



**CHESTERTON  
COMMUNITY COLLEGE**

**Cambridgeshire Educational Trust  
and  
Chesterton Sports Centre  
Health and Safety Policy**

**October 2016**



# Contents

|      |                                     |    |
|------|-------------------------------------|----|
| 1.0  | General Statement of Policy         | 3  |
| 2.0  | The Organisation                    | 4  |
| 2.1  | Operations Overview                 | 4  |
| 2.2  | Health & Safety Reporting Structure | 5  |
| 3.0  | Setting Objectives                  | 6  |
| 4.0  | Roles & Responsibilities            | 7  |
| 5.0  | Health & Safety Arrangements        | 11 |
| 5.1  | Consultation                        | 11 |
| 5.2  | Communication                       | 11 |
| 5.3  | Co-operation                        | 11 |
| 5.4  | Safety Training                     | 12 |
| 5.5  | Risk Assessment                     | 13 |
| 5.6  | Safe Systems of Work                | 14 |
| 5.7  | Managing a Construction Project     | 15 |
| 5.8  | Work Equipment                      | 15 |
| 5.9  | Personal Protective Equipment       | 16 |
| 5.10 | Manual Handling                     | 17 |
| 5.11 | Display Screen Equipment            | 19 |
| 5.12 | Substances Hazardous to Health      | 20 |
| 5.13 | Working at Height                   | 22 |
| 5.14 | New or Expectant Mothers            | 24 |
| 5.15 | Fire Safety                         | 24 |
| 5.16 | Accident Investigation & Reporting  | 25 |
| 5.17 | Electricity                         | 26 |
| 5.18 | Asbestos                            | 27 |
| 5.19 | Lone Workers                        | 28 |
| 5.20 | Management of Road Risk             | 29 |
| 5.21 | Stress                              | 30 |
| 5.22 | Measuring Performance               | 31 |

# 1.0 General Statement of Policy

We, the Trustees of Cambridgeshire Educational Trust, **The Trust**, recognise and accept our responsibilities for the establishment and maintenance of a health and safety management system.

We shall ensure, so far as is reasonably practicable, the health, safety and welfare of our staff, pupils, visitors and others, including voluntary workers and contractors, to our premises, and will adopt and incorporate the health and safety policies and procedures of *Cambridgeshire County Council* as our Local Authority (LA)..

We have prepared this written policy which sets out clearly the health and safety organisation and arrangements applicable to everyone in and connected to the Trust which we see as necessary if we are to discharge our responsibilities effectively.

Responsibility for the day to day implementation and monitoring of this health and safety policy rests with the Chief Executive. He or she will work in collaboration with staff and the recognised appointed safety representatives to ensure compliance with this policy.

This policy will be reviewed annually during each autumn term by Resource Governors and ratified by Full Governing Body at their next available meeting.

Signed ..... Chair of Trustees

Signed ..... Chief Executive

Date .....

## 2.0 The Organisation

### 2.1 Operations Overview

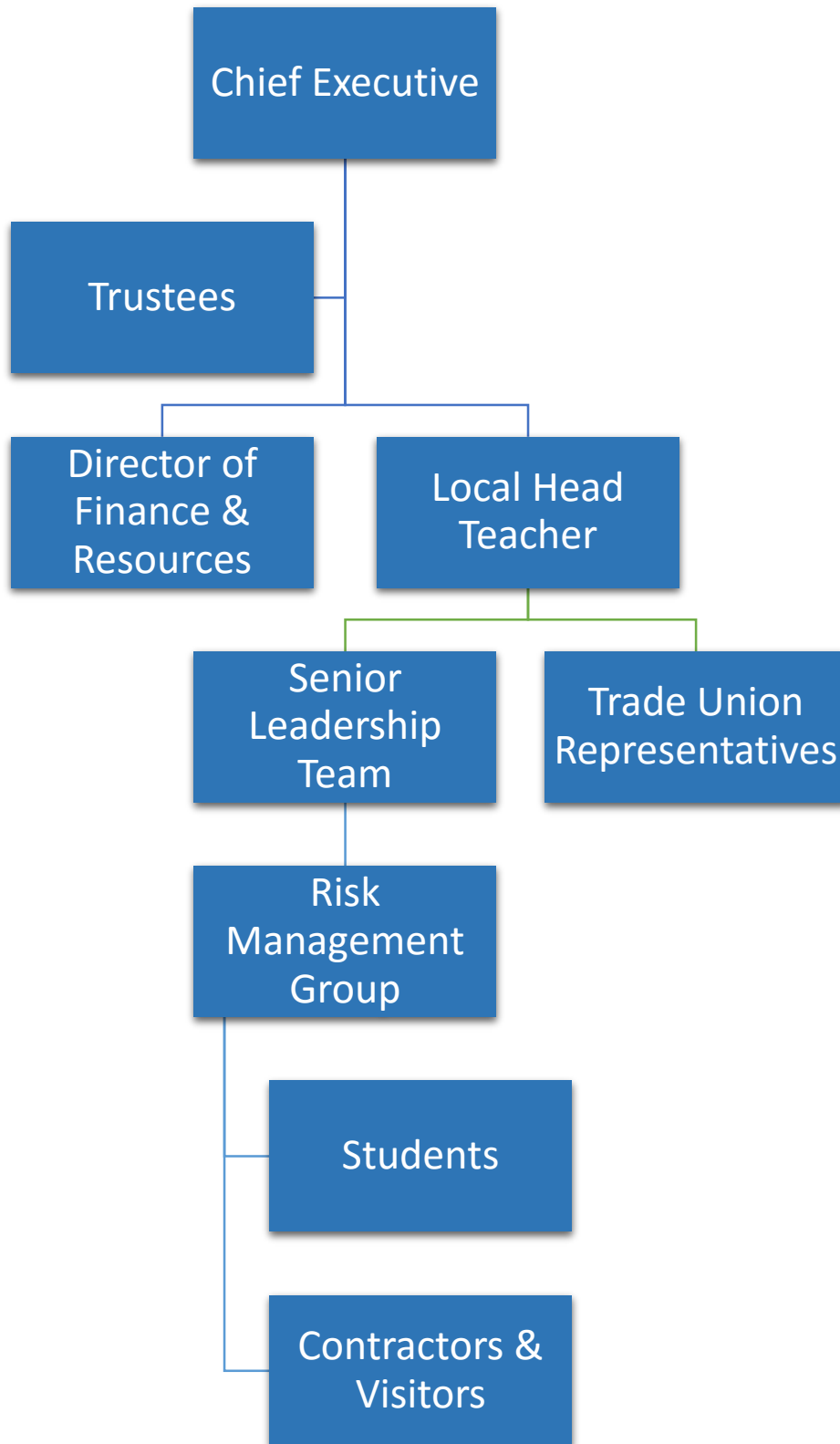
Established in 1935, **Chesterton Community College** is a secondary college serving students ranging in age from 11 to 16. The college is located in New Chesterton, a suburb in the north of Cambridge. After becoming an Academy in July 2011 Chesterton was granted academy sponsor status in 2016 and became the founder school of Cambridgeshire Educational Trust.



