

COCKBURN SCHOOL

Specialist status in the Performing Arts



HEALTH AND SAFETY POLICY

Learning for Life

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Statement of Intent

Cockburn Multi-academy Trust believe that ensuring the health and safety of staff, students and visitors is essential to the success of all its academies.

We are committed to:

- a. Providing a safe and healthy learning and working environment.
- b. Preventing accidents and work-related ill health.
- c. Compliance with statutory requirements as a minimum.
- d. Assessing and controlling risks from curriculum and non-curriculum work activities.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the organisation.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System will be created to ensure the above commitments can be met. All staff will play their part in its implementation.

Legislation

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

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

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

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

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

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

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

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

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

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

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

Roles and Responsibilities

The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to Head of School.

The governing board has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The school trust, as the employer, also has a duty to:

Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks

Inform employees about risks and the measures in place to manage them

Ensure that adequate health and safety training is provided

The governor who oversees health and safety is Paul Crawshaw

Head of School

The Head of School is responsible for health and safety day-to-day. This involves:

Implementing the health and safety policy

Ensuring there is enough staff to safely supervise students

Ensuring that the school building and premises are safe and regularly inspected

Providing adequate training for school staff

Reporting to the governing board on health and safety matters

Ensuring appropriate evacuation procedures are in place and regular fire drills are held

Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff

Ensuring all risk assessments are completed and reviewed

Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Head of School's absence, School Business Manager (SBM) or Facilities Manager assumes the above day-to-day health and safety responsibilities.

Health and safety lead

The nominated health and safety lead are the SBM and Facilities Manager.

Staff

School staff have a duty to take care of students in the same way that a prudent Parent/Carer would do so.

Staff will:

Take reasonable care of their own health and safety and that of others who may be affected by what they do at work

Co-operate with the school on health and safety matters

Work in accordance with training and instructions

Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken

Model safe and hygienic practice for students

Understand emergency evacuation procedures and feel confident in implementing them

Teachers are expected to:

- a. Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b. Teachers should not leave students unattended and must ensure that their actions do not lead to an insufficient adult to child ratio occurring in classrooms or other supervised areas at any time.
- c. Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- d. Ensure the use of personal protective equipment and guards where necessary.
- e. Make recommendations to their SBM/Facilities Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g. Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the School without authorisation.
- h. Regularly check their classrooms for potential hazards and report any observed to the Facilities Manager or SBM via Smartlog
- i. Report all accidents, defects and dangerous occurrences (including near misses) to their Facilities Manager or SBM.

School Business Managers/Facilities Managers are expected to:

The SBM as the person with special responsibility for health and safety will ensure that:

- a. the Board of Governors, Facilities Manager & the Head of School are advised of relevant changes in health and safety legislation, codes of practice and Department for Education standards

- b. risk assessment requirements are co-ordinated and the implementation of any action required is monitored
- c. risk assessments are reviewed and updated at least annually
- d. H&S is on the agenda items and is included in the Head of School report to the LGB.
- e. provide advice on health and safety training requirements
- f. details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities and recorded where appropriate on the online reporting system and advise the Trust.
- g. complete investigations and recording accident investigations
- h. contact with external organisations such as the emergency services is co-ordinated
- i. health assessment requirements are identified and advised to Head of School
- j. the schedule of statutory examinations of plant, equipment and vehicles is maintained and staff are made aware of impending examinations
- k. premises, plant, equipment and school vehicles are maintained in a safe condition
- l. adequate arrangements are in place to ensure the security of the school, the staff, visitors and students
- m. adequate arrangements for fire and first aid are established
- n. welfare facilities provided are maintained in a satisfactory state
- o. contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant safeguarding and local health and safety rules and procedures
- p. health and safety notices are displayed

Students and Parent/Carers

Students and Parent/Carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors

Contractors will agree health and safety practices with the Head of School before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

When the premises are used for purposes not under the direction of the Head of School then, **subject to the explicit agreements of Cockburn School**, the nominated person in charge of the activities will have responsibility for safe practices in the areas under their control.

All contractors must:

- a. take reasonable care of their own safety
- b. take reasonable care of the safety of students, school staff and others affected by their actions
- c. observe the safety rules and safeguarding procedures of the school

- d. submit their health and safety policy and relevant risk assessments and method statements to the school for approval
- e. comply with and accept our health and safety and management of contractor's policies, if they do not have one
- f. dress appropriately, sensibly and safely when on school premises and for the task being undertaken
- g. conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- h. use all safety equipment and/or protective clothing as required by the school and as indicated in the risk assessment for the task
- i. avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- j. maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
- k. report all accidents and serious incidents to the school whether an injury is sustained or not
- l. ensure that their employees only use equipment for which they have been trained
- m. observe all agreed procedures for processes, materials and substances used
- n. observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes
- o. provide adequate first aid arrangements unless otherwise agreed with the school.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head of School or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

Students

Students, in accordance with their age and aptitude, are expected to:

- a. Exercise personal responsibility for the health and safety of themselves and others.
- b. Observe standards of dress consistent with safety and/or hygiene.
- c. Observe all the health and safety rules of the School and in particular the instructions of staff given in an emergency.
- d. Use and not wilfully misuse, neglect or interfere with PPE and other items provided for their health and safety.

