

# WA Health and Safety Policy

## Section 1: General Statement of Health and Safety

The aim of the Westminster Academy's (the "Academy") Governing Body and Principal is to provide a safe and healthy working and learning environment for staff, students, community users and visitors. This will be achieved by implementing the health and safety objectives detailed in this policy.

*"We are committed to provide high standards and attach great importance to the health, safety and welfare at work of all our users (staff, particularly students, community users, parents and other visitors). We believe that reducing risks in the workplace via good health and safety embodies the values of the Academy, and we will ensure that particular care is taken to provide and maintain:*

- Safe places of work that are well maintained, have safe access and egress for all (including those with additional needs) and are without risk to health and safety*
- Safety of visiting contractors, members of the public, authorised visitors and unauthorised persons*
- Safe plant, equipment and systems of work*
- Proper arrangements for the use, handling, storage and transport of articles and substances*
- A safe and healthy working environment throughout*

*We respect all users of the Academy, and recognise our staff as a valued resource. We believe that good health and safety improves the performance and thus the effectiveness of the Academy by reducing injuries, ill health, protecting the environment and reducing unnecessary losses and liabilities.*

*We are committed to pursuing progressive improvements in health and safety, and have nominated a Governor to have specific responsibility for Health and Safety within the Academy".*

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The Academy aims to provide the following, when working on the premises or elsewhere:

- information on the risks associated with the activities being carried out
- instruction, training and supervision to enable employees and students to work safely without risk to their health, and that competent persons to carry out all necessary instruction, training and supervision
- control of emissions into the atmosphere of toxic, noxious or offensive substances.

***This policy<sup>1</sup> is complemented by a number of other Academy policies, e.g. the Educational Visits Policy, Child Protection and LADO policies, Behaviour Policy, Behaviour A-Z, Staff Policies, Internet and Email Usage Policy, Visitor Policy, Critical Incidents Policy, CRB Policy, Medical Treatment Policy, Bullying Policy, Drugs Education Policy etc., and relevant procedures are documented elsewhere, e.g. in the “Staff E-Handbook” and “School Travel Plan”.***

***Procedures which must be followed include:***

- ***thorough knowledge of fire and emergency evacuation protocols, and First Aid procedures as outlined in the Staff E-Book under Protocols and Structure, Routines and Procedures***
- ***relevant notification if a class has moved room***
- ***relevant notification if there is a difficulty in taking a register for a class***
- ***reporting of CCTV malfunction and/or the absence of CCTV posters and/or assistance with CCTV identification***
- ***updating staff, student and visitor records***

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Principal**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Chair of Governors/Appointed Health and Safety Governor**

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<sup>1</sup> The DfE has published an advice document which summarises health and safety law relevant to schools and explains how it affects local authorities, governing bodies, headteachers and other school staff. There is also a generic consent form that schools can adapt. See [www.education.gov.uk/aboutdfe/advice/](http://www.education.gov.uk/aboutdfe/advice/) The Health and Safety Executive has also made available a guidance paper entitled *School Trips and Outdoor Learning Activities: Tackling the health and safety myths* at [www.hse.gov.uk/services/education/school-trips.pdf](http://www.hse.gov.uk/services/education/school-trips.pdf) which outlines the HSE's views on the issue.

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## Section 2: Roles and Responsibilities

### 2.1 Governing Body

The Governing Body has a statutory duty to ensure health and safety at the Academy and to comply, in so far as it is within its power to do so, with the directions of the Department for Education (DfE). Regulation 5, (Para 1) states:

*'That every employer shall make and give effect to such arrangements as are appropriate, having regard for the nature of his activities and the size of his undertaking, for the effective planning, organisation, control, monitoring and review of the preventative and protective measures,'*

It can be noted that the qualifying statement is 'Shall' and therefore an absolute duty. Accordingly, the Governing Body delegates to the Principal this responsibility, whilst recognising its accountability.

### 2.2 The Principal

The Principal has primary responsibility for Health and Safety matters within the Academy, including that of purchase and maintenance of equipment (including fire fighting equipment), for repairs and for the cleaning of internal and external parts of the Academy, and delegates the day-to-day management of this to the Director of Finance and Resources, who is the nominated Health and Safety Co-ordinator. In the Principal's absence, the Director of Finance and Resources, or whomever the Principal nominates, will assume this responsibility.

It will be the responsibility of the Site Services Manager to co-ordinate the division of responsibilities. This will generally include responsibility for common safety matters, such as shared areas of the buildings, co-ordinated fire safety procedures etc.

#### Table of key personnel:

Position	Name	Contact No.	Remit
Principal	Ms Smita Bora	020 7121 0616 (extension 3004)	Responsible Officer
Director of Finance & Resources (Health & Safety Coordinator)	Mr Leslie Boodram	020 7121 0657 (extension 3519)	H&S Coordinator
Site Services Manager	Mr John Conway	020 7121 0630 (extension 3024)	Site H&S, No Smoking
Catering Manager	Mrs Sonya Atkinson	020 7121 0648 (extension 3313)	Food hygiene
Student Welfare Officer	Mr Juned Ali	020 7121 0629 (extension 3023)	First Aid
HR	Mr Garry Nelson	020 7121 0655 (extension 3514)	HR Representative
Director of Business & Enterprise	Dr Saima Rana	020 7121 0631 (extension 3113)	School trip/Internships

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### **2.3 The Director of Finance and Resources (Health and Safety Co-ordinator) is responsible for:**

- ensuring all staff are properly trained and instructed to enable them to carry out their duties and responsibilities
- ensuring all staff carry out their assigned responsibilities and review them accordingly
- ensuring the education of all students is facilitated (including those with additional needs)
- making recommendations for improvements to working conditions and education in Health and Safety for all employees and students
- allocating the necessary resources to allow Health and Safety to be integrated with all management systems
- ensuring accidents and near-misses are recorded and investigated and appropriate action is taken to prevent recurrence
- drawing up annual action plans for Health and Safety
- setting personal objectives and targets
- monitoring of contractors
- ensuring the Academy's policies and procedures are distributed, followed and clearly understood
- ensuring appropriate information, instruction, training, procedures and equipment are available
- ensuring first aiders and fire marshals are provided, trained and cover is available in their absence
- ensuring relevant documentation/records are readily available for inspection
- ensure audits are carried out across the Academy including risk assessments, workplace inspections and procedures and that records are maintained
- ensuring all equipment is maintained in a safe condition and records kept accordingly.

