DP):

Health and Safety Advisor (HSA):

- 0.1 The RP will make sure that the review and assess the risk to staff, pupils and members of the general public created by vehicle movement both on the school site and immediately outside of the main entrances in relation to,
- school activities – dropping off/ picking up; parking, minibus and bus dropping and parking;
  - delivery vehicles – access, delivery times, loading areas.
  - movement of pedestrians and cyclists
- 0.2 It is essential that pedestrians and especially pupils are separated from moving traffic
- 0.3 Findings at 0.1 will enable the RP to review the current design and layout. Attention must be given to the following with specific attention to 0.2.
- drop off points;
  - walkways;
  - parking;
  - cycle access;
  - warning/ prohibition signs;
  - lighting;
  - communication of information and instructions to employees, parents/ guardians, pedestrians, taxi, minibus and bus drivers, delivery drivers, grounds services vehicle drivers.
- 0.4 Drop off points,
- size;
  - location;
  - safe access to;
  - position relative to premises.
- 0.5 Walkways,
- which routes are people most likely to take – special consideration to children and their unpredictable behaviour;
  - the position of “desire-lines” (marked yellow guidance lines);
  - separation of vehicle routes;
  - provision of suitable barriers/ guard rails.
- 0.6 Parking,
- location on or off site;
  - on site access control and limitations;
  - enforcement of no parking zones/obstruction of the highway.
- 0.7 Road/ Highway,
- speed limits and restrictions;
  - parking restrictions and enforcement;
  - pedestrian crossings/ subways/ foot-bridges;
  - warning signs, road-markings;
  - street and warning lighting.
- 0.8 Where clear potential hazards are identified by the risk assessment that cannot easily be controlled it will be necessary to seek advice from the Local Authorities regarding the public highways and footpaths and specialist traffic management designers for the site.

- 0.9 If school staff are directed by the RP to help manage traffic a strict procedure will be required. The RP will need to complete a risk assessment and address,
- ☐ information, instruction and training of staff;
  - ☐ a strict remit regarding areas of responsibility i.e. within the site boundaries;
  - ☐ risks to staff by collision with vehicles;
  - ☐ personal protective equipment including high visibility clothing;
  - ☐ methods of communication including 2-way radios and mobile telephones;
  - ☐ personal safety, lone working and aggression from members of the public, parents;
  - ☐ incident reporting procedures;
  - ☐ lessons learned and reviews;
  - ☐ emergency procedures/ first aid.

## Swimming Pools (HSWA, MHSWR; COSHH, RIDDOR, PUWER, FAWR, RR(FS)O)

Responsible Person/ Swimming Pool Operator (RP/ SPO):

Designated Person/s (DP):

Health and Safety Advisor (HSA):

Note:

Swimming Pools will be operated in accordance with HSE Guidance:

<http://www.hse.gov.uk/pUbns/priced/hsg179.pdf>

Pool Safe Operating Plans: BS EN 15288-2:2008

- 0.1 Where the RP is the operator of a swimming pool they will ensure
  - a safe working environment
  - all equipment and plant is safe
  - safe systems of work are in place;
  - information, instruction, training and supervision is provided for all staff
  - access for people with disabilities
  - water quality/ hygiene
  - fire safety
- 0.2 The RP will achieve this through
  - Risk Assessment.
  - Controlling risks as far as is reasonably practicable
  - Preventing or controlling exposure to hazardous materials
  - Pool Safe Operating Procedures (PSOPs)
    - Normal Operating Plans (NOPs)
    - Emergency Action Plans (EAPs)
- 0.3 Where the Pool is hired out for use then it is the responsibility of the RP to communicate and explain the NOPs and EAPs to the hirer and to ensure they apply them.
- 0.4 Where contractors are carrying out works on the pool then it is the responsibility of the RP to communicate and explain the NOPs and EAPs to them. It is also essential that the RP understands how the contractors work will affect the NOP and EAP and make any necessary adjustments for the duration of the works.
- 0.5 The EAP will include incident reporting and first aid provision
- 0.6 In addition to 0.1 The RP is responsible
  - Ensuring all pool users safety
  - Providing trained and competent lifeguards
  - Ensuring the provision and maintenance of all equipment and plant
  - Managing the pool water treatment with regard to,
    - chemical hazards;
    - fire hazards;
    - confined space hazards, where applicable.