Procedures and Arrangements

Introduction

Facilities manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Facilities manager, Assistant Premises Manager & Head of School are key holders and will respond to an emergency.

The following procedures and arrangements have been established at Cockburn School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal and statutory requirements.

Accident, Incident and Ill-Health Recording, Reporting and Investigation

This policy sets out the procedures that are to be followed when any employee, student, visitor or contractor has an accident, near miss or dangerous occurrence on the school's premises.

Employees who develop a work-related illness must also report via these procedures.

Definitions:

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

An **incident/ near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is illness that is contracted by an employee through the course of work as a result of activities carried out by the school/.

Accident Recording

All accidents resulting in personal injury must be recorded on the CF50 Report Form with a First Aider and handed to the Business Manager who will be responsible for informing any relevant parties.

Completed Accident Report Forms will be stored to comply with the requirements of the IRMS.

Completed Accident Report Forms will be reviewed regularly by the Business Manager to ascertain the nature of incidents that have occurred in the school. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to Business Manager as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority via the Health and Safety Executive website under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Specified injuries including the following reportable events must be reported by the quickest means practicable, usually the telephone:

- death

- major injury (includes any fracture (other than to fingers, thumbs or toes), amputation, loss of sight, crush injury resulting in internal damage, serious burns, scalping, loss of consciousness from a head injury or asphyxia, an injury from working in an enclosed space)
- hospitalisation of a non-employee as a result of a work activity

Incapacitation for work of a person for more than 7 consecutive days as a result of an injury caused by an accident at work must be notified within 15 working days.

To calculate whether the absence classifies as 'over 7-day':

- Exclude the day of the incident if they went home or did not return to work on the day
- Include weekends, bank holidays and weekdays (whether the person would normally work on them or not).

For example: if a person has an accident on Friday and comes back to work the following Friday, then count Saturday, Sunday, Monday and Tuesday etc. but this is still only 6 days; however, if their next day of work is the Monday it would count as 9 days and would be reportable.

Non-Consensual Violence

Major or over 7-day injuries to people at work arising from non-consensual violence are notifiable.

Reporting of accidents involving students or visitors

If a student or visitor has an accident this must be reported if:

- The person involved is killed or taken to hospital; and
- The accident arises out of or in connection with a work activity Examples of 'in connection with a work activity' are:
 - Work organisation – supervision of a field trip
 - Plant or substances – lifts, machinery, experiments
 - Condition of premises, play grounds, play or PE equipment
 - Sports activities as part of the curriculum where there is death or hospitalisation
 - Playground accidents due the condition of the premises or inadequate supervision.

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the Leeds County Council Health and Safety Team. (Tel: 0113 378 8298)

Contact details for the Health and Safety Executive are:

Tel: 0845 300 9923 (Monday to Friday 8:30am to 5:00pm)

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

The completed report form sent back by the HSE should be kept with other accident records and documents on the accident investigation.

Forms are kept to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 7 years from the date of the incident.

Accident Investigation

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated.

Time allocated to each investigation will depend on the seriousness of the accident. A guide to the time required to investigate is as follows;

- a. simple investigation (minor accident) 1 hour
- b. standard investigation (reportable accident) 6 hours

During or on completion of the investigations, a risk assessment should be carried out or existing risk assessment amended to avoid reoccurrence of the accident.

The investigation aim should be to:

- a. to ensure that all necessary information in respect of the accident or incident is collated
- b. to understand the sequence of events that led to the accident or incident
- c. to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- d. to identify the underlying causes that may have contributed to the accident or incident
- e. to ensure that effective remedial actions are taken to prevent any recurrence
- f. to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- g. to enable all statutory requirements to be adhered to.

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Accident / Ill Health Evaluation

The SBM will undertake periodic evaluations of all reported incidents, near misses and incidents of ill health. This will allow the identification of patterns and trends and enable corrective action to be taken.

Monitoring Systems

The forms that these systems take at Cockburn Multi-academy Trust are;

- a. The periodic examination of documents to check standards are complied with, i.e. reviewing risk assessments, training records, induction records.

- b. The systematic inspection of premises, plant and equipment, to ensure the continued effective operation of hardware controls – carried out termly by the Head of School and the Facilities Manager with the use of Smartlog and internal recording systems.
- c. Environmental monitoring and health surveillance to check the effectiveness of health control measures annually as above.
- d. Safety tours, as above.
- e. Audits (Health and Safety audits, Fire Risk Assessment etc.) annually as above.
- f. Regular reports to management meetings (Cockburn Multi-academy Trust and School Council).
- g. Other measures (accident monitoring, Environmental Health visits, Investors in People, OFSTED).