In the interest of 'proportionality, the Director of Finance and Resources will act as the Health and Safety Advisor to the Academy, seeking advice from '*competent persons*' as required, and working in partnership with the Health and Safety Committee to ensure that this role is discharged.

### **2.4 All employees are responsible for:**

- the health and safety of themselves and their colleagues and for any student under their care
- keeping up to date with current safety procedures
- co-operating with the Principal in all matters relating to health and safety
- the correct use of any article or system provided in the interest of health and safety. This includes the intentional or negligent interference or misuse of any such article or system
- reporting any safety concerns to the Principal.

### **2.5 Head of Faculty/Line Managers are responsible for:**

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- Ensuring staff carry out risk assessments on required activities within their areas of responsibility
- delivering appropriate induction training to all students/staff under their care
- being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid etc

## **2.6 Classroom teachers are responsible for:**

- carrying out risk assessments on all activities within their areas of responsibility
- delivering appropriate induction training to all students under their care
- the safety of all children under their care by effectively supervising their activities
- being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid etc
- observing all safety procedures and instructions
- ensuring incident reporting procedures are being followed.

## **2.7 Support staff are responsible for:**

- carrying out appropriate risk assessments on all activities under their responsibility
- the provision of safe equipment for use in classrooms
- the maintenance and inspection of all equipment under their control
- the safety of the preparation rooms, workshops and all other areas in which they work
- the safe disposal of any hazardous materials used in or produced by the classroom activities.

## **2.8 The Site Services Manager is responsible for:**

- the safety and physical condition of the following common use areas in the main building and sports centre:
  - corridors
  - reception areas
  - stairs and toilets
  - meeting rooms
  - staff and Sixth Form social areas
  - unoccupied rooms
  - store rooms
  - offices
  - plant rooms
  - roof access
  - playground
- the control and monitoring of contractors carrying out work within the Academy
- boundary walls and fences and all areas surrounding the buildings
- the security of the Academy.

## **2.9 Contractors working at the Academy**

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The Site Services Manager is responsible for ensuring all contractors working on site are aware of the emergency evacuation procedures and have sight of the Health and Safety Policy as appropriate to their work.

S/he should inform all contractors of any known hazards which might affect them whilst at work. Contractors in turn should notify the Site Services Manager of any hazards arising from their activities which may affect the occupants of the Academy. All contractors should report to the Academy office on arrival and departure.

Detailed control measures are set out at Section 3 to this policy.

## **2.10 Safety Representatives**

The Governing Body recognises the benefits of a co-operative approach to health and safety within the Academy and supports the appointment of Safety Representatives with whom to consult on health and safety matters.

The role of Safety Representatives is set out in the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety Consultation with Employees Regulations 1996. The structure of the Academy safety framework will be developed as set out in these regulations.

Full details of the role and responsibilities of the Safety Representatives are set out in Section 3.3.9 of this policy.

**The person having responsibility for the operation of this function and the Safety Committee is the Director of Finance and Resources – H&S Coordinator.**

The Elected Safety Representative(s) within the Academy are:

Name: Rosette Wilkinson (to: xxx) Trade Union: NUT

Name: Vacant (to: xxx) Trade Union: Unison

Name: Zack Moyo: (to: xxx) Trade Union: NASUWT

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## Section 3: Arrangements

### 3.1 Health and safety training

#### 3.1.1 Management requirement

Management are **required** to provide to all grades of employee such **information, instruction, training** and **supervision** as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees (Health and Safety at Work, etc., Act, Section 2(2)(c) and relevant statutory provisions). They must also take into account employees' and students' capabilities with regard to health and safety.

**The Academy will therefore ensure capability is assessed during induction and at all in-class and out-of-class training activities.**

Health and safety training is an essential element in the formation of safe systems of work. Not only can training help prevent injuries and ill-health, it should also prove a useful investment for reducing the likelihood of errors being made, reduce the risk of accidents, work related ill health and their associated costs.

To achieve the above the Academy will follow good practice and look to adopt aspects of the Health & Safety Executive guidance, HSG 65 – Successful Health and Safety Management. This means that the Academy will look to define the responsibilities and relationships which promote a positive health and safety culture, and secure the implementation and continued development of the Health and Safety policy. This will be achieved through:

- Establishment and maintenance of management **control** within the Academy. *The Academy will use the Health & Safety Committee to discharge this role.*
- Promote **co-operation** between individuals, safety representatives and groups so that health and safety becomes a collaborative effort. *The Academy will use the Health & Safety Committee to discharge this role, but also look to promote Health and Safety through Staff Briefing, Inset days, assemblies.*
- Ensure the **communication** of necessary information throughout the Academy. *The Academy will use the Health & Safety Committee to discharge this role.*
- Secure **competence** of employees. *This will be promoted through staff induction, refresher courses, Inset days and the Health and safety Committee.*

#### 3.1.2 Employee and student health and safety training

The Academy will provide training facilities where necessary so that employees can perform their duties in a safe manner. Management, in compliance with 3.1.1 above, will ensure all employees and students receive adequate health and safety training initially at induction and thereafter at appropriate intervals.

The person having the responsibility for this function is the Director of Finance and Resources.

Training for the students will be built into programmes of study at Key Stage 3 and will be delivered through the integrated curriculum, with key summaries and reminders to all students at the start of each term. The following topics will be covered:

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- the Health and Safety Policy
- hazards associated with work and risk assessment
- emergency procedures, inc. fire and emergency evacuation
- first aid
- staff responsibilities
- student responsibilities
- bullying
- Alcohol and Drug Policy
- how to identify and report hazards
- accident reporting
- Academy routines and procedures, including restricted/prohibited areas.

Health and safety training for all employees will be provided at appropriate intervals and co-ordinated by the Director of Finance and Resources. The portal will cover all the topics mentioned above. The Academy's policy is to provide competent health and safety training courses to at least meet statutory and local requirements and to encourage all levels of employee and student to achieve a high standard of health and safety awareness in the Academy, on educational visits, on work-based training and at home.

### 3.2 Health and Safety Advice

Health and Safety advice can be obtained from key personnel as identified in Section 2.

