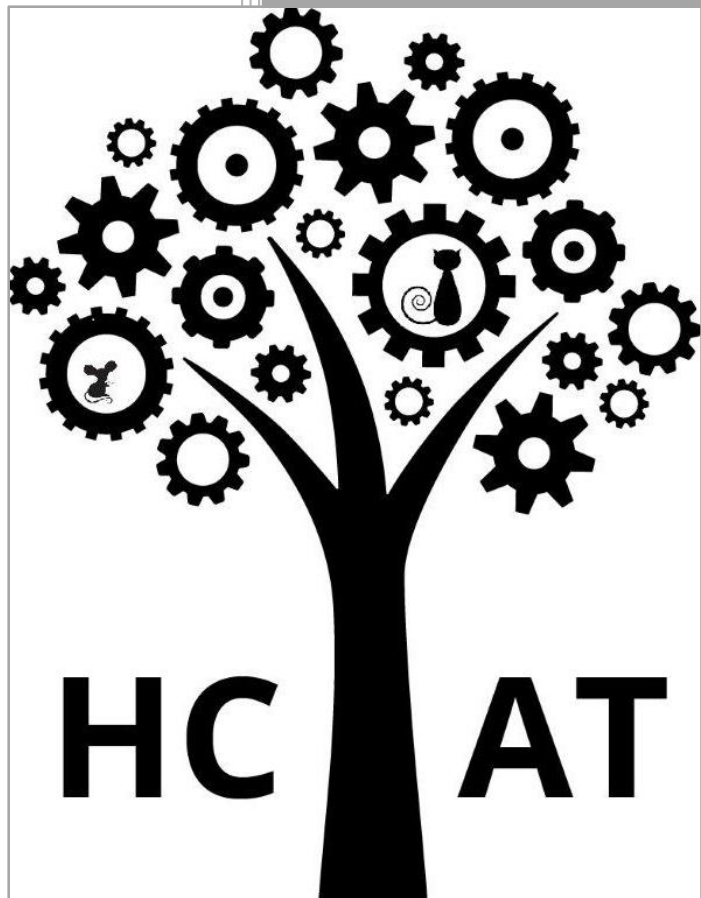


Hoyland Common Academy Trust
Health and Safety Policy
2018-19



HOYLAND COMMON ACADEMY TRUST HEALTH AND SAFETY POLICY

General Statement of Intent

Hoyland Common Academy Trust (the Trust) will strive to achieve the highest standards of Health, Safety and Welfare consistent with its responsibilities under the Health and Safety at Work Act 1974 and subsequent legislation.

The Trust is committed to the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all of its employees and to the provision of information, training and supervision for this purpose.

The Trust also recognises and accepts its responsibility to protect the Health and Safety of pupils and all other visitors to its sites, to include contractors, temporary staff and members of the public.

The Trust is also committed to on-going monitoring and review processes, in order that continual improvement in the management of Health and Safety can be achieved.

This policy will be brought to the attention of all staff. The policy will be reviewed on an annual basis or as required.

This Trust policy allows for specific Health and Safety procedures that may be required by individual academies.

Organisational Responsibilities

The person with overall responsibility for Health and Safety at the Trust is Tom Banham, the Chief Executive of the Trust. As the employer, the Trust has overall responsibility for Health and Safety within their academies.

Responsibilities of the Directors of the Trust

The general responsibilities of the Directors of the Trust include:---

- To ensure that the Trust has access to competent Health and Safety advice as required by the Management of Health and Safety at Work Regulations 1999.
- To ensure that there exists an effective policy for Health and Safety management, supplemented by additional documents and safe systems of work relating to the required performance in each particular area and type of activity and that this document is implemented throughout the organisation.
- To ensure that each academy has also has an effective procedure for Health and Safety management.
- To ensure that Trust's Health and Safety policy is routinely reviewed on an annual basis or as required to ensure that the arrangements for Health and Safety remain current and valid.
- To ensure that the necessary resources and information are made available to enable the policy to be effectively put into practice.
- To ensure that staff are inducted and trained so as to enable them to carry out their roles effectively.
- To ensure that all accidents, incidents, diseases and/or dangerous occurrences are reported to the Health and Safety Executive as required by statute.

As the employer, the Trust has overall responsibility for Health and Safety across all its sites.

At academy level, duties and responsibilities have been delegated to staff and governors as set out below.