Asbestos

The School will protect employees, students and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through the management of asbestos-containing materials in school premises by:

- **Assessment** - The premises will be surveyed to determine whether asbestos containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.
- The potential amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
- **A Written Plan** - A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.
- **Access to Asbestos-containing Materials** - Access to asbestos-containing materials in the premises will be controlled as far as is practicable so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Procedures will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.
- **Monitoring and Maintenance** - The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.
- **Training and Information** - Employees who may come into contact with asbestos containing materials (ACMs) through the course of their work will receive adequate

training and information, which will be updated/repeated at the required intervals, such that they can recognise potential ACMs and know what precautions to take.

Asbestos-related Emergencies

Procedures to deal with asbestos-related incidents will be put in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees, students and others.

Arrangements for Controlling Work on Asbestos

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

Selection and Control of Contractors to Work on Asbestos-containing Materials

When contractors are engaged to work on school premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix
- the exposure during the removal process is likely to be sporadic or of low intensity

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

Procedures for Dealing with Health and Safety Issues

Where an employee raises a health and safety problem related to work with asbestos, the school will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must:

- inform the Head of School or Business Manager
- in the case of an accident or emergency, respond quickly to ensure effective treatment.

Behaviour Management

All staff must be familiar with the School policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

Catering

The Catering Manager is responsible for the safe operation of the catering facilities. They must:

- a. Be familiar with the school's Health and Safety Policy.
- b. Prepare risk assessments for all catering activities.
- c. Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- d. Inform the SBM or Head of School of any potential hazards or defects.
- e. Be familiar with the current Food Safety legislation and the implications so far as the School is concerned.
- f. Have received appropriate training to undertake their role.

School staff must not use the catering facilities and equipment without the prior agreement of the Head of School and Catering Manager.

It is essential the catering staff understand their responsibility to report illness to the school in a timely way. People who work around open food while suffering from certain infections (mainly from bacteria and viruses) can contaminate the food or surfaces the food may come into contact with. This can spread infection to other people through the food. Details of notifiable illness and the period of required absence is detailed in the Food Standards Agency 'Food Handlers: Fitness to Work'.

In summary:

- Diarrhoea and/or vomiting are the main symptoms of illnesses that can be transmitted through food.
- Staff handling food or working in a food handling area must report these symptoms to management immediately.
- Managers must exclude staff with these symptoms from working with or around open food, normally for 48 hours from when symptoms stop naturally.

Different action is required in some cases. In addition, all staff who handle food and who work around open food must always:

- Wash and dry their hands before handling food, or surfaces likely to come into contact with food, especially after going to the toilet.

This is because it is possible to be infected but not have symptoms.

Cleaning and Maintenance

The Facilities Manager is responsible for ensuring the safe, routine maintenance and cleaning of the school premises and grounds in accordance with Cockburn Multi-academy Trust policies and procedures for maintenance.

Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Make spillage kits available for blood spills

Laundry

Wash laundry in a separate dedicated facility

Wash soiled linen separately and at the hottest wash the fabric will tolerate

Wear personal protective clothing when handling soiled linen

Bag children's soiled clothing to be sent home, never rinse by hand

Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins

Remove clinical waste with a registered waste contractor

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Curriculum Safety (including out of School learning activities)

Subject Leaders are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and students.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, AfPE, DATA and other lead bodies should be adopted as appropriate.

Display Screen Equipment (DSE)

All reasonable steps will be taken by the School to secure the health and safety of employees and students who work with display screen equipment.

To achieve this objective the School will:

- identify those employees who are users as defined by the regulations (see below)
- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment

- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with medical conditions that could be adversely affected by working with display screen equipment.

'Users'

This policy is aimed at those who regularly use DSE:

- a. as the main part of their employment and
- b. for more than 2½ hours per day

Typically, this will therefore apply to administrative functions, the teaching of computer skills and other prolonged users. Others, including students, who operate DSE should have a workstation which meets the standards set down in the regulations but are not entitled to financial contributions.

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform the SBM of any disability or medical condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to the SBM any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially)

Summary of Key Actions

The key actions necessary to control the health and safety risks arising from the use of Display Screen Equipment (DSE) are to:

- Identify all individuals who are classified as DSE 'Users'.
- Ensure risk assessments of DSE workstations been carried out using the Display Screen Equipment Workstation Assessment Form.
- Supply users with information and/or training on the safe use of Display Screen Equipment.
- Advise staff about setting up laptops on a suitable surface and the risks of working for prolonged periods.
- Ensure remedial actions identified by DSE risk assessments been carried out.

- Review risk assessments annually or sooner if significant changes have occurred.

The SBM is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs as the main part of their employment. Regular laptop users will be provided with docking stations. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Electrical Equipment

All reasonable steps will be taken to secure the health and safety of employees, students and others who use, operate or maintain electrical equipment.