The **Chesterton Sports Centre** was constructed in 2004, providing a large sports hall, fitness suite, cafe, changing facilities, function area, floodlit tennis courts and synthetic pitch and reception area. The building also contains a refurbished swimming pool and gym.



## 2.2 Health and Safety Reporting Structure



## 3.0 Setting Objectives

In order to measure health and safety performance **The Trust** has set specific objectives. It is the aim for objectives to be SMART: Specific, Measurable, Achievable and Realistic with a Timescale for implementation.

When formulating objectives **The Trustees** will consider:

- compliance with The Trust's statutory duties
- significant health and safety hazards and risks
- financial, technical, operational and business issues

### **Agreed Health and Safety objectives:**

- Undertake at least **one** health and safety audit per annum
- Audit Corporate Health and Safety Policy every **12 months**
- Undertake Health and Safety management review meeting each term (3 per year)
- Review Trust Risk Assessments, at least, annually
- Maintain and issue workplace accident statistics every quarter
- Reformulate this policy further over the next 12 months to enable the policy to work fully across the Trust with additional schools

## 4.0 Roles and Responsibilities

1. As far as is reasonably practicable, **Trustees** expect to provide:

- safe systems of work and healthy working conditions
- first aid facilities and trained first aid personnel
- safe premises, plant and equipment
- arrangements for the safe use, handling, storage and transport of articles and substances
- safe means of access and egress
- appropriate security arrangements
- opportunities for the participation of trade union representatives in promoting health and safety at work

### 2. The Chief Executive

The Chief Executive has the responsibility for the implementation of this policy and all related risk assessments across the trust.

### 3. Senior Leadership Team

The Senior Leadership Team expects to:

- ensure that the Trust is so organised that there is no unacceptable risk to members of staff, students, or other users of property (for example the community in our sports centre and throughout the school for lettings)
- ensure that staff are properly briefed and trained in their duties and responsibilities as part of the general programme of staff development
- set a personal example and encourage a safe attitude towards work amongst all employees
- ensure that there are safe systems of work and that members of staff and students use protective equipment provided, observe the standards laid down by law and co-operate in agreed safety measures

- co-operate with the safety representatives of recognised trade unions
- nominate a member of the Senior Leadership Team to co-ordinate management of health and safety on site (currently Vice Head Teacher Business), working closely in conjunction with members of the Risk Management Group

#### **4. Director of Finance & Resources**

In practice day to day responsibilities for health and safety on site are delegated by the Chief Executive to the Director of Finance & Resources. With assistance and support from the Risk Management Group this includes:

- monitoring and implementing the general safety programme
- carrying out a regular programme of inspections on behalf of the Chief Executive
- analysing accident reports and preparing an annual report for the Governing Body
- establish and monitor first aid procedures
- establishing and monitoring emergency fire procedures
- setting a personal example and encouraging a safe attitude towards work amongst all staff and students
- establishing protective clothing and equipment needs and establishing monitoring procedures for their use
- hold relevant information on health and safety which will include County Health and Safety documentation, Health and Safety Executive (HSE) guidance notes, codes of practice and copies of this policy and its appendices

#### **5. Local Head Teacher**

The Local Head Teacher has the responsibility of ensuring that this policy and all related risk assessments are implemented within their school with the support of the Director of Finance & Resources.



## 6. Trade Union Representation

At least one representative of teaching and non-teaching unions will attend meetings of the Trust Risk Management Group in order to

- assist communication between union members and the Risk Management Group
- assist in dealing with problems involving health and safety in accordance with agreed Trust procedures

## 7. The Risk Management Group

It is intended that most health and safety matters should be dealt with promptly within each department. Only in exceptional circumstances will it be necessary to refer matters to the Risk Management Group. The group meets at least once each term to formulate safety rules, consider hazards and safety problems throughout the Trust and to receive reports on accidents and first aid. Minutes are circulated to group members with copies circulated by e mail to all staff. Further copies and / or summaries are passed to the Governing Body, through its Resources Committee and also to the Leadership Team.