### 3.3 Safety Representatives and Health and Safety Committee Agreement

#### 3.3.1 Introduction

The Academy, as an employer, recognises and accepts its responsibility to provide a safe and healthy environment by improving working conditions, building safety, the quality of services, reducing accidents, reducing damage to property and taking the necessary steps to develop partnerships supportive to effective health and safety (e.g. Police, Fire Brigade, PCT, WCC). **The person responsible for this function is the Director of Finance and Resources.**

#### 3.3.2 The Academy Safety Committee

The Academy Safety Committee should meet once every term or as agreed by the Chair.

The membership of the Safety Committee is:

Position	Name	Contact No.	Remit
Lead Governor	TBC	n/a	Health & Safety Responsibility
Chair	Mr Leslie Boodram	020 7121 0630 (extension 3024)	H&S Coordinator
Vice Chair	Mr John Conway	020 7121 0648 (extension 3313)	Site H&S, Fire
Member	Mrs Sonya Atkinson	020 7121 0629 (extension 3023)	Catering
Member	Mr Juned Ali	020 7121 0631 (extension 3113)	Student Welfare, First Aid

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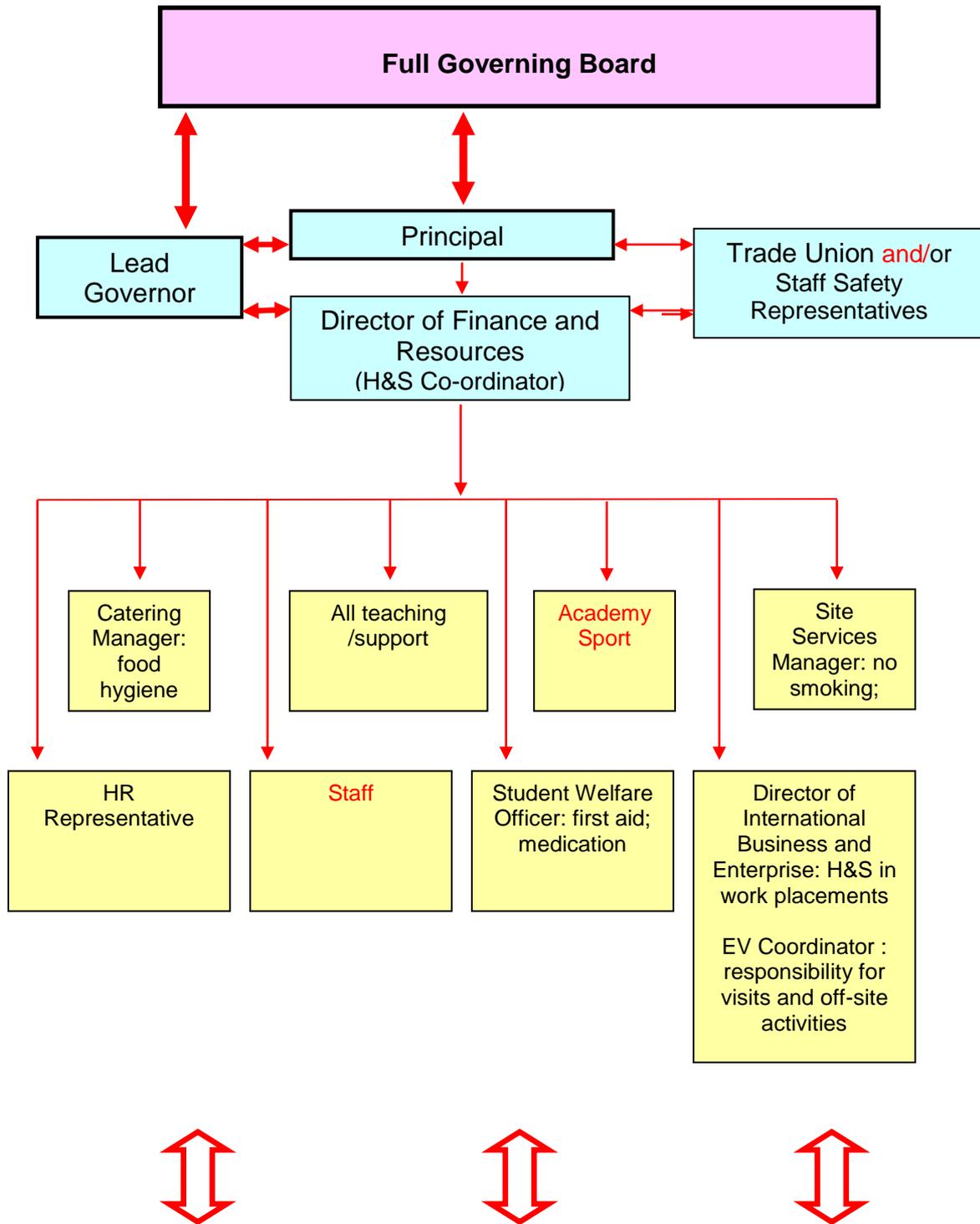
Member	Dr Saima Rana	020 7121 0600	School Trips/Internships
Member	Mr Madanie Kamara	020 7121 0600 (extension 3514)	Staff Welfare
Member	Mr Garry Nelson	020 7121 0600	HR Representative
Member	Mr Alex Owen	020 7121 0600 (extension 3009)	IT Representative
Member	Mr Andy Crompton	020 7121 0642 (extension 3402)	PE (Associate member)
Member	Ms Tacita Wallace	N/A	Academy Sport
Member	Vacant	020 7121 0600	Unison Representative
Member	Ms Rosette Wilkinson	020 7121 0600	NUT Representative
Member	Mr Zack Moyo	020 7121 0600	NASUWT Representative
Member	Vacant	020 7121 0600	Designated Faculty Representative (Teaching)
Member	Mrs Agatha Fredrick	020 7121 0630 (extension 3024)	Designated Faculty Representative (Support)

The Committee may Co-Opt additional members for fixed periods as required.

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**These organisational arrangements for staff with health and safety responsibilities are represented diagrammatically below.**



**Staff/Students**

**Contractors/Visitors (inc. Parents)**

**Volunteers**

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### 3.3.3 Terms of reference

The objective of the Committee is to promote co-operation between management and employees in the development and implementation of measures to ensure the health and safety of employees and others who may be affected by employees' work activities.