To ensure this objective the school will:

- a. ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations
- b. maintain the fixed wiring installation in a safe condition by carrying out routine and statutory safety tests
- c. inspect and test portable equipment as often as required to ensure safety
- d. inspect and test second-hand electrical equipment lent to, or borrowed by, the school
- e. require hirers of school premises to ensure electrical appliances brought onto school premises have a current (less than 12 months) test certificate
- f. promote and implement a safe system of work for maintenance, inspection and testing
- g. forbid live working unless absolutely necessary, in which case a permit must be issued
- h. ensure employees and contractors who carry out electrical work are competent to do so
- i. maintain detailed records

Employees must:

- visually check electrical equipment for damage before use
- report any defects found immediately to the Facilities Manager. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a qualified person.
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto school premises until it has been tested and a record of such a test has been included in the appropriate record

- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- never run extension leads under carpets or through doorways
- not daisy-chain extension leads to make a longer one
- not use adapter sockets – devices that plug into mains sockets to increase the number of outlets.

Summary of Key Actions

The key actions necessary to control the health and safety risks arising from electricity are to:

- a. Have the main electrical installation tested every five years except for those parts of school with licensed areas or lightning protection which should be tested annually.
- b. Retain copies of electrical test certificates
- c. Arrange for the inspection and testing of portable electrical appliances in accordance with the guidance on electrical testing
- d. Keep a record must be kept of all portable items of electrical equipment showing:
 - the detail of the item
 - the date of acquisition
 - details of any inspection, testing or repair work

The Facilities Manager will ensure that testing, inspection and maintenance of equipment is undertaken as required.

Education Visits and Journeys – see separate Policy

The Head of School and the Educational Visit Co-ordinator are responsible for ensuring that all School off-site trips are managed in accordance with the School policy for Educational Visits and Journeys. All teachers must be familiar with this policy and use Evolve.

When taking students off the school premises, we will ensure that:

Risk assessments will be completed where off-site visits and activities require them

All off-site visits are appropriately staffed

Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of students along with the Parent/Carers' contact details on the EVH2 form

There will always be at least one first aider on school trips and visits

First aid and supporting students' medical needs – See Separate Policy

The school has completed a first aid risk assessment to ensure ample provision of trained personnel and First Aid supplies. There is a separate policy for students' medical needs.

The school has a number of trained First Aiders, the list of those trained is available from the school.

First aid boxes are located around school. We have Staff who attended anaphylaxis training and the list of those trained is available from the school.

Hazardous Substances

The Facilities Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. Hazardous substances are defined by the COSHH regulations as:

- a. Substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and carry the pictograms detailed below
- b. biological agents directly connected with work including micro-organisms
- c. dust of any kind when present as a substantial concentration in the air



Hazardous substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Head of School. The SBM/Facilities Manager will complete an assessment for any authorised products and an instruction for safe use.

Substances used in the practical curriculum will normally be stored and used in accordance with CLEAPSS.

Where an appropriate Hazard is not available the appropriate Subject Leader is responsible for ensuring that the substance is assessed.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or students under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area.

Dust in the Technology lessons are controlled by LEV and experiments in Science are carried out in a Fume Cupboard. No member of staff or student should be at risk through exposure to hazardous substances used or created in the practical curriculum.

Maintenance, Examination and Testing

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

In the case of local exhaust ventilation, tests for fume cupboards, woodworking extraction etc. should be carried out at least every fourteen months. A record of the results of all examinations must be kept for at least 7 years.

All PPE must be kept clean, in good repair and stored correctly to prevent contamination.

Information, Instruction and Training

Information, instruction and training must be given to employees and students who may be exposed, about the risks to health and precautions.

Hazard Reporting

An important feature of this policy is the operation of an effective hazard reporting system. Any employee, student, visitor or contractor is encouraged to report any sub-standard condition or practice.

The reporting of hazards, in the main, should be done verbally to the Facilities Manager/SBM on duty and line manager as soon as possible, but where the situation warrants, a more formal response may be required.

Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer

Gas pipework, appliances and flues are regularly maintained

All rooms with gas appliances are checked to ensure that they have adequate ventilation

Inclusion

The Head of School is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with physical disabilities.

All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The Assistant Headteacher/Head of Schools must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical disabilities. No student should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Head of School.

Ligature Risk Reduction

Definitions

A **ligature** is anything that binds or ties - which could include a range of items such as bedding, clothing, belt, cord, rope or other material.

A **ligature point** is anything that could be used to attach a ligature for the purpose of strangulation or hanging. This could include shower rails, coat-hooks, water pipes and window frames – but other potential ligature points should be considered. As well as ligature points at high level used for hanging ligature points could be at low level, with service users using other means e.g. twisting their bodies, to achieve the same effect.

Risk Assessment

Risk assessments will be undertaken at least annually.