Responsibilities of the Local Governing Body

The local governing body are responsible for Health and Safety matters at a local level and their general responsibilities include:-

- To ensure adherence to the Trust's Health and Safety Policy and any recommended procedures and standards.
- To ensure the existence of a valid and compliant Health and Safety procedures for the academy.
- To review the academy's Health and Safety procedures annually or as required and to implement new procedures where necessary.
- To monitor, review and evaluate the academy's Health and Safety performance.
- To identify appropriate resources within the academy's budget to meet statutory requirements and the Trust Health and Safety policy, procedures and standards.
- To receive from the Head of School (or other nominated member of staff) reports on Health and Safety matters and to report to the Trust Board any hazards which the academy is unable to rectify from its own budget.
- To seek specialist advice via the Trust on Health and Safety matters which the academy may not feel competent to deal with (access to competent Health and Safety advice is a requirement of the Health and Safety at Work etc. Act 1974)
- To promote a positive Health and Safety culture and high standards of Health and Safety within the academy.
- To agree a named person on the LGB who will act as the named Health & Safety governor and report back to the full LGB on a regular basis on such matters.
- To ensure that when awarding contracts Health and Safety is included in specifications and contract conditions, taking account of Trust policy and procedures.
- To ensure that Health and Safety is a standing agenda item for Governor committee meetings and if appropriate to form a separate Health and Safety subcommittee.
- To keep informed of the Department for Education's (DfE) advice and guidance on Health and Safety matters.

Responsibilities of the Head of School

Overall responsibility for the day to day management of Health and Safety rests with the Head of School of each academy.

As manager of the academy and of all the activities carried on within it, the Head of School will advise governors of the areas of Health and Safety concern which may need to be addressed by the allocation of funds.

The general responsibilities of the Head of School include:---

- To co-operate with the LGB and Trust to enable Health and Safety policy and procedures to be implemented.
- To ensure that effective Health and Safety management procedures are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the LGB and Trust board where necessary

- To communicate the academy procedures and other appropriate Health and Safety information to all relevant people including contractors.
- To carry out Health and Safety investigations.
- To ensure that all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- To report to the Trust board any hazards which cannot be rectified within the academy's budget.
- To ensure that the premises, plant and equipment are maintained in a serviceable condition.
- To monitor purchasing and contracting procedures to ensure compliance with the Trust policy.

Responsibilities of other staff holding posts of special responsibility for Health and Safety

The Head of School within each academy may delegate functions and responsibility for Health and Safety matters to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head of School from the overall day to day responsibilities for Health and Safety within the academy.

The general responsibilities of these members of staff include:-

- To apply the Trust's Health and Safety policy and be directly responsible to the Head of School for the application of the Health and Safety procedures and arrangements.
- To maintain or have access to an up to date library of relevant published Health and Safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all staff are aware of and make use of such guidance.
- To ensure that regular Health and Safety risk assessments are undertaken for the activities for which they are responsible and that any appropriate control measures are implemented.
- To ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- To resolve Health, Safety and Welfare problems that members of staff may refer to them, and inform the Head of School or delegated member of staff of any problems where they cannot achieve a solution using resources available to them.
- To carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- To ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own Health and Safety.
- To ensure that all accidents (including near misses) occurring are promptly reported and investigated using the appropriate forms.
- To arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of Staff

Under the Health and Safety at Work Act 1974 all staff have general Health and Safety responsibilities. Staff must be aware that they are obliged to take care of their own Health and Safety whilst at work along with that of others who may be affected by their actions.

The general responsibilities of employees include:-

- To take reasonable care for the Health and Safety of themselves and others in undertaking their work.
- To comply with the Trust's Health and Safety policy and procedures at all times.
- To report all accidents and incidents in line with the reporting procedure.
- To co-operate with academy management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of Health Safety and Welfare.
- To report all defects in condition of premises or equipment and any Health and Safety concerns immediately to the School office.
- To report immediately to the School office (or any perceived) shortcomings in the arrangements for Health and Safety.
- To ensure that they only use equipment or machinery that they are competent/have been trained to use.
- To make use of all necessary control measures and personal protective equipment (PPE) provided for Health and Safety reasons.

Accountability

Academy Heads of School hold delegated responsibility for discharging the sound application of all Trust policies.

In accordance with the Trust's terms of reference, the Chief Executive Officer has delegated responsibility for direct line management of Academy Heads of School and day to day oversight of the Local Governing Body of each Academy.