## 8. Trustees expect **employees, students and all other users** of the Trust, to:

- support and implement this policy
- set a personal example through safe behaviour and comply with appropriate safety warning
- make use of the protective equipment available; ensure that students make use of protective equipment; accept that the safety equipment, protective clothing and procedures provided must be employed as appropriate to the hazard and in the manner prescribed
- familiarise themselves with procedures for emergency evacuation
- satisfy themselves when using plant, machinery, tools or equipment that it is not defective and that it is suitable for the task; where there is doubt, refer equipment to a supervisory officer. When required, undertake the testing of equipment provided, in accordance with published requirements and to ensure that all items of electrical equipment have current valid test certificates. Privately owned electrical equipment **must not** be brought in for use on site without

prior consent from the Head Teacher or Director of Finance & Resources and if brought to site, these will have to be tested before use

- ensure that any equipment to be purchased, hired or installed on site is suitable for its intended use and location and complies with the appropriate safety regulations. Full operating and maintenance instructions, written in English, must be provided and made available for use
- report to the designated person if inadequacies are detected in any safety procedures
- be conscious of the health, safety and welfare of themselves, their colleagues, persons in their care and members of the public, and do nothing by act or omission which will adversely affect themselves or those others
- report all accidents, reportable diseases, dangerous occurrences and potentially hazardous incidents (near misses) in accordance with prescribed procedures
- teach safety as an integral part of courses and activities undertaken by all students and staff, both by formal teaching, where appropriate, and by example, ensuring that nobody sees or is allowed to do anything which does not correspond to the best industrial or teaching practice
- prohibit any student who refuses to adopt safe working procedures from taking part in the lesson, and refer the pupil so that appropriate disciplinary action can be taken
- inform contractors, voluntary workers and visiting students and other visitors of appropriate health and safety regulations and of appropriate points from this health and safety policy

## 5.0 Health and Safety Arrangements

### 5.1 Consultation

**The Trust** views communication between staff at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of safety Risk Management meetings as often as is deemed necessary, meeting at least three times per year.

The purpose of these review meetings is to provide a forum in which information may be conveyed and employee's questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

Employees will also be consulted on health and safety matters as part of their appraisal process.

**The Trust** operates an 'open door' policy and encourages employees, parents and students to raise or discuss any health and safety matter which may arise.

### 5.2 Communication

**The Trust** will endeavour to communicate to employees, students and parents their commitment to safety and to ensure that all are familiar with the contents of the health and safety policy.

**The Trust** communicates via a number of mechanisms; verbal communication, which may take the form of training, instructions and tool-box talks and written communication, which may take the form of: notices (posted in the staff room); Trust health and safety policy and procedures (emailed to staff and available online); minutes from Risk Management and Trustees' meetings and industry information and technical journals

Graphic Communication takes the form of statutory safety signage, training films and safety awareness posters.

**The Trust** also recognises that Senior figures can communicate health and safety messages from their actions and attitudes which can then be simulated by others.

### 5.3 Co-operation

If we are to build and maintain a healthy and safe working environment, cooperation between all staff and students is essential.

All employees are expected to co-operate with the Senior Leadership Team and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the Trust.

## 5.4 Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety management system. It is essential that every person in **the Trust** is trained to perform his or her job effectively and safely.

All workers will receive safety induction training in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans. Training sessions will be held as often as is deemed necessary and will provide another opportunity for staff to express any fears or concerns they might have about their jobs.

It is a legal requirement for employers to train employees on processes, equipment and arrangements they will need in the course of their work. **The Trust** will identify, through training needs analysis and performance reviews, the necessary training for each individual role within the organisation. The factors that determined the scope and frequency of training have been governed by:

- Risk Assessment
- Legal Requirement
- Individual job reviews and appraisals
- Health and Safety audits
- Accident investigations
- Individual training requests

As further evidence of **the Trust's** commitment to training and personal development the following arrangements will be in place:

- As a minimum all employees will receive health and safety induction training within their first month of employment.

- All employees will receive task specific training for the work they are engaged to carry out. Where refresher training is required, it will be provided before any established expiry date.
- Should it be identified that specific activities require more detailed skills then specialised training will be provided for.

## 5.5 Risk Assessment

The **Trust** recognises that risk assessments are not only a legal requirement but are a proactive means of mitigating health and safety hazards and risks and are fundamental in identifying risk control measures including safe systems of work, training requirements and management controls.

The concept of risk assessment is to focus on the risks that **really matter** in the workplace – the ones with potential to cause real harm. In principle, a risk assessment is simply a careful examination of what, in the workplace could cause harm to people, so that the **Trust** can weigh up whether we have taken enough precautions or should do more to prevent harm.

It is the **Trust's** policy that risk assessments will only be undertaken by a competent person or persons and performed in such a way that will encourage staff involvement. The importance of keeping staff informed assists in the identification and control of hazards and further provides assurance that what we propose to do will work in practice. In general employees are more likely to embrace risk control strategies if they have been involved in the process.

In all cases, when deciding on precautions, our existing control measures should be compared with good practice. When considering additional control measures **the Trust** will support the application of the recognised health and safety control hierarchy, if possible in the following order:

1. Eliminate (can the hazard be removed altogether)
2. Reduce the time that an individual is exposed to the hazard
3. Isolate / segregate individuals from the hazard (e.g. put adequate barriers between pedestrians and traffic)
4. Consider engineering controls e.g. design in dust extract in preference to wearing face masks
5. Prepare a Safe System of Work – a written detailed method of doing a job in a safe way
6. Issue Personal Protective Equipment (e.g. clothing, footwear, goggles etc)

In certain circumstances, and in accordance with specific legislation, it may be necessary to employ a competent person to undertake specialist risk assessment where these have been identified by the general risk assessment process; such assessments may include, but are not limited to:

- Manual Handling
- Fire
- Display Screen Equipment
- Hazardous Substances
- Asbestos
- Sports Activities

The **Trust** will ensure that employees will be consulted on the content of our risk assessment and that they are easily accessible for review. Copies of risk assessments will be filed in a formalised and accessible manner.