If building changes such as but not limited to, structural, change of use, room layout and furnishings are made, additional assessments will be undertaken by the Facilities Manager and SBM. Any potential risks must be notified to the Chief Operating Officer and appropriate measures taken.

Assessment and safety should be considered both as part of the planning process and when the work is completed. If a new safety alert relating to suicide risks in Trust premises is received, the assessment will focus on the new risk identified with an awareness of other potential risks. Following assessment identified risks will be identified to the Chief Operating Officer for action. The outcome of the assessment will be communicated to all academies within the Trust

Any new structures or buildings plans will be assessed for risk of potential suicidal idealisation concerns and reduced risk/anti-ligature fittings used where available.

Legionnaires Disease

A water risk assessment is completed Monthly by Leeds City Council. Leeds City Council are responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book

This risk assessment will be reviewed every yearly and when significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by the following:

Temperature checks, heating of water, disinfection of showers.

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

The School will:

- Carry out a Legionellosis Risk Assessment for each school
- Prepare a written scheme/plan for preventing or controlling the risk of Legionella

- Implement and manage the scheme/plan
- Keep records for a minimum of 5 years.

The day to day responsibility for monitoring and ensuring that the systems are being correctly operated, will be allocated to a person within each school.

At risk systems include the hot and cold-water storage and distribution system.

To achieve control of legionella bacteria the school will implement the following:

Avoidance of Conditions Favouring Growth of Organisms

As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C (storage) and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build-up of bio films and sediments will be controlled and tanks will be lidded.

Monitoring and recording

Temperatures of water outlets will be checked and recorded to ensure temperature controls to prevent bacterial growth are maintained.

Disinfection

Periodic disinfection of shower heads to remove any scale and bacteria.

Emergency procedures

Establish emergency procedures if during routine sampling/inspection of hot and cold-water systems Legionella bacteria is discovered in any systems likely to provide a medium for the spread of infection (e.g. water aerosol spraying equipment) these will be shut down and the situation reported immediately to the Business Manager or Head of School.

Training

Provide training to the persons responsible for the day to day management of the water systems.

Lone Working – please see separate policy

Lone working may include:

Late working

Home or site visits

Weekend working

Facilities Manager duties

Site cleaning duties

Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Managing Medicines – see separate policy

No student is allowed to take medication on the school site without a letter of consent from his/her Parent/Carer/carer.

Staff must notify the Head of School if they believe a student to be carrying any unauthorised medicines/drugs.

The school policy for the Administration of Medication provides detailed guidance and all staff should be familiar with this policy.

Maintenance and repair of equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the SBM/Facilities Manager

All faulty equipment must be taken out of use and reported to the SBM/Facilities Manager. Staff must not attempt to repair equipment themselves.

Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance. Staff can receive training through Smartlog on Manual Handling.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and students are expected to use the following basic manual handling procedure:

Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help

Take the more direct route that is clear from obstruction and is as flat as possible

Ensure the area where you plan to offload the load is clear

When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Personal Protective Equipment (PPE)

The need for PPE has been identified in Risk Assessments. It is the SBM's responsibility to ensure adequate supplies of PPE.

Where the need for PPE has been identified it must be worn by any staff member or student who might be at risk of injury or harm to health.

Any staff member or student who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager

Risk Assessment

Risk assessment is a systematic examination of what within our school can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, people, equipment and activities in order to control risks and to plan and prioritise the implementation of the identified control measures.

We will ensure that:

- assessments are carried out and records are kept
- control measures introduced as a result of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

It is the responsibility of the SBM to ensure risk assessments are conducted, in practice the actual assessment process will be delegated to Subject Leaders and Managers.

Generic/Model risk assessments are acceptable so long as the assessor:

- satisfy themselves that the 'model' risk assessment is appropriate to their work; and
- adapt the model to their own actual work situations.

When completing risk assessments, it is necessary to refer to the relevant subject guides:

Design & Technology

CLEAPSS Risk assessments in technology <http://www.cleapss.org.uk/>

BS 4163:2014 Health and Safety for Design and Technology in school's and Similar Establishments

Design and Technology Association <https://www.data.org.uk/>

Science

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

CLEAPSS Hazards

Food Science

CLEAPSS Food Technology <http://www.cleapss.org.uk/>

Art

National Society for Education in Art & Design (NSEAD)

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

Physical Education

Safe Practice in Physical Education and school Sport' afPE <http://www.afpe.org.uk/>

Offsite visits

Health and Safety of Students on Educational Visits. DfE

Outdoor Education Advisers Panel. <http://www.oeap.info/>

Security – see separate policy

Facilities manager/SBM are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Facilities Managers, Head of Schools are key holders and will respond to an emergency.

CCTV systems are installed throughout the School and will be used to monitor incidents and also as evidence when investigating reports of poor or dangerous behaviour and of alleged criminal offences e.g. theft or assault.