In discharging this role, the Committee will recognise the separation of duties that exist between Policy Makers, Planners and Implementers and in so doing recognise how effective health and safety contributes to performance.

The Committee *may*, for example, consider:

- Academy safety procedures, to check that these are adequate and that safe systems of work are in operation, i.e. when new equipment or systems of work are introduced
- safety training, to check that it covers any local hazards
- ways in which the Academy might be made safer
- Safety Representative reports, encouraging employees to take an interest in safety and to make suggestions on how to reduce accidents
- the adequacy of health and safety communication, reviewing how safety publicity is, or could be more effectively, used
- providing a link with the enforcing authorities, considering reports and information from enforcing authorities
- local accidents and notifiable disease statistics and trends and try to find out if there are any special hazards that need to be dealt with, including the examination of safety audit reports
- demonstrate compliance to the legal requirement of a Health and Safety Management System<sup>2</sup> (HSMS), via the 4 C's:
  - **CONTROL** – *Organise (Development & Control), Planning and Implementation (Supervision), Measuring Performance (Active & Reactive Monitoring), Audit and Review*
  - **CO-OPERATION** – *Procedures, Structures*
  - **COMMUNICATION** – *Contacts*
  - **COMPETENCE** – *Organisational/Personal Responsibilities (Recruitment, Training Needs, Training provision, Assistance)*

### 3.3.4 Committee Structure

The structure should ensure there are representatives of the Principals Group, teaching staff and support staff. The committee should in addition have a Governor member who has specialist knowledge in health and safety practices.

### 3.3.5 Arrangements for meetings

(a) The Committee should meet on a pre-determined termly basis. The Secretary for the Committee will be a member of the admin staff, and the Chair will be the Director of Finance and Resources.

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<sup>2</sup> A Health and Safety Management system is a complete process of hazard identification, risk assessment and control, employee training, record keeping, program assessment and management involvement throughout, designed to effectively manage and ensure continued employee health and safety in the workplace

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(b) The agenda for the Committee meetings will be circulated with appropriate report items and minutes to all Committee Members at least two weeks in advance. The agenda will be formulated by the Secretary in response to pertinent submitted items together with on-going interests. All submissions should reach the Secretary before the agenda is circulated. Only urgent items that have arisen since the agenda issue will be accepted as “Any other Urgent Business”.

(c) Resolutions will only be formulated by consensus. Serious matters that cannot achieve consensus may be referred to other channels, e.g. the Principals Group or Governing Body.

(d) Minutes of the meetings will be compiled by the Secretary and circulated together with any action memoranda within two weeks of the meeting. Urgent action items will be facilitated immediately after the meeting. A summary of health and safety issues addressed by the Committee will be reported to the Principal and Governing Body annually.

### **3.3.6 Communications framework**

Through staff meetings and briefings, health and safety items will need to be communicated, discussed and problems addressed. Major or unresolved matters will then be directed to the Principal for either immediate action or referral to the Health and Safety Committee.

It is recognised that an essential condition for the effective working of the Health and Safety Committee is good communications between management/Safety Representatives and the Committee. The Academy will seek to utilise the health and safety knowledge and experience of their employees and in-house experts.

### **3.3.7 Safety Representative appointment**

The appointment of Safety Representatives will evolve from a process of agreement amongst recognised trade unions. Wherever practicable union appointed Safety Representatives should have at least two years’ experience related to the work of the employees they represent.

The Director of Finance and Resources will liaise with the relevant unions to ensure staff have appropriate training. After appointment the appointee immediately receives the entitlements as stated in the Safety Representative and Safety Committee Regulations 1977 (as amended) and the Management of Health and Safety at Work Regulations 1999.

### **3.3.8 Functions of Safety Representatives**

Recognised Safety Representatives have statutory functions including:

- to investigate potential hazards and dangerous occurrences and to examine the causes of accidents at the workplace
- to investigate complaints by employees
- to make representations to the employer on the above and other general matters of health, safety and welfare
- to carry out safety inspections
- to represent employees in consultation with an enforcing authority
- to receive information from HSE inspectors (HSWA s28.8)
- to attend Safety Committee meetings in their capacity as a Safety Representative.

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**(NB: employees appointed and recognised as Safety Representatives will not incur criminal or civil liability for any legal actions related to fulfilling their functions.)**

### **3.4 Risk Assessment**

#### **3.4.1 Introduction**

The Management of Health and Safety at Work Regulations 1999 (Regulation 3) require management to carry out suitable and sufficient risk assessments to identify the risks to employees, students and others who may be affected by their undertakings. In doing so, the Academy will identify any risks to employees, students and others, enabling remedial action to be taken to eliminate or reduce them to the lowest practicable level and take into account vulnerable groups, e.g. women of child-bearing age and persons with mobility problems.

The Academy will, therefore, conduct assessments for all the activities they are responsible for, detailing any hazard and subsequent risk and remedial action required ensuring the risk assessment is undertaken by a competent person who has received adequate risk assessment training, supervision and occupational experience.

The person having responsibility for the implementation of this function is the Director of Finance and Resources.

#### **3.4.2 Risk Assessment**

A risk assessment should be carried out for several reasons, namely:

- to identify the hazards arising from work activities that employees, students and other people are exposed to
- to decide on the likelihood and severity of harm or damage occurring to people, equipment or property from those hazards
- to determine what action needs to be taken to adequately control the risks identified
- to help decide what needs to be done to comply with health and safety legislation
- to record the findings and formalise where necessary to prove that the assessments were suitable and sufficient
- review the assessments from time to time and revise if necessary. Changes in methods and equipment may change the hazards and risks.

A copy of the Academy's risk assessment form is set out at Annex A.

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## 4. Arrangements and Procedures

### 4.1 Overview

This section of the policy defines the arrangements and procedures that are in place to ensure compliance with the Governing Body's General Statement of Health & Safety. A number of arrangements are in place for managing health and safety across the Academy, and will have been covered in the previous sections of this policy.