Academy Heads of School should inform the CEO of all matters relating to serious breaches of this policy including any major incident to be addressed under this policy promptly, preferably prior to action being taken insofar as is reasonably practicable.

Policy Status

This policy does not form part of any employee's contract of employment.

The Trust may alter or adapt this Policy, and any components of it, at any time provided it notifies the Chairs of the Local Governing Bodies.

OVERVIEW OF INDIVIDUAL ACADEMY HEALTH & SAFETY POLICY AND PROCEDURES

Academy Level Health and Safety Procedures for Hoyland Common Primary School

The Trust's policy requires that the academy level Health and Safety policy will contain the following three sections:-

Part 1 - Statement of Intent

This outlines the academy's commitment to providing a healthy and safe environment for all users of the establishment: --- staff, pupils, visitors and contractors.

Aim

The aim of this document is to provide a whole school approach to Health and Safety in the provision of standards for all members of the school – pupils, teaching and support staff, governors, parents and other visitors to the school. Its aim is to provide a positive and consistent approach to health and safety so as to provide a safe environment for adults and children, and to eliminate or reduce risk of accident.

Introduction

This policy is to cover the activities at Hoyland Common Primary School. The Head of School liaises with the caretaker as the on-site representative of ENGIE, who take responsibility for facilities management.

At Hoyland Common Primary School we recognise the importance of safety, health and welfare in the successful operation of all activities. We believe in and promote the active participation of every person in the organisation, in order to achieve and maintain the highest practicable standards of accident prevention and the reduction of risk.

The Governors and Head of School are required by the Health and Safety At Work Act 1974 to afford facilities for consulting with Trade Union Safety Representatives, and establish safety committees where requested.

A copy of the Health and Safety Policy will be available in the school office and the staff room.

The Health and Safety at Work Act 1974

Duties imposed by the Health and Safety at Work Act:

The principal duty placed on every employer is to ensure the health, safety and welfare at work of his/her employees, with particular reference to the following requirements:

- The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health:
- The provision of arrangements for ensuring, so far as reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances:
- The provision of such information, instruction, training and supervision as is necessary to ensure, so far as reasonably practicable, the health and safety at work of his/her employees:
- So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risk to health and the

provision and maintenance of means of access to egress from it that are safe and without risks.

- The provision and maintenance of a working environment for his/her employees that is, so far as reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for their welfare and work.

Employee's Responsibilities

- Employees have a duty to take reasonable care for their own health and safety, and the health and safety of other persons who may be affected by their acts or omissions at work
- Employees also have a duty to co-operate with their employer in so far as necessary to enable the employer to carry out his duties.
- Employees have the duty not to intentionally or recklessly interfere with or misuse anything provided within the interests of health, safety and welfare.

Part 2 - Responsibilities

This section describes the responsibilities of key personnel, for example:

- Governors
- Head of School
- Those with responsibility for specific areas or activities which may have been delegated to them e.g. deputy heads, site managers/ caretakers, off-site visits co-ordinators etc.
- Other employees and any volunteers

It is the responsibility of the Governors and Head of School to ensure that the safety policy remains valid and is operated within the establishment and to monitor it. The Head of School and Governors only have responsibility over those matters for which they have executive responsibility and where they have contractual authority. Where they do not have control, such as over capital expenditure needed to eliminate a hazard, they are responsible for notifying those with responsibility and then taking reasonable measures to minimize the problem.

The Health and Safety At Work Act 1974 makes it the legal duty of the employers and its employees to take reasonable care for health, safety and welfare of themselves, other employees and all other persons who may be affected by their acts or omissions.

The Head of School and Governors are responsible for the general application of the arrangements and for ensuring the communication of relevant information to all staff.

All staff are required to familiarize themselves with the supplementary statement and any other safety information.

All staff are responsible for reporting to the Head of School any hazardous safety defects which they cannot eliminate themselves. The Head of School will liaise with **ENGIE** to report to the Helpdesk any defect which he/she cannot eliminate him/herself.

Certain tasks necessary to discharge the responsibility for Health and Safety matters will be delegated to school staff, although the overall responsibility will not be, and cannot be delegated.

General Safety

The Head of School or School Business Manager meets regularly, with the caretaker and Health and Safety is a standing agenda item. It is recommended that the Health and Safety Governor will make a bi annual inspection with the Head of School or School Business Manager.