Cash is kept in a safe and monies are banked regularly. Counting of accumulated cash must occur at an appropriate location on Trust premises. Site staff are responsible for carrying monies to and from the bank. Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.

All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. The Trust accepts no responsibility for items left unattended. In the event of a theft in The Trust, staff will be advised to report the incident to the police and will assist them in their investigations, with the use of CCTV recordings etc.

It is the responsibility of the staff to take appropriate measures to maintain the security of any Trust equipment being used, if equipment is found to be missing or believed stolen it is important that this is reported immediately to the Head of School. When using portable

and desirable equipment such as lap-top computers staff will be required to follow careful procedures to ensure their security.

Severe weather conditions – see Snow Policy

In the event of severe weather conditions, it is the responsibility of the Executive Headteacher to make a decision on closure on grounds of health and safety.

Smoking

The Board and Head of School have adopted a no smoking policy throughout Trust premises.

All Trust staff and Parent/Carers will be informed and signs will be on display at main entrances to Trust buildings in accordance with the Health Act 2005.

Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

Handwashing

Wash hands with liquid soap and warm water, and dry with paper towels

Always wash hands after using the toilet, before eating or handling food, and after handling animals

Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Spitting is discouraged

Personal protective equipment

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)

Wear goggles if there is a risk of splashing to the face

Use the correct personal protective equipment when handling cleaning chemicals

Animals

Wash hands before and after handling any animals

Keep animals' living quarters clean and away from food areas

Dispose of animal waste regularly, and keep litter boxes away from students

Supervise students when playing with animals

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

Students vulnerable to infection

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such

vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the Parent/Carer/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

Staff training and development

The Head of School is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training. This is completed using Smartlog and the National College training sites.

Safety induction must be given to all new employees on the first day of employment. This induction should take the form of a checklist and new staff should be clearly informed of The Trust's Health and Safety provisions e.g. Action to be taken in the event of a fire, Fire exits and knowledge of first aid arrangements.

Training must also be given to all key staff and staff with special responsibilities, such as the Facilities Manager, First Aid staff and Staff taking students on trips.

The School will keep a record of all staff who have been trained and the expiry dates of any certificates.

Stress Management

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Symptoms of stress include problems sleeping; dietary problem; mood swings; lethargy; inability to concentrate; fatigue; emotionalism; chest pains; palpitations; sweating and racing heart, if you suffer from these symptoms, you are advised to consult your GP without delay.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. The school will endeavour to ensure a pleasant working environment and that employees are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with employees on issues relating to the prevention of work-related stress

- provide access to confidential counselling for employees affected by stress caused either by work or external factors -Education Support Partnership- Employee Assistance Programme
- provide training for all managers and supervisory staff in good management practices Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Business Manager who will deal with the issue promptly and in the strictest confidence and make all reasonable efforts to reduce work related stress
- Cockburn School has a Wellbeing Policy and a Wellbeing page on Frog that all staff can access offering a wealth of information.
- Cockburn School have trained Mental health First Aiders available to all staff who may need advice or someone to talk to.
- Cockburn School also purchases support for all staff from the Education Support partnership which offers free confidential support to all our staff 24 hours a day 365 days a year on any matter.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

On return to work for any period of stress-related illness, The Trust will take account of medical advice and the needs of The Trust when determining which duties are most appropriate.

Where appropriate a risk assessment of stress in the workplace will be carried out under the Management of Health and Safety at Work Regulations 1999.

If you consider you may be suffering from stress for reasons connected with your workload, you should approach the Business Manager who will deal with the issue promptly and in the strictest confidence and make all reasonable efforts to reduce work related stress.

Transport

The SBM is responsible for arranging the annual maintenance and MOT of the minibus/es. They are also responsible for ensuring that the buses are clean and in good condition at all times.

We have a number of staff that hold the required licence and have undertaken specific driver training, a list of these staff is available from the school.

All drivers must complete the driver checklist before any trip.

All groups using the minibus must be accompanied by a second staff member who is responsible for supervision of the students throughout the journey. The driver must not be responsible for supervision whilst driving.

All staff are responsible for reporting any damage or unsafe condition to the SBM/Facilities Manager immediately.

Visitors – Health and Safety

Under the provisions of the Health & Safety at Work Act 1974, Cockburn Multi-academy Trust has a duty of care to all its visitors.

- a. All visitors are required to sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school.
- b. Hirers of the School premises must use plant, equipment and substances correctly and use the appropriate safety equipment. Hirers will be made aware of their obligations in relation to health and safety when making the booking.
- c. Whilst on site, all visitors and contractors must wear a visitor's badge. Temporary teaching staff on cover duties will be required to indicate their presence by reporting to reception.
- d. If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the reception or off the site, as appropriate.
- e. If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. Staff must not put themselves at risk.

Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of The Trust they intend to visit.

They are to obey all displayed warning notices and verbal instructions.

Contractors who arrive to carry out work must inform the department/s of any potential hazard that may arise due to their work.