Risk assessments will be reviewed periodically (at least annually) or in special circumstances, which may include:

- A change in legislation
- The introduction of a new process, equipment or new working practices
- A change in personnel
- As the result of an accident
- In light of new technology or information

## 5.6 Safe Systems of Work

Where a specific procedure (method statement) is required it will be drafted by a competent person with the assistance of one or more of those whose job involves carrying out the task concerned and with reference to specific risk assessments.

Once the specific task method statement is agreed, it will be signed and dated by both the competent person and those who have helped him or her put it together. As from that date, no person may undertake the task concerned other than by following the procedure. No person may follow the procedure unless they have been trained in it. They will be considered to have been trained in it only when a copy has been signed and dated, both by the trainee and by the trainer, and then placed on the individual's personnel file.

Deviation from a method statement is only permissible following an appropriate level of assessment on the safety implications of any such change, and with authorisation by a senior person in the Trust.

## 5.7 Managing a Construction Project

It is important that all those who contribute to the health and safety of a construction project understand what they and others need to do to prevent injury and ill-health as well as discharging their legal responsibilities.

As a Client, the **Trust** recognise their duties under CDM as follows. On all projects the **Trust** will need to:

- Check competence and resources of all appointees
- Ensure there are suitable management arrangements for the project welfare facilities
- Allow sufficient time and resources for all stages
- Provide pre-construction information to designers and contractors

Where projects are <sup>1</sup>notifiable under CDM 2007, the Trust must also:

- Appoint a CDM Co-ordinator
- Appoint a Principal Contractor
- Make sure that construction work does not start unless a construction phase plan is in place and there are adequate welfare facilities on site
- Provide information relating to the health and safety file to the CDM Co-ordinator
- Retain and provide access to the health and safety file

## 5.8 Work Equipment

Work equipment is defined as *any equipment used by a person at work*, i.e. any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not). In an **office environment** this would constitute using office equipment, e.g. photocopiers, computers, printers and lighting e.g. for workstations. It could also include any portable hand tools or electrical appliances.

It is the Policy of the **Trust** that:

- Work equipment will be purchased based on its suitability to carry out work safely and effectively, not on a cost only basis

---

<sup>1</sup> Projects which will last 30 days or 500 person days

- All tools/equipment will be inspected each working day **prior to use** to determine that they are fit for purpose. Any item found to be faulty will not be used until either repaired by a competent person or replaced
- Powered Hand tools will be cable free/battery powered or 110 volt only
- Only hire equipment with current and appropriate documentation relating to testing/maintenance supplied by the hire company, will be used
- Instructions for safe use of the item(s) appropriate to the complexity of the equipment and/or associated risk must also be supplied
- All employees will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment
- All work equipment will be clearly marked with health and safety warnings where appropriate

## 5.9 Personal Protective Equipment (PPE)

Under relevant legislation, the **Trust is** required to carry out an assessment of all processes undertaken to determine which, if any, put employees at risk of injury or of developing ill health. Where risks are identified we must, in the first place, try to eliminate these.

In certain cases it may not prove practicable to reduce risks in this way. For instance, although it may be desirable to reduce risks by installing new equipment, it may not be financially feasible to do this immediately. In other situations, risks may remain even though all reasonable changes in a process, as well as engineering controls, have been introduced.

As a last resort in these cases, personal protective equipment (PPE) will be required that is both suitable and appropriate to defend against the risks that remain. It should be noted, however, that although providing PPE is essential where relevant, this should be done as a last resort and never as a substitute for (a) changing the way things are done or (b) introducing engineering controls if these things are reasonably practicable.

The law requires that PPE considered necessary as a result of a risk assessment must be provided free of charge. Where the PPE is protective overalls, safety eyewear or safety footwear, one or more sets will be issued to the employees required to undertake the processes concerned. Where the PPE is of a specialist type, for example breathing apparatus, the kit will be retained at a central source. Training will be provided to relevant employees as to how to wear and/or operate each item of PPE that they are required to use. Also provided will be an explanation as to why the particular kit concerned is essential and what its limitations are. This training will be



provided by persons competent in the use of the PPE concerned. A training record will be kept and, when the training is complete, the record will be signed by both the trainer and the trainee. The signed record will be placed on the employee's personnel file.

Further risk assessments, in full or in part as relevant, will be undertaken:

- on the introduction of new or second-hand machinery and equipment
- if the layout of the workplace, or any process, is altered
- no later than **12 months** after a previous assessment, sooner if there are accidents

### **Points to Note:**

- 1 For PPE to be effective, it must work as intended; particular problems concern:
  - those with beards, for whom certain types of respirators will let in contaminated air because an effective seal around the face cannot be made.
  - those required to wear two or more pieces of kit at the same time that may not be compatible; examples include certain types of safety helmet and ear defender (where the ear defenders cannot cup the ear completely), and respirator and safety eyewear (where the eyewear dislodges the seal between the respirator and the face).
- 2 PPE must be selected and/or adjusted to fit your height, size and weight.
- 3 Rubber-based protective materials are penetrated by most solvents within a fairly short period of time.
- 4 Although it might seem like a burden to have to put on PPE for a relatively quick job, if PPE is specified for that job then it has been specified for a purpose. As an example, hundreds of eye injuries are reported every day and some 75 per cent of these occur to people who have not put on safety eyewear.
- 5 It is your responsibility to use PPE as you have been trained to do so. You must take good care of it when it is in your possession and bring any faults and/or damage to the attention of your line manager.