Any accident/incident that occurs within the Academy to a member of staff/student, including off site where they are on official Academy business, must be recorded in the Accident Book. **The Accident book is kept in the HR room (Room 114)**

A summary of named individuals within the section are:

Remit	Name	Contact No.
Director of Finance & Resources (H&S Coordinator)	Mr Leslie Boodram	020 7121 0657 (extension 3519)
Site Services	Mr John Conway	020 7121 0630 (extension 3024)
Catering	Mrs Sonya Atkinson	020 7121 0648 (extension 3313)
Student Welfare Officer	Mr Juned Ali	020 7121 0629 (extension 3023)
School Trips/Internships	Ms Saima Rana	020 7121 0631 (extension 3113)
Staff Welfare	Mr Madanie Kamara	020 7121 0600
HR Representative	Mr Garry Nelson	
PE (Associate member)	Mr Andy Compton	020 7121 0600
Academy Sport	Ms Tacita Wallace	020 7121 0642 (extension 3402)
Unison Representative	Ms Sandra Taylor	N/A
NUT Representative	Ms Rosette Wilkinson	020 7121 0600
NASUWT Representative	Mr Zack Moyo	020 7121 0600
Designated Faculty Rep	Vacant	020 7121 0600
Designated Faculty Rep	Mrs Agatha Fredrick	020 7121 0600

### 4.2 Workplace Health and Safety

#### 4.2.1 Introduction

This section sets out the measures that must be taken to provide and maintain a safe and healthy working environment.

It should be remembered that the physical condition of the workplace and the working environment are often major contributing factors in accidents. The vast majority of accidents for example that occur in the workplace are due to slips, trips and falls. These accidents are also some of the easiest to prevent both in time and expense. In addition, serious injuries or fatalities can occur when people work at heights or work in the vicinity of vehicle movements.

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The person having responsibility for the implementation of this function is the Director of Finance and Resources.

Employers or persons in control of buildings should always carry out suitable and sufficient risk assessments on the work activities being undertaken to ensure that the proper control measures are in place. The assessments should be reviewed as necessary to ensure they are still valid.

The Construction (Design and Management) Regulations 2007 require that designers of buildings ensure that adequate precautions are taken to either design out the potential risks associated with buildings (access to roofs, window cleaning etc.) or ensure that adequate safeguards are built in, such as secure anchors for harness attachment. This applies only to design work carried out after the Regulations came into force in 1995.

In this context the working environment means the workplace itself and the local environmental conditions in which people are expected to work including:

- the general decor
- basic furnishings
- workstation equipment
- work space
- heating
- lighting
- ventilation and air conditioning.

#### **4.2.2 Room dimensions and space**

##### **Management will:**

- Ensure every workroom has sufficient floor area, height and free space. The total volume of an empty room, when divided by the number of people normally working there, should be at least 11 cubic meters (any height above 3 meters is excluded).

#### **4.2.3 Lighting**

Ensure every workplace has suitable and sufficient lighting that enables people to work, use facilities and move from place to place safely and without experiencing eye-strain. Emergency lighting should be provided in workrooms where the sudden loss of light would present serious risk and on all emergency escape routes.

#### **4.2.4 Temperature**

Ensure during working hours the temperature in all workplaces inside buildings is reasonable (i.e. not too cold or hot) and that a sufficient number of thermometers are provided to enable persons at work to determine the working temperature. The temperature should provide reasonable comfort without the need for special clothing. This standard does not apply to places where it is impractical to maintain reasonable temperatures e.g. places that have to be open to the outside, or where food or other products have to be kept cold. HSE guideline minimum temperatures to be achieved as soon as practicable and in any case during the first hour of starting work are:

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- Where work involves strenuous activity: **13°C**
- Where most work involves sitting down or does not require strenuous activity: **16°C**

#### **School rooms specific**

- Areas where there is the normal level of physical activity associated with teaching, private study or examination: **18° C**
- Areas where there may be a lower than normal level of physical activity because of sickness or physical disability, e.g. the medical room: **21°C**
- Areas where there is a higher than normal level of physical activity (for example areas used for physical education), washrooms and circulation spaces: **15°C**

#### **4.2.5 Ventilation**

Ensure every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air. Mechanical ventilation systems are provided in the Academy.

Where mechanical ventilation systems re-circulate air, including air conditioning systems, and where if such systems breakdown there would be a detrimental effect to the health and safety of workers, a breakdown warning device must be installed and effectively maintained. The guideline maximum temperature is **30°C**.

The maintenance of air conditioning systems must also include adequate preventative measures to prevent the risks of legionellosis (refer to HSE Guidance Note HS(G) 70 - the control of legionellosis including legionnaire's disease).

#### **4.2.6 Furniture, equipment, shelving and partitioning**

Ensure all furniture, equipment, shelving and partitioning is safe for normal usage and that an adequate repair and or replacement system is practised at all working times.

#### **4.2.7 General maintenance**

Ensure the workplace and the equipment, devices and systems are maintained (including cleaned as appropriate) in an efficient state, in efficient working order and in good repair (efficiency in this context means efficient from the view of health, safety and welfare not productivity or economy).

#### **4.2.8 Cleaning and waste materials**

Ensure every workplace and the furniture, furnishings and fittings therein are kept sufficiently clean. Accordingly the surfaces of the floors, walls and ceilings of all workplaces inside buildings shall be capable of being kept sufficiently clean.

So far as is reasonably practicable, waste materials shall not be allowed to accumulate in any workplace except in suitable receptacles. Waste other than that normally collected by building cleaning operatives should be taken to the appropriate refuse storage areas as soon as is practicable.

#### **4.2.9 Workstation arrangements**

Ensure every workstation is so arranged so that all tasks can be carried out safely and comfortably and not cause a health and safety hazard to others. Seating should be able to

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adjust to provide adequate lower back support and a footrest should be provided for any sedentary worker who cannot comfortably place their feet onto the floor.

#### **4.2.10 Condition of floors and traffic routes**

Ensure all workplace floors are of sound construction and of adequate strength and stability bearing in mind the loads to be placed on them and the traffic passing over them. Floors should not be overloaded.

Ensure floors and traffic routes are free from any hole, slope or uneven slippery surface which is likely to:

- cause a person or student to slip, trip or fall
- cause a person or student to drop or lose control of anything being lifted or carried
- cause any instability or loss of control of vehicles and/or their loads.

Ensure all defective or slippery floors are conspicuously signed and guarded until rectified.

Ensure arrangements are made to minimise slipping risks from snow, ice, frost or algae on all floors, stairways, roof walkways and traffic routes.