All visitors are to be made aware of the emergency procedures. By implementing a Visitors' Policy which is monitored and kept continually under review, it is intended that entertaining visitors should not become a chore, but should be seen by everyone in The Trust as a continuing and valuable opportunity to welcome guests. Head of Schools continue to report how confident, trustworthy and self-assured school students have become in their interaction with visitors.

Educational Visitors

There is every reason to suppose that Cockburn Multi-academy Trust will experience high levels of Educational Visitors.

Such visits need careful managing, if the benefits of showing our work to visitors are not to be overshadowed by negative feelings of disruption, distraction and dislocation to our central aim of delivering a high-quality curriculum to our students.

All incoming requests for visits to the school should be cleared by SLT.

Casual Visitors

As with all busy work places, there is a high level of casual visitors to the school during the course of a normal working day. These could be Parent/carers visiting the Main Office or engineers or commercial representatives going to particular areas within the school. Sometimes they are expected, more often than not, their visit is unplanned.

If the visit is expected by a member of staff, their name should be provided to Reception so that the Receptionist is aware of the visit and will be able to greet the person accordingly on arrival. The visitor will then be asked to wait in the Reception Area, while the person expecting the visitor can be located. At this point, the member of staff will come to Reception to collect their visitor or a Student Receptionist will be asked to take the visitor to the particular area or member of staff.

For reasons of safety for staff and students, unknown visitors should on no account be allowed to wander through the Trust premises. Notices are displayed at all entrances requesting all visitors to report to the front Reception to obtain a Visitor's Badge and sign in via InVentry.

Troublemakers

Guidance, "school Security: Dealing with Troublemakers", was issued by the DCSF on 16 December 1997 to all school's in England. The guidance spells out the powers of the police and the criminal justice system to deal with troublemakers in and around schools.

The guidance also covers section 4 of the Offensive Weapons Act 1996. It is an offence under the Offensive Weapons Act 1996 to carry, without reason or authority, a knife or offensive weapon in or around Academies. This applies to all knives, other than folding pen knives, with a three inch or smaller blade. However, Cockburn Multi-academy Trust has banned all knives, regardless of the length of the blade.

The Trust Board has authorised the Head of School (or nominee), in exercising day to day management of the Academies, to determine who should have access to the premises. The Board have determined that nobody (including governors, staff, students or Parent/Carers) has an unrestricted right of access to The Trust premises except those with a statutory right to do so. During the day Parent/Carers/carers should act as visitors, complying with appropriate arrangements; they should present themselves to the main reception desk, following a route to other defined parts of the school as determined by the Head of School (or nominee).

Suppliers, contractors and commercial deliveries must follow separate arrangements as determined by the Facilities Manager.

Cockburn Multi-academy Trust buildings and their grounds are private places and anyone entering without authority (including students, ex-students and Parent/Carers) is trespassing and may be asked to leave by the Head of School (or nominee). Causing harassment, alarm or distress to staff or students, threatening, abusing or insulting staff, on or off Trust premises, could be an offence. The Head of School (or nominee) will exercise professional judgement in deciding whether to involve police in incidents of this nature.

Whether the Head of School (or nominee) has determined that an individual is trespassing, the Board have authorised a letter to be sent out on their behalf warning trespassers of

the possibility of proceedings being brought against them. The maximum penalty for this offence is a fine of £500. When deemed necessary, a “troublemaker” will be informed in writing by a standard form letter, of the limitations both in terms of time and place as to their permission to enter the premises.

General precautions

Any members of staff going off site must ensure that they sign out at the main office. On their return they must be sure to sign back in again.

All visitors to the school must sign in and sign out via InVentry, so that a list of visitors in the building is available at any time.

Any events, which use the premises out of working hours, especially where visitors to the Trust are involved, will be subject to particular procedures for the specific event. The key individual organising the event, will check procedures with the SBM/Facilities Manager.

Working at height

The school will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities. The school will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- all work at height is properly planned and organised
- all employees required to use stepladders or ladders are competent
- regular inspections of all stepladders and ladders are undertaken
- any contractors on school property comply with this policy
- ladders and stepladders are secured to prevent unauthorised use.

Standing on desks, chairs or other furniture is **not** permitted. If decorations or displays are to be hung then a step stool or step ladder of appropriate height must be used.

Risk Assessment for Work at Height

The SBM/Facilities Manager is responsible for ensuring the completion of risk assessments for all working at height tasks in the School. This is completed on Smartlog.

For all activities involving work at height a risk assessment must be conducted and the findings recorded. This assessment should consider both the work to be done and the most appropriate access equipment to be used (not just what is available) to achieve a safe system of work.

When determining control measures the following hierarchy of controls for work at height as follows must be considered:

- avoid the risk by not working at height, for example by working from existing platforms, using long reach equipment etc. If it is not practicable to do the work safely in some other way then:
- use work equipment or other measures to prevent falls; and

- where the risk of a fall cannot be eliminated further controls to minimise the distance and consequences of a fall should one occur.