## **5.10 Manual Handling**

Many thousands of working people suffer injuries each year as a direct result of poor manual handling. Common problems include:

- sprained and strained muscles and joints
- torn tendons and ligaments
- slipped discs

- hernias
- cuts, abrasions and splinters
- crushed fingers, hands and feet

Moreover, manual handling injuries have been found to build up slowly over time and can result in permanent damage later on in life to our backs, necks, shoulders, hands and arms.

Under the Manual Handling Operations Regulations 1992, the **Trust** is required to assess the workplace and identify where manual handling takes place (or could take place) in the course of what we do. The Regulations requires the **Trust** to ensure, where reasonably practicable, that manual handling is avoided, for example by changing work processes or by the introduction of mechanical aids such as a trolley or hydraulic lift. Where it is not reasonably practicable to make such changes, we are required to identify the risks associated with a manual handling task and make arrangements to reduce these. We are also required to provide our employees with instruction in the correct techniques to use when manually handling an object to ensure that, as far as possible, injuries are not sustained.

The **Trust** will ensure that training in correct procedures will be provided – that is, how to use new mechanical aids, or in how to lift, carry and move objects correctly.

This training will be provided to relevant employees by competent persons. A training record will be kept and, when the training is complete, the record will be signed by both the trainer and the trainee. The signed record will be placed on the employee's personnel file.

Further risk assessments, in full or in part as relevant, will be undertaken:

- on the introduction of new or second-hand machinery and equipment (whether introduced to aid lifting or not)
- if the layout of the workplace, or any process, is altered
- no later than 12 months after a previous assessment or sooner if there are accidents or injuries

Where it is not possible to avoid handling a weight manually, the following points are relevant:

- 1 What can be handled by any particular individual will depend on his or her build, age, sex and physical condition.
- 2 Suitable protective clothing must be worn.
- 3 Always make sure the lifting route is clear of obstructions and trip hazards.

- 4 Always reduce loads to more manageable, smaller and lighter ones if possible.
- 5 Make sure no one person does all the lifting.
- 6 Seek help if in doubt about your capacity to carry **any** load, especially one that is awkward in shape. Any person or persons assisting you should be similar in height and build to you to ensure the load does not become unbalanced during the lift. Where help is obtained, one member of the team **alone** should give instructions. When team handling, ensure good vision, good handholds for all, and that team members do not obstruct each other.

## 5.11 Display Screen Equipment

Sitting and watching screens of one sort or another is, today, an almost indispensable part of daily life, yet staring for lengthy periods at a single object can cause fatigue and eye strain.

In recognition of this fact, and of the importance of display screens in business life, the Health and Safety (Display Screen Equipment) Regulations were enacted in 2002 to govern the way in which workplace display screens are used.

Under the Regulations, display screens are defined to include any screen that provides information in a numbers, words or images format. Workplace display screens, therefore, include not only VDUs but also microfiche readers and machine control screens as well.

According to the Regulations, the **Trust** is required to assess all workstations that include DSE, with the aim of reducing any health risks found. In general these health risks will fall into two categories.

The first category concerns those risks associated with the posture of an employee when using the equipment in question. For instance, does he or she have to remain still for lengthy periods, and, are the controls of the equipment (for example a keyboard) in an awkward position in relation to where the employee sits and to his or her hands?

These kinds of risk can give rise to work-related upper limb disorders and are dealt with under that policy.

The second category of risks relates to eye strain itself. In this respect any habitual user of DSE may request to have his or her eyes tested. Habitual users are considered to be those who use display screens for more than three-and-a-half hours each day. The company must arrange for such a test

to take place. The cost of each test (to be undertaken by a suitably qualified person) will be met by the Trust.

Further tests should be carried out at periodic intervals. It will be for the qualified person undertaking the first test to determine what these periodic intervals should be.

Wherever possible, we will attempt to ensure that jobs involving the use of visual display equipment are redesigned so that no employee is required to use such equipment for more than two hours without undertaking different tasks for a period of at least 15 minutes. However, where this is not possible and/or where any employee uses a screen for lengthy periods at a time, a break must be taken every hour-and-a-half for at least five minutes.

## 5.12 Substances Hazardous to Health

Nobody wants to take their work home with them, let alone have it dominate their very existence, yet this is the risk that many people take as a result of the way they carry out their tasks at work.

Dermatitis is a condition that causes the skin to become red and itchy. As it becomes worse, blisters may start to appear and later the skin may crack and bleed. The vast majority of dermatitis is caused by skin coming into contact with certain substances at work. In its worst form, dermatitis can be excruciatingly painful. Since it is the hands that come into contact with skin irritating substances most often, it is only necessary to consider the range of things you do with your hands to realise how getting dermatitis could seriously affect your lifestyle.

Occupational asthma, on the other hand, is another matter and is far more serious. Whilst some people become allergic after only a short period of exposure, others may not experience difficulties for many years, so it is never safe to assume that just because you have never had a problem you never will. Once the allergy kicks in, however, even the slightest exposure to the substance concerned will set off an asthma attack.

Other substances when breathed in or swallowed (perhaps from food by way of dirty hands) can cause cancer in later life.

Under the Control of Substances Hazardous to Health Regulations 2002 (COSHH), the **Trust** is required to assess all substances kept at work to determine what risks there are to employees from their use.