**Physical Education (HSWA, MHSWR; COSHH, RIDDOR, PUWER, FAWR, RR(FS)O):**

Responsible Person (RP):

Designated Person/s (DP):

Health and Safety Advisor (HSA):

Note:

<http://www.afpe.org.uk/>

- 0.1 The RP and DP will utilise and complete the Association of Physical Education (AfPE) Triangle Model for Risk Assessment for all Physical Education (PE) undertaken by the school.
- 0.2 The DP will receive information, instruction and training in order to undertake all aspects of PE this will include specialist training where appropriate regarding the use of equipment e.g. wall bars, trampolines, climbing walls, javelins etc., where there is an increased potential hazard. It will also include First Aid training and the Emergency Action Plan.
- 0.3 The RP/ DP will supplement the risk assessment and have in place lesson plans for all physical education activities.
- 0.4 The RP will put in place an Emergency Action Plan (EAP) and communicate this with all DPs and staff involved in PE. This will include First Aid, communication requirements and incident reporting.
- 0.5 The RP will ensure the DP is provided with suitable means of communication e.g. mobile telephones with network coverage, 2-way radios as is necessary to allow support to be summoned in the event of an emergency.
- 0.6 Where any PE facilities are hired out for use then it is the responsibility of the RP to communicate and explain the expected risk assessment and lesson planning and expected EAPs to the hirer and to ensure they apply them.
- 0.7 The RP is responsible for,
  - ensuring the provision and maintenance of all equipment;
  - managing the PE facilities regarding fire hazards.

## School Trips and Outdoor Learning Activities (HSA: CMHA, MHSWR):

Responsible Person (RP):

Educational Visits Coordinator (EVC):

Designated Person/s (DP):

Note:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

<http://lotcqualitybadge.org.uk/>

<https://oeapng.info/>

<https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/school-visits-guide.pdf>

- 0.1 For the purposes of any school trip or outdoor learning activity the responsibilities as employer under health and safety legislation will be in accordance with the school governance and in an Academy, this will fall to the Trust or Board of Governors. Approval must be granted to the RP prior to undertaking any activities. The Governing Body/ Governors will be advised by the Educational Visits Coordinator (EVC)
- 0.2 The RP will take on the role of EVC unless they appoint an identified DP to undertake the role.
- 0.3 The EVC will fulfil the requirements set out by the Department for Education in their guidance on educational visits i.e.
  - be an experienced visits leader;
  - have the status to be able to guide the working practices of other staff;
  - be confident in assessing the ability of other staff to lead visits;
  - be confident in assessing outside activity providers;
  - be able to advise headteachers and governors when they are approving trips;
  - have access to training, advice and guidance.
- 0.4 The RP will obtain written consent for participation in activities or visits from parents, guardians for
  - nursery age children;
  - all pupils where high-risk activities are involved;
  - activities outside of normal school hours.The consent form is available from **XXXXX**
- 0.5 For repetitive/ routine activities the RP can obtain a one off repetitive written consent for participation in activities or visits from parents, guardians for  
The consent form is available from **XXXXX**
- 0.6 Before undertaking a school trips or outdoor learning activity the RP will make sure that,
  - a suitable and sufficient risk assessment for the activity is completed;
  - the controls/ precautions required are clearly identified;
  - for repetitive activities that the risk assessment is reviewed regularly;
  - organisers have received instruction/ information in line with guidance from the Department for Education (DfE) and Outdoor Education Advisors Panel (OEAP).
- 0.7 The RP will ensure that,
  - all staff understand their duty of care towards pupils in their charge and that this extends for the whole period of the activity/ visit/ time away;
  - when and under what circumstances the duty of care can be transferred/ delegated to others.