Ensure all floors and traffic routes are kept free of obstructions which may present a hazard or impede access

Ensure secure and substantial handrails are provided and maintained for staircases, slopes, to minimise the dangers of people falling and slipping.

#### **4.2.11 Falls or falling objects**

Ensure adequate, effective and secure fencing is provided wherever a person or student in danger of falling and causing themselves serious injury (other than staircases).

Ensure adequate, effective and secure fencing is provided wherever any object is likely to fall and cause a person an injury or cause property damage.

#### **4.2.12 Windows and transparent/translucent doors, gates and walls**

Ensure transparent/translucent surfaces in doors, gates, walls and partitions are of a safety material (in the case of glass to B.S. 6262:1982) or be adequately protected against breakage in the following:

- In doors and gates or their side panels; where any part is at shoulder level or below;
- In windows, walls and partitions where any part is at waist level or below.

#### **4.2.13 Window Cleaning**

Ensure suitable provision is made so that windows and skylights can be cleaned safely if they cannot be cleaned from the ground.

Suitable provision includes:

- Windows that can be cleaned safely from the inside.
- Providing suitable conditions for the use of mobile access equipment.

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Ensure all **window cleaning** operations comply with HSE publications GS 25 (ISBN 0118856820) and PM30 (ISBN 0118835777) and BS8213:Part1:1991.

#### **4.2.14 Sanitary Conveniences**

Ensure there are suitable and sufficient sanitary conveniences to enable everyone at work to use them without undue delay.

Ensure there are suitable and sufficient special facilities for disabled staff and students.

#### **4.2.15 Washing Facilities**

Ensure there are suitable and sufficient washing facilities with hot and cold running water.

Ensure there are sufficient and suitable showers where work is particularly strenuous, dirty, or results in contamination of the skin by harmful or offensive substances.

Ensure facilities are adequately safeguarded to comply with Control of Substances Hazardous to Health Regulations 1999, Regulation 6 (Control of Legionella).

#### **4.2.16 Drinking water**

Ensure an adequate supply of wholesome drinking water is provided for all persons at work.

Ensure drinking cups or beakers are provided unless the supply is by means of a drinking fountain. In the case of non-disposable drinking vessels a facility for washing them should be provided nearby.

Ensure drinking supplies and non-drinking supplies are clearly marked.

Ensure facilities are adequately safeguarded to comply with Control of Substances Hazardous to Health Regulations 1999, Regulation 6 (Control of Legionella).

#### **4.2.17 Accommodation for clothing**

Ensure suitable and sufficient accommodation is provided for the clothing of any person at work which is not worn during working hours.

Ensure suitable and sufficient accommodation is provided for special clothing which is worn by any person at work but which is not taken home. Special clothing includes overalls, uniforms, and personal protective equipment.

Ensure the accommodation is secure, clean, warm, dry and well ventilated and where damp or wet clothing can dry out during a reasonable time span.

Ensure sufficient and suitable changing facilities are provided for any person at work who has to wear special clothing and to do so have to remove more than outer clothing. Changing facilities be provided with adequate space and seating and should contain, or communicate directly with, clothing accommodation and showers, if provided, and ensure the privacy of users.

#### **4.2.18 Facilities for rest and to eat meals**

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Ensure suitable and sufficient rest facilities are provided to satisfy agreed meal and rest breaks. The facilities should be clean and have sufficient seats with backrests and tables for the number of employees likely to use them at any one time.

Ensure good hygiene standards are maintained in those parts of rest facilities used for eating or preparing food and drinks.

Ensure facilities for pregnant women and nursing mothers to rest are situated conveniently near to sanitary facilities and, where necessary, include the facility to lie down.

Detailed guidance on food hygiene is given at section 4.20 to this policy.

### **4.3 Reporting of injuries, diseases and dangerous occurrences**

#### **4.3.1 Introduction**

The requirement to report certain injuries, diseases and dangerous occurrences to the Health and Safety Executive is contained in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1999 (RIDDOR).

There are a number of reasons why accidents must be reported:

- to comply with legal requirements
- so that the causes can be investigated in order that action can be taken to prevent recurrence
- in order that statistics can be compiled (recurring events might highlight a problem not highlighted by a single event) to help direct the accident prevention effort.

***All members of staff are responsible for reporting all incidents to the Director of Finance and Resources.***

***Students must be instructed to report all incidents to their teacher.***

***Any visitors, contractors, members of the public, whilst on the Academy site, must be made aware of the need to report any incident to the appropriate person immediately.***

#### **4.3.2 Procedure for reporting accidents**

Each incident will be reported as soon as practicable after the event, preferably by the employee concerned, to the Director of Finance and Resources, in the accident book (situated in 114) or in the medical book (situated in Room 410 – Sports building).

#### **4.3.3 Action required concerning serious occurrences**

The following injuries and conditions are notifiable immediately to the Health and Safety Executive and apply equally to employees, students, contractors, consultants and other parties, including the general public, who are involved in an accident connected with Westminster Academy's work or where that person is taken to hospital.

NB: initial notification to the HSE by telephone with written confirmation to follow within ten days.

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- Any accident at work resulting in death (N.B. includes any known accident that contributes to death within a year of the accident date)
- Any fracture apart from those in fingers, thumbs or toes
- Any amputation, whether as a direct result of the accident or carried out as a surgical procedure following the injury
- The loss of sight (temporary or permanent), a penetrating injury to an eye or eye damage caused by chemicals or hot metal
- Electrical injuries that require resuscitation, lead to unconsciousness, or result in admittance to hospital for over 24 hours
- Unconsciousness resulting from lack of oxygen or exposure to a harmful substance
- Acute illness requiring medical treatment, or loss of consciousness, resulting in either case from the absorption of any substance by inhalation, ingestion or through a break in the skin
- Any injury resulting in hypothermia, unconsciousness, heat-induced illness requiring resuscitation or hospitalisation for over 24 hours
- Acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a biological agent or its toxins or infected material
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours
- An injury to a non-working person who suffers the injury as a result of an accident arising out of, or in connection with Academy operations and the person is then taken from the accident site to a hospital for injury treatment
- An assault on an employee
- Dislocation of a shoulder, hip, knee or spine.