The caretaker will ensure that all contractors report to the school office on arrival and departure from the school. When contractors are engaged in work at the school, the caretaker will liaise with the contractor to ensure that the contractor is aware of the school rules, of any particular hazards, which may be present, and of any temporary rules, which apply during the contractor's presence on the premises.

Training and dissemination of the policy

All new members of staff and supply teachers will be informed of the fire safety procedures and have the opportunity to discuss them with a responsible member of staff such as the Head of School or Deputy Head. They will be given a copy of the Health & Safety Policy, and have the opportunity to discuss it with their line manager, as part of their induction process.

New members of staff will be made aware of any special responsibilities they may have under the Health & Safety Policy as part of their induction process.

Supply teachers must be fully aware of any local arrangements for emergency actions such as fire evacuation procedures, accident procedures and reporting and any other safety arrangements, which may affect them during their time on school premises.

There will be regular updates of training for all staff.

Part 3 – Procedures

The appendices below detail how the standards identified in the statement of intent are met by identifying the local procedures in place for controlling significant risks. This makes it clear to staff what their roles and responsibilities are.

The appendices indicate the key areas in which each academy should make a clear statement of local procedures. This will be customised to fit their individual circumstances as not all may be relevant to every academy.

Each academy will need to review and potentially amend their Health and Safety procedures on an annual basis or more frequently if required, for example after changes to key personnel or premises, or as a result of an investigation or audit.

The Trust Board will review the effectiveness of the current arrangements on an annual basis, and will establish a plan which supports a long term strategy for overview of the estate.

All members of the Local Governing Body will familiarise themselves with the Trust approach as set out in this policy and with their individual academy policy which will be communicated to all staff (teaching and support) and be linked to the induction of all new staff.

Appendix 1	---	Risk Assessments
Appendix 2	---	Health and Safety Monitoring and Inspections
Appendix 3	---	Fire Evacuation and Emergency Procedures
Appendix 4	---	Inspection/Maintenance of Emergency Equipment
Appendix 5	---	Accident Reporting Procedures
Appendix 6	---	Health and Safety Information and Training
Appendix 7	---	Lone Working
Appendix 8	---	Premises and Work Equipment
Appendix 9	---	Flammable and Hazardous Substances
Appendix 10	---	Lifting and Handling
Appendix 11	---	Asbestos
Appendix 12	---	Contractors
Appendix 13	---	Work at Height
Appendix 14	---	Legionellosis Guidance

APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments

In accordance with the Management of Health and Safety at Work Regulations 1999 the Trust shall carry out risk assessments of all activities which present a risk to its employees and anyone else affected by its undertaking, to include pupils, contractors, third parties and members of the public.

The academy risk assessments (for all activities, teaching and non-teaching, premises and one off activities) will be co-ordinated by **Victoria Harrison** and are to be approved by the Head of School.

These risk assessments are available for all staff to view.

Risk assessments will be reviewed on an annual basis or as required, for example when the work activity changes. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by **Victoria Harrison or Jane Robinson**.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work.

These risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by **Victoria Harrison** using the relevant codes of practice and model risk assessments developed by national bodies.

The following publications are used as sources of model risk assessments:

Primary Trusts

Make it safe (5th edition) NAAIDT

Be Safe! Health and Safety in primary science and technology, 3rd Edition ASE, 2001

National Society for Education in Art & Design (NSEAD)

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

Safe Practice in Physical Education and Trust Sport' Association of PE 'afPE' <http://www.afpe.org.uk/>

APPENDIX 2

HEALTH AND SAFETY MONITORING AND INSPECTIONS

A general inspection of the site will be conducted bi annually and be undertaken / co-ordinated by **Theresa Oates and Billy Fallon**.

A named governor, **Cllr J Andrews** will be involved / undertake an inspection on an annual basis and report back to the full governing body meeting. This governor monitoring will cover management systems in addition to inspecting the premises.

Inspections will be conducted jointly with the Trust's health and safety representative **CAPITA** if possible.

APPENDIX 3

FIRE EVACUATION AND EMERGENCY PROCEDURES

The Head of School is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the **School Office** and reviewed on an annual basis or as appropriate.

The Fire Marshall is **Billy Fallon**.

Fire Instructions

All staff are informed of the procedures and they are included as part of the academy's induction process.

An outline of evacuation procedures are posted throughout the site and these are shared with all contractors / visitors to the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the **fire log book** and a summary posted in each classroom. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by **ENGIE** and updated upon review.