Where possible, we are required to substitute all harmful substances for less harmful ones or, if this is not practicable, to change the way that things are done so that we no longer need to use the substance concerned. Where it is not possible to do either of the above, we are required to consider such things as:

- isolating the substance and process away from general work areas
- reducing the amount of the substance used and the number of people exposed to it, as well as the length of time the exposure occur

No employee shall undertake a procedure involving use of a substance unless trained.

Further assessments, in full or in part as relevant, will be undertaken:

- if any process or substance is changed
- no later than 12 months after a previous assessment or sooner if there are accidents or injuries

When dealing with a substance, particularly a harmful one, the following general points are relevant.

- 1 Never decant it into food or drink containers.
- 2 Never store it in open containers.
- 3 Always store rags used in conjunction with chemicals in covered containers.
- 4 After handling substances, always remove protective clothing worn (including overalls, polo shirts, etc.) and clean your hands, face and forearms in line with instructions on the substance container before consuming food or drink.
- 5 Do not use solvents, such as turpentine, bleach or white spirit, as a substitute for proper cleaning agents.
- 6 Never eat or drink in a substance-handling area.
- 7 Never siphon substances by mouth.
- 8 Always check that personal protective equipment and substance control arrangements (such as local exhaust ventilation systems) are in good working order, and report all defects when found.
- 9 Never store gloves used to handle substances inside respirator or breathing apparatus helmets.
- 10 Even though trained in the use of a substance, re-read the label on its container regularly to remind yourself of its hazards.
- 11 Seek first aid treatment for all cuts.
- 12 Monitor your skin regularly and consult your GP should any rash appear. Inform the company at once should this happen.
- 13 Apply a moisturising cream to your hands and forearms both before coming on shift and after cleaning up when it is over.

## 5.13 Working at Height

Working at height is deemed to be any work related activity carried out above ground level. *A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.*

This Policy reflects the **Trust's** commitment to meeting the requirements of the Work at Height Regulations 2005. It provides guidance to those charged on their behalf with taking action necessary to ensure compliance.

The Work at Height Regulations 2005 apply to all work undertaken at height wherever there is the potential for a fall to occur which may cause personal injury. No height limits are specified in the Regulations in recognition that all work undertaken at height has the ability to result in injury.

Work at height will range from the routine use of a stepladder to retrieve files on shelving which is an activity which may be undertaken in an office, to potentially higher risk activities undertaken by, or under the control of contractors or site staff, such as on the roofs of buildings which could present unusual and difficult access issues.

This Policy will, therefore, need to be read in conjunction with all activities involving work at height in order to minimise any risk of injury occurring.

### Requirements of this Policy

The Work at Height Regulations and this Policy require employees to do all that is reasonably practicable to prevent anyone falling and set out the following simple hierarchy for managing and selecting equipment for work at height:

- avoid work at height wherever possible
- use work equipment or other measures to prevent falls where working at height cannot be avoided
- where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur

These duties require that all Senior Leadership ensure:

- all work at height is properly planned and organised

- where applicable, all work at height takes account of weather conditions that could endanger health and safety
- those involved in work at height are trained and competent to do so
- the place where work at height is undertaken is safe
- equipment used for work at height is appropriately selected, used, inspected and maintained
- the risks from fragile surfaces are properly controlled □ the risks from falling objects are properly controlled

The above measures require that the risks arising from such work is, therefore, risk assessed and that risk control measures commensurate with those risks are implemented. Senior Managers must ensure that:

- no work is undertaken at height if it is safe and reasonably practicable to do it other than at height
- the work is properly planned, appropriately supervised and carried out in as safe a way as is reasonably practicable
- they plan for emergencies and rescue
- they take account of the findings of the risk assessment referred to above

### **Employee Requirements**

Senior Managers must ensure that everyone involved in work at height is competent to do so, having received suitable and sufficient information, instruction and training and while being trained, is supervised by a competent person. It will also necessitate an appropriate training element in the organisation, planning, supervision, and supply and maintenance of the work and equipment used for such purposes.

### **The place of work**

Where work is undertaken at height, which includes the means of access, it must be able to be undertaken safely and have appropriate features to prevent a fall, unless this would mean that it is not reasonably practicable for the worker to carry out the task safely (taking into account the demands of the task, equipment and working environment). Detailed safety requirements relating to where work is undertaken at height are set out in the Schedule to the Regulations and should be consulted where further information is required.

When selecting equipment for work at height:

- Use the most suitable work equipment
- Give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses)
- Take account of: the working conditions and risks to the safety of all those at the place where the work equipment is to be used

## 5.14 New or Expectant Mothers

The **Trust** is required to assess the risk to new or expectant mothers once they have been informed in writing that the employee is pregnant. Where a hazard to a new or expectant mother is identified, working conditions and/or working hours will be adjusted so as to avoid the risk. Where this is not reasonable the employee(s) concerned will be suspended from work on full pay. Where a new or expectant mother produces a doctor's certificate stating that she should not be carrying out her normal working practices, suitable alternative work will be found.

## 5.15 Fire Safety

In addition to having the potential to cause personal tragedy, most workplace fires also damage or destroy premises and equipment. Damaged or destroyed premises or equipment cannot be used. Lay-offs, redundancies and even closures may be the outcome, depending on the extent of the damage or destruction that occurs.

Most fires start in a small way, but any combustible materials nearby may soon catch light as well. As these materials burn, hot gases and smoke rise up and collect at the top of the workspace in question. Highly charged with energy, these gases and smoke radiate heat down onto what is beneath them. As the fire continues to ignite more material in its immediate vicinity, more hot smoke and gases will rise to the ceiling. As they do so, they push existing gases and smoke lower. As this heat source gets nearer to the materials below it, these materials are heated to higher and higher temperatures. When their ignition point is reached, flashover occurs as items away from the original fire ignite.