#### **4.3.4 Submission of a written accident report to the Health and Safety Executive (F2508)**

There is a legal requirement to send a written report (F2508) of certain accidents to the Health and Safety Executive, as follows:

- all accidents referred to in paragraph 4.3.3 above
- any other accident where a person at work is incapacitated from their normal work for more than 7 consecutive days **not** including the day of the accident.

#### **4.3.5 Reporting of dangerous occurrences**

There is a legal requirement to notify to the Health and Safety Executive of any dangerous occurrence as defined in Schedule 1 of RIDDOR.

In the event of a dangerous occurrence, it is the duty of all staff to notify the Director of Finance and Resources (or Site Service Manager in his absence).

#### **The defined dangerous occurrences include:**

- the collapse, overturning or failure of a load-bearing part of a lift, hoist, crane, derrick, mobile platform, an excavator, pile-driving frame with an operating height of more than seven metres
- the explosion, collapse or bursting of any closed vessel or associated pipe work
- any plant or equipment coming into contact with overhead power lines
- any electrical short circuit or overload causing fire or explosion

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- any unintentional explosion, misfire, or failure of demolition to cause the intended collapse, or the projection of materials beyond a site boundary
- the collapse or partial collapse of any scaffold
- any fire or explosion resulting in the suspension of work for more than 24 hours
- the uncontrolled or accidental release of any pathogenic substance
- any ignition or explosion, where the ignition or explosion was not intentional
- any incident where breathing apparatus malfunctions in such a way as to deprive the user of oxygen.

#### **4.3.6 Reporting cases of disease (F2508A)**

There is a legal requirement to forthwith notify to the Health and Safety Executive in writing (F2508A) any case of work induced disease as listed below:

- poisonings
- skin diseases
- lung diseases
- infections – e.g.: hepatitis, tuberculosis, anthrax, Leptospirosis
- upper limb disorder associated with a repetitive movement.

All members of staff have the responsibility to report any work reportable disease, whether staff or student associated, to the Director of Finance and Resources immediately after diagnosis.

In the event of the occurrence of a work reportable disease, it is the duty of the Director of Finance and Resources to make a report to the Health and Safety Executive as soon as practicable.

#### **4.3.7 Accident, incident (including violence), disease investigations**

When an accident, near miss, dangerous occurrence or reportable disease occurs, it should be investigated by the Director of Finance and Resources and actioned to identify:

- the immediate cause(s) (e.g. trailing cable, scaffold collapse) and the underlying causes (the reasons for the trailing cable, defective materials)
- any lessons to be learned including any shortfalls in health and safety performance, standards or procedures
- the unsafe conditions and the unsafe acts
- adequacy of supervision
- adequacy of training
- any actions required to prevent a recurrence.

The majority of episodes will be dealt with directly by the Director of Finance and Resources and discussed by the Principals Team. Some may be referred to the Health & Safety Committee.

### **4.4 First aid facilities and personnel**

#### **4.4.1 Introduction**

First aid is the initial assistance or treatment given to a casualty for any injury or sudden illness before medically qualified persons take over. The person having responsibility for the

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implementation of this function is the Director of Finance and Resources through the Student Welfare Officer.

In rare cases such treatment can mean the difference between life and death. In the majority of cases giving care with confidence can help to assure the casualty and reduce the dangers of shock and anxiety.

The Academy will ensure an appropriate number of first aiders are in place based on risk assessment findings. The Principal will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave. The following staff are trained in first

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30am – 9:30am	Wahida Rahman	Effat Rahimi	Effat Rahimi	Wahida Rahman	Effat Rahimi
Lesson 1	Elizabeth King	Dharmesh Chauhan	Nick Rawson	Louisa Jurkiewicz	Vacant
Lesson 2	Madanie Kamara	Nick Rawson	Elizabeth King	Vacant	Nick Rawson
Lesson 3	Vacant	Louisa Jurkiewicz	Marcos Vilchez	Dharmesh Chauhan	Marcos Vilchez
	Mary Drop in sessions during KS3 lunch				
<b>Lunch 12.50 pm – 1.20 pm</b>	Elizabeth Mingle	Elizabeth Mingle	Elizabeth Mingle	Elizabeth Mingle	Elizabeth Mingle
<b>Lesson 3</b>	Vacant	Louisa Jurkiewicz	Marcos Vilchez	Dharmesh Chauhan	Marcos Vilchez
	Mary Drop in sessions during KS4 lunch				
Lesson 4	Eartha Pond	Vacant	Vacant	Wahida Rahman	Madanie Kamara

aid; hold the required qualification and are nominated first aiders:

*NB. First Aid Rota for 2012 (@ 14 December 2011)*

### ***Contact for these individuals can be made via Customer Services***

#### **4.4.2 Provision of first aid equipment**

It is a statutory duty, under the Health and Safety (First Aid) Regulations 1981, for every employer to provide equipment and facilities, which are adequate and appropriate, for employees if they are injured or become ill at work.

The minimum level of provision for any work site is a suitably stocked first aid box which should:

- be clearly identified with the appropriate sign (white cross on a green background)
- be kept in a readily accessible location (e.g. laboratory wall) near to the first aiders
- contain a sufficient quantity of suitable first aid materials and nothing else (no medicines etc).

#### **First aid boxes are located at the following points:**

- Reception Area [Customer Services to administer]
- Global Café

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- Room 130,112,,225 214, Kitchen (Sky Dining) and Site Service Office (Lower Ground)
- Medical Room 410 (Sports Building) [Student Welfare Officer to administer]

The Student Welfare Officer is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once termly/quarterly.

The precise nature of the materials (and their quantities) in the first aid box should be based upon the findings of the first aid assessment. However, where there are no specific or unusual risks, the first aid box will contain the items listed below:

<b>Material</b>	<b>Quantity (first aid kits)</b>	<b>Quantity (travelling first aid kits)</b>
a) <i>A general guidance leaflet on first aid</i>	1	1
b) <i>Sterile eye pads, with attachment</i>	2	not required
c) <i>Individually wrapped triangular bandages</i>	4	2
d) <i>Safety pins</i>	6	2
e) <i>Medium-sized, individually wrapped, sterile unmedicated wound dressings (approximately 12 cm X 12 cm)</i>	6	not required
f) <i>Large sterile individually wrapped unmedicated wound dressings (approximately 18 cm X 18 cm)</i>	2	1
g) <i>Disposable gloves</i>	1 pair	1 pair
h) <i>Individually wrapped moist cleaning wipes</i>	not required	suggest minimum of 6

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) should be provided in sealed disposable containers. Once opened, the containers should be disposed of.