Fire Drills

Fire drills will be undertaken termly and a record kept in the fire log book by **Theresa Oates**.

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire. Staff should be made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.

- Service isolation points for gas, water and electricity can be found in the Caretakers compound and within the Foundation Stage Playground.
- An inventory of these will be kept by Theresa Oates and Victoria Harrison as appropriate, for consultation.

APPENDIX 4

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by Theresa Oates – Site Manager and a record kept in the fire log book. This test will occur on **Fridays at around 7.30am**.

Any defects on the system will be reported immediately to the alarm contractor - **TIS**

A fire alarm maintenance contract is in place with **TIS** and the system is tested **annually** by them.

INSPECTION OF FIRE FIGHTING EQUIPMENT

TIS undertakes an annual maintenance service of all fire fighting equipment.

All fire fighting equipment is checked **weekly by Theresa Oates** to ensure it is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to **Theresa Oates**.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house by **ENGIE** and annually also by the FM contractor. Test records are located in the site's fire log book.

MEANS OF ESCAPE

Daily checks will be made by **Theresa Oates** for any obstructions on exit routes and to ensure all fire exit doors are operational and available for use.

APPENDIX 5

ACCIDENT REPORTING PROCEDURES

In line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms.

Copies of these forms are available at the School Office

- A local accident book held in the School Office is used to record all minor incidents to pupils. Any more significant incidents must also be reported to the Trust board
- Academy accident reports will be monitored for trends and a report made to the governors, as necessary
- The Head of School, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Trust CEO and the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>

Incidents resulting in the following must be reported to the HSE within 10 days of the incident occurring:

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision etc.:
- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to the Trust CEO.

Internal Accident investigation

The person responsible for leading the internal investigation and then preparing the detailed investigation report is **Victoria Harrison**.

APPENDIX 6

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Local Governing Body meets termly and discuss any health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the academy management.

Communication of Information

The competent health and safety advisor for Trust is the Derek Wanley, Capita Health and Safety.

Health and Safety Training

Basic Health and Safety induction awareness will be provided and documented for all new employees by their line manager.

The Head of School is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the Health and Safety training needs of staff.

All employees will be provided with:

- induction training in the requirements of this policy
- update training in response to any significant change
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required

Training records are held by **Victoria Harrison** who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Head of School will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head of School or their manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 7

LONE WORKING

Staff are encouraged not to work alone in the academy. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Head of Schools or senior member of staff's permission and notify him/her on each occasion when lone working will occur
- Ensure they do not put themselves or others at risk
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. [staff undertaking home visits should obtain as much background information as possible about the child/family being visited]
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so

A key holder service is provided by ENGIE - 07974180490

- Report any incidents or situations where they may have felt "uncomfortable"

APPENDIX 8

PREMISES AND WORK EQUIPMENT

Statutory inspections

Regular inspection and testing of academy equipment is conducted by appropriate contractors according to timescales specified by the DfE. Records of such monitoring will be kept in the caretakers office by Theresa Oates.

ENGIE are responsible for identifying all plant and equipment in an equipment register and ensuring that any training, instruction needs or personal protective equipment requirements are identified and relevant risk assessments conducted.

Equipment restricted to those users who are authorised / have received specific training is detailed in their register accordingly

All staff are required to report to Theresa Oates any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Electrical safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by **S&G Electrical** using a proper earth-bonding and insulation test set.

Personal items of equipment (electrical or mechanical) should not be brought into the academy without prior authorisation and are subjected to the same tests as academy equipment.

Major fixed wiring circuits will be checked at least once every five years.

External play equipment

The external play equipment will only be used when supervised and the equipment will be checked daily before use for any apparent defects, and **Andy Hardy – Play Leader** will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by **ENGIE**.

APPENDIX 9

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “Control of Substances Hazardous to Health Regulations 2002” (the COSHH Regulations).

The academy’s nominated person responsible for substances hazardous to health is **Victoria Harrison**.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed
- material safety data sheets are obtained from the relevant supplier for all such materials
- risk assessments are conducted for the use of hazardous substances
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- suitable personal protective equipment (PPE) has been identified and available for use PPE is to be provided free of charge where the need is identified as part of the risk assessment.

APPENDIX 10

LIFTING AND HANDLING

In accordance with the Manual Handling Operations Regulations 1992 it is the policy of the Trust and each academy to eliminate the need for manual handling where possible. Where elimination is not possible, the risk from manual handling will be assessed and reduced, so far as is reasonably practicable.