All of this can happen very quickly if the initial fire is not brought under control at an early stage. Whilst people do suffer burns as a consequence, by far the greatest danger comes from inhaling hot and acrid smoke.

Under the terms of the Regulatory Reform (Fire Safety) Order 2005, the **Trust** is required to undertake a fire risk assessment to determine all potential fire hazards related to our premises, our type of work and the way in which this work is performed. The **Trust** is then required to take action to reduce all risks to a reasonable minimum and to ensure that all employees are protected from remaining hazards and the dangers associated with fire should one break out for some other reason. We are required to do this by providing:



- an appropriate fire detection and warning system
- safe means of escape
- appropriate fire-fighting equipment

We are also required to devise a means for testing and maintaining the above arrangements.

The Order states that we must develop a plan of action to specify exactly what must happen should a fire occur. This plan of action should incorporate relevant details concerning the above points (for example, how the fire warning (alarm) system is activated, the location of emergency exits and what type of fire-fighting equipment is to be used for which types of fire).

In addition, employees must receive training in respect of this plan, which must include a fire evacuation procedure to be practised at regular intervals (at the very least, once each year).

### **Arrangements to apply**

The Director of Finance & Resources will ensure that a fire routine notice giving detailed instructions of the action to be taken in the event of fire or other emergency, points of assembly and facilities available is displayed in every classroom, work room and office.

The Director of Finance & Resources will ensure that fire alarms and fire fighting equipment are tested regularly and inspected to meet legal requirements.

## **5.16 Accident Investigation and reporting**

It is the policy of the **Trust** to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95). At present all reportable injuries, diseases and dangerous occurrences are reported to the County Council using an incident report form (available from the staff room and the Head Teacher's PA - IRS 96) and online notification undertaken by the Head Teacher's PA. This also includes near miss reporting. All reports are examined by the Director of Finance & Resources so that training needs can be addressed and / or alterations to our site if faulty to prevent further instances.

The First Aid room is in the main reception area of the Trust. At least one qualified first aider or emergency first aider will be available at all times.

## 5.17 Electricity

The Electricity at Work Regulations requires certain precautions to be taken against the risk of death or personal injury from electricity (in any work activity).

The regulations place duties on employers, employees and self-employed persons to comply with such requirements within their control. Persons holding such responsibilities are the 'Duty Holders'. Employees and workers have an additional duty to co-operate with the employer.

The **Trust** may engage the services of electrical contractors to carry out work such as new installations, upgrades or repairs. On those occasions the following conditions will apply:

- The contracted company shall fully understand that the primary objective of the above regulations is the avoidance of danger to persons by prohibiting live working, unless it can be technically justified and will ensure compliance with this requirement.
- The contracted company will ensure that only trained and competent persons will be authorised to work on electrical equipment and distribution systems, i.e. as duty holders they will have sufficient knowledge of the Electricity at Work Regulations and other relevant and current regulations e.g. the *17<sup>th</sup> Edition IEE Wiring Regulations*.

Portable appliance testing (PAT) is undertaken in line with legislation and our internal risk assessment / schedule; this is available for inspection on request from the Site Manager. Fixed electrical testing is undertaken every 5 years.

## 5.18 Asbestos

Many buildings contain asbestos in various forms for purposes of heat or acoustic insulation, for fire protection and much of this still remains. Asbestos is a generic term given to a number of crystalline metallic silicates which occur naturally in fibrous form. There are three types:

- Chrysotile (White)
- Crocidolite (Blue) □ Amosite (Brown)

Anthophyllite (Amphibole minerals) Chrysotile and Crocidolite are fine and flexible and can therefore be spun and woven into textile products. Amosite is too brittle but is commonly used as a heat insulator.

The **Trust** will implement preventative and protective measures relating to health risks associated with occupational exposure to asbestos fibres with the objective of reducing the exposure to airborne respirable fibres of employees, contractors working on its behalf and any person who may be affected by any of our activities.

**Guidance notes** and procedures provide more detailed information on the hazards, risks and appropriate preventive control measures in order to fulfil the **Trust's** obligations under the Control of Asbestos Regulations 2006. Adequate information, instruction and training will be given to employees and other persons affected by the **Trust's** activities to ensure that they are aware of:

- the health risks associated with asbestos
- the reasons for and the nature of the precautions to be observed to protect themselves and other people who may be affected
- how to make use of the protective equipment and other safeguards

To **control the risks** to employees, building users, contractors and other persons, the following measures will be adopted:

- No new asbestos-containing material shall be used in the **Trust's** properties (Note: The Control of Asbestos Regulations 2006 ban the supply and use of all types of asbestos)
- In conjunction with Cambridgeshire County the **Trust** shall ensure that, as a minimum, a Management (previously known as a Type 2) survey will be requested or carried out on all properties which, due to their age or nature of construction, are likely to contain asbestos. This will be requested and reviewed prior to undertaking works
- The **Trust** shall ensure that an Asbestos Management Plan is developed, maintained and reviewed annually in conjunction with Cambridgeshire County Council
- Where existing installations or parts of property contain damaged, deteriorating or inadequately sealed asbestos containing material, the material shall be
  - enclosed, sealed or encapsulated
  - removed and replaced by suitable material not containing asbestos
  - in the case vacant or unoccupied property, the property or the affected parts of the property, will be secured to prevent access

## 5.19 Lone Workers

Lone workers are people who work on their own with little or no supervision; in the event of an emergency they could be at risk as there is no one to give assistance, or summon help. There is no time limit attached to working alone. It may be for the whole work period, or only for several minutes. This can take place in a number of situations.