- 0.8 The DPs must demonstrate their duty of care by,
- issuing clear instructions to pupils regarding health and safety information;
  - confirming that all pupils understand the health and safety information.
- 0.9 If third parties are utilised and not employed directly by the school e.g. at activity centres, the RP/ EVC will carry out all necessary checks including,
- all necessary insurances are in place;
  - all legal requirements are met;
  - the third parties' health and safety policy;
  - the third parties' emergency procedures;
  - the third parties risk assessments and control measures are in place for all activities;
  - Safeguarding and enhanced Disclosure and Barring Service (DBS) checks;
  - where required current Licences are held and in place for the activities e.g. adventure activities;
  - any third-party accreditation to recognised standards e.g. Learning Outside the Classroom (LOtC) Quality badge;
  - the competence of the third parties' employees - skills, knowledge and experience;
  - depending upon the type of activity or trip the quality of the supervision being undertaken;
  - where relevant information relating to vehicle use during the activities;
  - accommodation;
  - that a clear agreement is in place with any activity organiser defining the responsibilities of all involved.
- 1.0 Special requirements are required for trips abroad and the arrangements will be carried out in accordance with all relevant legislation and guidance including accreditation to LOtC and BS8848 for adventurous activities outside of the United Kingdom.



## Gas Safety (HSWA, Gas safety (Installation and Use) Regulations, Gas Appliance (Safety Regulations)):

Responsible Person (RP):

Designated Person/s (DP):

- 0.1 Applies to natural and Liquefied Petroleum Gas (LPG) Installations and equipment.
- 0.2 All gas appliances including boilers, cookers, ovens will be correctly installed and maintained to protect against the potential hazards of fire, explosion, gas leaks and carbon monoxide (CO) poisoning.
- 0.3 All installation, maintenance and testing will be carried out in accordance with legal requirements by Gas Safe registered engineers for workplaces and residential/ sleeping accommodation including schools, shops, restaurants, hospitals.
- 0.3 Before carrying out any work on gas installations the RP will ensure the engineer has a current Gas Safe ID card and is registered by Gas Safe utilising their web-site or by telephone contact.
- 0.4 The RP will ensure maintenance includes gas pipework, appliances, flues and any safety devices. To be carried out in accordance with all current industry standards, codes of practice and at intervals as recommended by manufacturers at frequency of not less than once annually and necessary repairs completed.
- 0.5 Maintenance of gas equipment will be undertaken out of normal term time/ working hours. Where this is not possible strict segregation shall be required.
- 0.6 Where residential accommodation is present Landlords will have all appliances, chimneys and flues checked every 12 months by a Gas Safe registered engineer and provide the report (Landlords Gas Safety Record) to the tenant within 28 days of completion.
- 0.7 The RP/DPs will ensure all areas containing gas appliances have adequate free ventilation and that all ventilators and flues are free from obstruction.
- 0.8 The RP is responsible for ensuring all catering/ kitchen ventilation systems are maintained, cleaned and free from fire hazards of grease and fat in accordance with current industry guidance and at least once annually. This will include filters where fitted, hoods and ductwork.
- 0.9 The RP will ensure all gas safety interlocking systems are maintained and tested in line with the intervals referred to at 0.4
- 1.0 Records shall be maintained in local logbooks of all relevant maintenance, testing and checks of all work equipment.
- 1.1 The RP will ensure any staff using catering equipment have received training in how to use the appliances/ equipment safely.
- 1.2 Employees are responsible for:
  - Reporting any signs of damage or defects immediately to their manager.
  - Only using gas appliances/ equipment in accordance with the manufacturer's instructions.
  - Making sure all gas appliances and equipment are switched off at the end of the working shift (unless specifically directed).
  - Attending any training provided) to minimise gas risks.
  - For their own safety must **never**:
    - Tamper with/ attempt to repair gas appliances/ equipment unless they are qualified and authorised as competent to do so as part of their job role;
    - use equipment that has failed or has been sealed/ labelled as being faulty or defective and taken

- out of general use by a Gas Safe engineer or competent person;
- use appliances/ equipment for purposes for which they were not intended.

1.3 The RP will instruct all staff of what to do in the event of a gas leak:

- Turning off the gas supply
  - Natural gas: location of and how to turn off the main supply taps
  - LPG: first - location of supply tap to building; second - adjacent to LPG tank
- Initial alarm;
  - Natural Gas: National Gas Emergency Service
  - LPG: Supplier
- If in doubt;
  - Evacuation
  - Gas Supplier
  - Police

Under **NO** circumstances will the gas supply be turned on until any leaks have been investigated and dealt with by the competent gas safe engineer.

1.4 Where CO or Carbon Dioxide alarms are utilised, the RP will be responsible for ensuring they are maintained and tested in accordance with the manufacturer's recommendations.