The detail of the assessment will depend on the level of risk involved, as a general guide the risk assessment should consider:

- The task and activity involved
- The people (medical conditions etc.)
- Equipment to be used including erection and dismantling
- The location (proximity to roads, overhead electrical cables etc)
- The environment, poor conditions and slippery surfaces (weather, temperature etc.)
- The effect on pedestrians, falling objects

Using Ladders (including stepladders)

Ladders should not be used simply because they are readily available, the risk assessment should determine if a ladder or stepladder is appropriate for the task. This is done

Ladders and stepladders should only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered.

For example, whilst a ladder may reach, if the task requires strenuous work, carrying bulky/heavy equipment or likely to take more than 30 minutes then an alternative means of access such as a tower scaffold or podium steps would be more appropriate.

Only those persons who have been trained to use ladders safely may use them.

All ladders should be secured against unauthorised use.

Prior to use it should always be ensured that the ladder is in good condition and fit for purpose.

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

- a secure handhold and support are available at all times;
- three points of contact should be maintained at all times;
- the work can be completed without stretching;
- the ladder can be secured to prevent slipping.

Do not work at height when you are alone. If you are planning to use a step ladder ask the Facilities Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your waist should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady yourself.

Equipment identification/inspection

The SBM/Facilities Manager is responsible for the purchase and maintenance of all ladders in the school.

The school will compile a register of equipment (excluding kick stools). Where there is more than one piece of equipment each should be indelibly marked with an identifying number.

Equipment for work at height, should be inspected prior to use and by a competent person termly/6 monthly. The inspection will depend upon the complexity of the equipment.

In the case of tower scaffolds a competent person must inspect these prior to its first use and thereafter every 7 days that it remains in place. Only persons that have received the appropriate training (PASMA) can erect, alter, inspect and dismantle tower scaffolds.

Work experience placements (students)

The Policy on student work placement/experience relates to the placement of students on employers' premises in which the student carries out a particular task or duty, or range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.

Working hours

The Working Time Regulations apply to students on work placements. Students should not work for more than five days in any consecutive seven-day period. However, the number of hours worked and pattern of work is normally a matter for agreement by the placement provider, school and students. Students should not be asked to work excessively long hours, or unnecessarily unsocial hours, and should not work more than a standard eight-hour day.

Students may not be assigned to work during the 'restricted period' between 22:00 and 06:00 (or after 11:00 or before 07:00 depending on the working pattern of the company).

Young persons are entitled to a daily rest period of at least 12 consecutive hours in each 24hour period in which they are at work and to a weekly rest period of at least 48 hours in each seven-day period during which they are at work.

Students are also entitled to rest breaks if their working time is more than four and a half hours. The rest break should be at least 30 minutes.

Safeguarding

There is no requirement to DBS check all staff of the host employer that may come into contact with a student on placement. Only a member of staff with day to day responsibility for the student or as part of their job description – this could be the manager, a supervisor or a mentoring employee – should be required to have a DBS check.

In the vast majority of placements – as the employer/employees involved will not have regular **unsupervised** access to young people at work – there is no need for DBS checks to take place.

However, DBS checks must be **considered** in all the following cases:

1. Students identified by the school as vulnerable for educational, medical, behavioural or home circumstance reasons, including those who have special educational needs or are young (aged under 16).
2. Students on placements lasting more than 15 days over an extended period, especially where these involve:
 - regular lone working with an employer over long periods (rule of thumb would suggest anything over half a day at a time)
 - placements located in particularly isolated environments with 1:1 working
 - placements involving a high degree of travelling on a 1:1 basis
3. Placements which include a residential element.

The fact that a particular placement falls into one of the above categories does not necessarily mean that a DBS check will be required. Such a decision will depend on an assessment of the overall potential risks posed to a young person and will take into account any systems in place to minimise these risks.

If any of the above three cases apply, additional safeguards should be put in place. These include:

- School staff or other partners who arrange, vet or monitor the work placements should have training in child protection
- Employers, supervisors or training providers hosting students should be asked to endorse a child protection policy or statement of principles
- School policies and procedures should define what actions need to be taken by whom and when if any child protection issues are raised, before, during or after the placement
- Students should also be given clear advice and a point of contact in the school in case of any problems.

For clarity, DBS checks and additional safeguards (as above) are not necessary:

- For short-term extended work experience for half a day or a day a week lasting one term or less
- For block placements lasting up to three weeks
- Where the placement involves contact with visitors who will only have contact with children/young people on an ad hoc or irregular basis for short periods of time
- Where people will have contact with children/ young people simply because they are in the same location or as part of their work, but who will not have regular, unsupervised access to the children/young people at work
- Where the placement involves Secondary age students undertaking voluntary work, citizenship or vocational studies or work experience in other school/academies. In these cases, the school placing the student should ensure that they are suitable for the placement in question.