For example; people working outside normal hours e.g. cleaners, maintenance and sports centre staff. There is no law which says that people cannot work on their own, however the Health and Safety at Work places a duty on the employer to ensure that all work activities are carried out safely.

The **Trust** is required to prepare a risk assessment under the Management of Health and Safety at Work Regulation 1999, which will look closely at how the job is done and identify the work hazards, assess the risks involved and ensure that adequate measures are put in place to avoid the person carrying out the work being harmed. Once risks have been addressed, a safe working procedure should be developed. This should contain as much relevant information as possible, both for the worker and their supervisors.

It is the policy of the **Trust** to avoid lone working situations wherever practicable. Factors to be considered in assessing lone working situations will include:

- The health of the individual concerned
- Who would be contacted in an emergency situation and how?
- Provision in the event of an accident or illness - Note: is the person medically fit and suitable for carrying out the work?
- Actions in the event of fire
- Workplace conditions e.g. access and egress excesses of temperature
- Manual handling
- Hazardous substances
- Is there a risk of violence?

The **Trust** will ensure that the individual concerned will be briefed on the findings of this assessment. Further risk assessments, in full or in part as relevant, will be undertaken:

- Should the health or the personal circumstances of the individual change
- if any process or procedure is altered
- no later than 12 months after a previous assessment or sooner if there are injuries, incidents or accidents

## 5.20 Management of Road Risk

It is possible that from time to time Trust staff may be required to travel by road as part of their expected working duties. Accordingly, the **Trust** will strive to prevent road related incidents by:

- Where external coach companies are used, Trust staff may not be the driver of such vehicles, but they have a duty of care to ensure that the driver complies with these guidelines and additionally that pupils use seatbelts and behave whilst travelling (each trip has its own risk assessment)
- Expecting drivers on company business to be aware of their actions with regards to the safety of themselves other road users, and pedestrians, and to comply with road transport legislation and other relevant safety legislation
- Complying with all established and laid down motorway driving rules and procedures
- Ensuring any vehicles are properly maintained
- Ensuring drivers report faults immediately
- Informing employees of the potentially hazardous effects of driving in extreme weather conditions and what precautions to take
- Informing drivers of the dangers of driving under the influence of alcohol or drugs
- Emphasising the importance of taking rest periods as prescribed when undertaking a long journey
- The importance of not driving when tired physically and mentally and informing employees of the difference between *feeling 'OK'* to drive and being properly refreshed through sleep
- The avoidance of unnecessary road journeys
- The planning and organisation of road journeys in terms of the length of the journey, the route taken and the time of the day etc
- Ensuring drivers attend any training that may be made available and driver assessments as required
- Investigating road related accidents and recording in line with existing accident procedures. An employee who has been involved in an accident will be interviewed to establish the details and to identify what lessons can be learned. Interviews will be carried out in a manner that is positive and helpful, rather than punitive initially. However, disciplinary action may be instituted in cases of repeat offending, or where gross negligence is proved
- Continuous monitoring to ensure that any work related road offences and/or penalty points incurred by drivers between annual licence checks are reported to the company

- Strictly prohibiting the use of hand held telephones or other means of mobile communication requiring hand contact at any time whilst in charge of a moving vehicle or a stationery vehicle with the engine running

## 5.21 Stress

Most people experience stress at sometime in their lives. Stress can be caused by personal circumstances, such as an illness or death of a family member. Also, stress can be caused by our working activities or environment. The situation is often different in the workplace because the underlying causes of 'work-related stress' may not be relieved therefore they continue to build up until the employee can no longer cope.

Stress in the workplace is typically caused either by the job itself:

- boring or repetitive
- unrealistic performance targets
- insufficient training or
- job insecurity

or, through poor working conditions:

- untidy workplace
- unsafe practices
- lack of privacy or security
- inadequate welfare facilities
- threat of violence
- noise or heat or
- poor lighting

It is the policy of **the Trust to alleviate work-related stress by taking a positive attitude through:**

- Taking employees concerns seriously and allowing for a frank, honest and confidential discussion
- Develop an effective system of consultation and communication
- Ensuring that employees are provided with effective job-related training
- Develop an effective employee appraisal system
- Develop clear job descriptions
- Train senior members of staff to recognise the symptoms of stress amongst the workforce and
- Avoid a blame culture over accidents and incidents.

## 5.22 Measuring Performance

The **Trust** recognises that good leadership is based on making business decisions in the full knowledge of the factors that will lead to a successful outcome and deliver the intended benefits. In the past, information on safety performance has relied on factors such as accidents and lost time incident rates. Whilst this is a good indicator of how well personal injury accidents are being managed, it is a poor indicator of how well major hazard risks are being controlled.

Companies with exemplary personal injury incident rates have in the past suffered catastrophic failure in the containment of major hazards, with devastating consequences for the plant, employees, the environment and company reputation.

The **Trust** recognises that developing health and safety objectives has changed the way that information on our health and safety performance can be collected and utilised.

Having health and safety objectives are important to the Trust because:

- They indicate that there is Management commitment to improve health and safety performance
- They motivate the workforce with tangible goals
- They offer evidence of improvement during the monitoring, review and audit phase of the Management System

In addition provision will be made for periodic inspections of workplace activities and internal auditing (at least annually) of the HSG65 safety management system as a means of measuring the success, or otherwise, of policy objectives and the commitment to continued improvement, thereby identifying any requirement for corrective actions at source, or further opportunities for improvement. This audit will be carried at least annually and the results will be discussed at management level so that a strategy for continuing improvement can be developed.