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the Health and Safety of staff will be reported to **Victoria Harrison** and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils is to be risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

N/A for HCPS - APPENDIX 11

ASBESTOS

The Trust will assess and control the health risks arising from exposure to asbestos in accordance with the Control of Asbestos Regulations 2012.

The asbestos register is held in insert location and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

The Academy's asbestos authorising officers are **insert names**. Refresher training is required 3 yearly as a minimum.

The authorising officers shall ensure:

- The asbestos log is maintained and that any changes are notified to the appropriate helpdesk
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an asbestos authorising officer

Any damage to materials known or suspected to contain asbestos should be reported to **insert name** who will contact the Asbestos Helpline on 0845 6030369.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to insert name.

APPENDIX 12

CONTRACTORS

All contractors used by the academy shall ensure compliance with relevant health and safety legislation, guidance, good practice, and this policy.

All contractors must report to the **Caretaker where they will be asked to sign the ENGIE** book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Theresa Oates is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

APPENDIX 13

WORK AT HEIGHT

The Trust will comply with the provisions of the Work at Height Regulations 2005.

Working at height can present a significant risk. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

The Academy's nominated person responsible for work at height is **Victoria Harrison**.

The nominated person(s) shall ensure that:

- all work at height is properly planned and organised
- the use of access equipment is restricted to authorised users
- all those involved in work at height are trained and competent to do so
- the risks from working at height are assessed and appropriate equipment selected
- a register of access equipment is maintained and all equipment is regularly inspected and maintained
- any risks from fragile surfaces are properly controlled

APPENDIX 14

LEGIONELLOSIS GUIDANCE

The Trust recognises the need to take all reasonable measures to prevent the organism Legionella Pneumophila from coming into contact with employees, non-employees or members of the public in a potentially hazardous manner.

Legislation

The Health and Safety at Work etc. Act 1974 places an obligation upon employers to conduct their undertakings in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees and that persons not in their employment (e.g. visitors, contractors, public, etc) are not exposed to risks to their health or safety.

The Control of Substances Hazardous to Health Regulations 2002 relate to the risk from hazardous micro-organisms, including Legionella and chemicals such as biocides and chlorine used in treatments against Legionella. Under these regulations risk assessments must be made and appropriate precautions adopted by the Trust.

The Notification of Cooling Towers and Evaporative Condensers Regulations require those having control of premises to notify the local authority of certain equipment which could pose a risk of Legionellosis.

Under these regulations:

"Cooling tower" is defined as a device for cooling water by direct contact with an air stream.

"Evaporative condenser" is defined as a device for cooling a fluid by passing it through a heat exchanger which is itself cooled by contact with water passed through an air stream.

"Heat Exchanger" is defined as advice for transferring heat between fluids not in direct contact with one another.

General Guidance

Legionnaires' disease is the name commonly given to Pneumonia caused by the organism Legionella Pneumophila. The organism is found in most parts of the world, including the United Kingdom, in water supplies, particularly air conditioning cooling towers and plumbing systems.

It is thought that the organism gains nutrient from the sludge in the bottom of calorifiers and cooling tower ponds, consisting of iron in particles of rust, dead algae, bacterial slime, etc., and gains access to the respiratory system of a susceptible person, by inhalation of the droplets in water vapour.

The disease cannot be contracted through drinking contaminated water.

Risk Assessment

Systems which are believed to be susceptible to colonisation by legionella and may cause its 'distribution' require identification and assessment.

Risk assessment should include all routine operation and use of the system, plus commissioning, maintenance, breakdown, and unusual circumstances.

The Risk Assessment must include;

- The potential for droplet formation.
- Water temperatures.
- The likely risk to those who inhale water droplets.
- Means of preventing or controlling risk.

Once the risk has been identified and assessed, a scheme should be prepared for preventing or controlling it. The main objectives however, must be to avoid conditions that permit legionella to grow and be transmitted by aerosol.

Growth and transmission may be prevented by:

- Avoiding water temperatures between 20°C and 45°C.
- Avoiding water stagnation.
- Avoiding the use of material in the system that provides the conditions for bacterial growth.
- Keeping the system clear of sediments etc.
- Proper and appropriate water treatment.
- Ensuring that the water systems operates and is properly maintained and in optimum working condition.

Action to be taken

The actions recommended below will produce clean systems by good engineering housekeeping and reduce the risk of an outbreak of this emotive disease.