## Waste Management (Environmental Protection Act (EPA),

Responsible Person (RP):

Designated Person/s (DP):

Environment Agency Public Registers:

<https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers>

CLEAPSS Resources:

<http://science.cleapss.org.uk/resources/resource-search.aspx?search=waste>

Municipal waste Disposal:

Clinical/ Offensive waste Disposal:

- 0.1 As a producer the organisation recognises its Waste Duty of Care
- 0.2 Steps have been taken to
  - reduce the amount of waste to a minimum
  - where practicable sort waste for the purposes of recycling
  - store waste safely
  - use a waste disposal provider to transport waste to a licenced landfill/ recycling/ incineration facility
  - use a specialist waste disposal provider to provide containers, collect and dispose of offensive/ infectious waste including bodily fluids, contaminated garments, gloves, aprons, wipes, sanitary products and dressings in accordance with legislative requirements.
  - where required use a specialist waste carrier/ disposal company for any hazardous waste produced
  - where waste consists of electrical and electronic equipment the materials will be handled and disposed of in accordance with the Waste Electrical and Electronic Equipment (WEEE) Regulations
- 0.3 The Organisation/ RP will make sure that waste disposal carriers are licenced to do so using the Environment Agency Public Register.
- 0.4 The RP will obtain and maintain for a minimum of 2 years Waste Transfer Notes (WTNs) from the carrier/ disposal company (Consignment Notes if the waste is hazardous).
- 0.5 The RP must ensure that as part of all electrical work on site including the replacement of LED, low energy bulbs, fluorescent tubes and computer and other electrical/ electronic equipment the service/ equipment provider will be responsible for the safe collection and disposal of the waste.
- 0.6 For DT and Science Departments CLEAPSS shall be consulted as to the safe disposal of any chemical, biological or radioactive waste.
- 0.7 Waste will be stored in the correctly labelled and colour codes bags/ containerse.g.
  - Yellow - Clinical/ Infectious
  - Yellow/ Black (Tiger bags) - Offensive
  - Black - Mixed Municipal

## Personal Safety/Security

Responsible Person (RP):

Emergency Safety Coordinator (ESC):

Designated Persons (DP):

**USP Schools Security Policy/Procedures**

**USP Lone Working Policy Ref: 033/17/01**

- 0.1 The organisation will regularly review security arrangements for each site in accordance with the Security Policy including
  - Perimeter fence security
  - access gates and controls
  - CCTV
  - Lighting/ security lighting
  - Removing hiding places for intruders
  - Personal safety
- 0.2 The organisation will take all reasonable steps to prevent unauthorised access to school premises including the provision of controlled access to buildings on the site.
- 0.3 The organisation will undertake Risk Assessment to identify and control any key security concerns.
- 0.4 All staff/ employees receive information/ instruction and training as required
  - Personal safety training
  - violence and aggression/ de-escalation
  - self defence
- 0.5 Signing in/ out procedures are required for all staff/ employees
- 0.6 Signing in/ out procedures are required for all visitors and contractors
- 0.7 Identification badges/ lanyards shall be worn at all times – absence indicates a potential intruder and will result in a challenge and action in accordance with the Security policy and procedures.
- 0.8 The organisation will provide any necessary communications equipment as identified by the Risk Assessment, including:
  - mobile telephones
  - land-line telephones
  - 2-way radios – **location/ availability?**
  - links between remote buildings
- 0.9 The RP will, in line with the Lone Working Policy, consider the use of safety alarms/ personal safety alarms/ silent panic alarm systems as identified by the Risk Assessment
- 1.0 The RP/ DP will keep a record of security incidents to facilitate review see 0.1, 0.3.

## Completing the Arrangements section

Each arrangement has a top box that needs to be completed which lists the responsible person and other people that are meant to carry out certain actions.

You only have to fill in the arrangements that apply to your school and can move the other arrangements to the bottom of the list in case they are needed at a later date.

The following list of arrangements will need more detail adding and these areas are highlighted in yellow as these are site specific.

- Lock down/terror threat/bomb threat or suspicious parcel.
- Incident reporting.
- Driving for work.
- First Aid.
- Extreme weather events.
- Mini Bus.
- H&S in Science/DT/Art.
- Contractor control.
- School trips.
- Personal safety security.

The list of responsible persons needs to be filled in with who the overriding person is and their job title so their can be easily contacted if needed.