New Installations

- All newly installed pipework, including hot water supply and cold water systems must be sterilised before being brought into use by filling with water containing up to 20ppm free residual chlorine for at least two hours, or as recommended in the manufacturer's instructions.
- This is a one-off treatment on commissioning new plant and must be written into the contractor's specification. (Legionella may colonise storage tanks, calorifiers, pipework and water softeners, filters and taps, showers and other appliances wherever conditions for growth occur).

Cold Water Storage Systems and Tanks

- Water storage tanks should ideally be divided or duplicate tanks installed in such a manner that a through flow of water is obtained and stagnation does not occur.
- Light coloured non-metallic tanks such as fibreglass are recommended. Where metal tanks are used these should be painted in a light colour on the interior surface with a bituminous paint suitable for use in water supplies. Where gaskets are required, a "Neoprene" type must be used.
- Existing metallic tanks should be painted in a light colour on the interior surface with a bituminous paint suitable for use in water supply.
- All tanks should be fitted with lids, adequately insulated and arrangements made to prevent birds etc. entering the overflow or vent pipes by fitting fine wire mesh or wire balloons to the outlets. Tanks should be installed so as to afford easy access for inspection and routine cleaning.

After cleaning, tanks must be refilled and chlorinated as described in A 1 above.

- Cleaning must take place at least annually, preferably before the beginning of April, to precede the bird nesting season.
- Arrangements should be made by lagging, shading or any other means to ensure the temperature of cold water storage tanks is maintained below 20°C at all times wherever possible. Water temperatures in tanks should be checked and recorded monthly during the summer months.
- Where water softeners are in use, any chlorination must be on the outlet side to ensure that the chlorine does not adversely affect the resin base.
- It is recommended that any showerheads on the site be made from stainless steel and be removable. The heads should be removed and soaked in a chlorine solution and thoroughly rinsed on a regular basis. Where brass showerheads are used these should be sanitised by immersion in boiling water for 5 minutes. On sites with numerous shower units it is advised that spare shower heads be obtained so that, on a routine basis a given number of 'clean' shower heads can replace an equal number to be chlorinated. This cycle can be on-going and should be designed to achieve total treatment of the site over not more than a 6 month period.
- Shower pipes should be of the fixed variety, flexible ones should be phased out.
- Tap washers of the "Vacca" type should be replaced by Water Research Council approved type, such as "Protus 80."
- Dead-legs to pipework to be removed, by redesign if necessary.
- Records and plans of plumbing systems should be maintained and should include layout plans and details of work carried out together with disinfection records.

Hot Water Systems

- Dead-legs to pipework to be removed, by redesign if necessary.
- The temperature at the hot water generating source to be 65°C with a fall of not more than 10°C to 55°C at the furthest outlet. Care will be needed at taps to prevent scalding.
- The lagging of all hot water pipes to be carried out to ensure these temperatures are achieved. Hot water temperature checks must be carried out and records kept.

Closed-off areas of the premises must be run off before re-commissioning, such as after a refurbishment or seasonal shut down.

Routine Inspection and Maintenance

The system should be routinely checked and inspected, and should be well maintained. The frequency of inspection and maintenance will depend on the system and the risk it presents. For most systems the following checks should be made;

- Water temperatures in calorifiers (monthly)
- Water temperatures at taps after 1 minute running
- Conditions of tanks, for the presence of organic materials, vermin etc.
- Conditions in calorifiers for organic materials and any build-up of scale (annually) Records

For most hot/cold water services that present a risk of legionnaires disease records should be simple and identify those responsible including:

- A simple description and plan of the whole system identifying key plant.
- Details of any risk assessment.
- Implementation procedures for controlling risk following risk assessment.

- Inspection procedures.
- Actions, including cleaning, disinfection, inspection, treatment and temperature recording.

Calorifiers

- Drain, clean and de-scale ensuring all sludge in the base is removed including the area below the position of the drain.
- Allow to dry.
- Re-fill and raise temperature to 70°C over the entire surface of calorifier for 6 to 12 hours with flow valve closed to obtain pasteurisation of interior of installation.
- This treatment must be carried out annually.
- When returning the calorifier to service, open the header valve very slowly to reduce any risk of turbulence.
- Where stand-by calorifiers are kept for emergency use these must be subjected to the same annual cleaning process. Also, before use after a period of shut-down, the above process should be used to ensure pasteurisation of the interior of the installation.