The Director of Finance and Resources through the Student Welfare Officer should implement a procedure to ensure that the school is informed by the parent/guardian of any student suffering from any condition which requires specific treatment.

The first aid treatment record book for recording details of all first aid administered is kept in Room 410 (Sports Building) and administered by the Student Welfare Officer.

Details of contact numbers of hospital accident and emergency departments are:

#### **NHS Emergency Units**

St Mary's Hospital: 020 3312 6666

St Charles Hospital (minor accident and emergency): 0208 962 4262

#### **School Nurse**

Mary Dillon-Hanley

Phone: 0207 266 8764

Admin: 0207 266 8760

Mobile: 07 827 2904

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Address:

Children, Family, Health & Wellbeing Directorate  
Central London Community Healthcare NHS Trust  
The Medical Centre  
7e Woodfield Road  
London W9 3XZ

### **Health Protection Unit**

Tel: 020 8327 7181

Fax: 020 8327 7206

North West London Health Protection Unit  
Health Protection Agency  
61 Colindale Avenue  
London NW9 5EQ

These details are also displayed outside Room 410 (Sports Building).

#### **4.4.3 Director of Finance and Resources Responsibilities**

In conjunction with the Student Welfare Officer, the Director of Finance and Resources will ensure risk assessments are carried out in all areas of the Academy and that adequate and appropriate first-aid equipment and facilities are provided to cater for employee, student or other person's accidents and illnesses. This includes evaluating the nature of tasks and their accident potential.

S/he will also provide and manage adequately trained personnel to undertake first-aid duties. Training must be provided by an HSE approved organisation and follow a statutory four day (or equivalent) syllabus.

S/he will ensure that there is always a first-aider available during the Academy's opening hours and that a record system of all treatments is kept in a suitable place and readily available at all times (this is in addition to the accident reporting system).

All staff and students will be informed about the first-aid arrangements, including the location of equipment and the identity and contact procedure of the first-aiders.

The Academy has an Occupational Health service provider who may be called upon to advise on first aid and other health matters.

#### **4.4.4 Employee's responsibilities**

##### ***Staff should:***

- ensure they are familiar with the first aid provisions at their workplace
- ensure the Student Welfare Officer and first-aiders are advised of any condition they have that may require treatment whilst at work (e.g. diabetes, angina, epilepsy)
- report any accident or illness to their line manager

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- co-operate with the Student Welfare Officer and/or first aiders on all matters related to first aid
- report any missing or defective first aid items immediately to Student Welfare Officer

## **4.5 Fire Safety**

### **4.5.1 Introduction**

**Fire pays no respect to life, jobs, property or personal effects.** Fires occur with little or no warning and can spread heat and smoke at alarming speeds, with devastating results.

The Regulatory Reform Fire Order 2005 place duties on employers to safeguard the safety of employees in case of fire. The measures needed to comply with these duties should be identified by carrying out a risk assessment, as required by the Management and Health and Safety at Work Regulations 1999.

Sensible fire precautions and well worked and practised emergency procedures can help to prevent tragedies as well as satisfy fire legislation.

The person having responsibility for the implementation of this function is the Director of Finance and Resources, in conjunction with the Site Services Manager.

### **4.5.2 Standards required**

**The following legislation relates to fire safety:**

- The Regulatory Reform Fire Order 2005
- Health and Safety at Work etc. Act 1974

### **4.5.3 Measures to control fire risk**

**Grouped into the following categories:**

- measures used to prevent fires occurring
- measures used for giving warning of a fire and for fire-fighting
- measures used to enable people to escape from the premises to a place of safety
- fire emergency procedures and fire training.

### **4.5.4 Practical steps**

- Assess the fire risks in the Academy.
- Check that a fire can be detected in a reasonable time and that people can be warned reliably.
- Check that people who may be in the building can get out safely.
- Provide appropriate fire-fighting equipment.
- Check that those in the building know what to do if there is a fire.
- Check and maintain fire safety equipment.

The regulations will be enforced by the London Fire Brigade, who will use the Academy's own assessment of the risk of fire as a starting point.

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### Considerations for the evacuation of people with additional needs

Wheelchair users	Should not use lifts in an evacuation. Wheelchair users, teaching and support staff will be trained to use the place of safe refuge provided for each story exit and await rescue by fire brigade personnel.
Impaired vision	Staff/students with impaired vision will be trained to become very familiar with escape routes. Sighted members of staff will be trained to assist those with poor sight along the escape route to the place of safety. A sighted member of support staff will work near to a person with poor sight so that they can lend assistance if required.
Impaired hearing	For staff and students with impaired hearing, support staff will be trained to assist them in an evacuation.
Additional needs	Members of staff supervising additional needs students are to be given specific instructions regarding what to do in the event of a fire; trained support staff should be on hand to assist such persons to a place of safety and remain with them.

#### 4.5.5 Site Services Manager's responsibility

- All doors leading to a means of escape are kept unlocked (or opened by an automatic system in an emergency) and kept obstruction free whilst any person is in the building
- All exits, including fire exit, affording means of escape from the building, are signed and illuminated according to the regulations
- All corridors are free from obstruction
- All fire/smoke stop doors are kept closed. (The use of door wedges will distort the door and prevent self-closing. Fire doors are provided to delay the spread of fire and smoke. They cannot fulfil this important function if they are left open).
- Monthly checks are to be carried out to ensure correct workings and to record the results in the log book
- Emergency evacuation procedures are to be carried out at termly intervals and the recorded results are entered into a log book
- All fire extinguishers are to be examined by a competent person after use or at least once a year and marked to show when they were last inspected
- All fire extinguishers are to be checked by the Site Services Manager, and the results recorded, on a monthly basis
- Concentrations of combustible waste should be regularly removed from work areas and escape routes
- A full fire risk assessment is undertaken at regular intervals.

All employees should co-operate with the Director of Finance and Resources to ensure fire safety compliance. *They* should also make sure that they and all their students know what to do in the event of an emergency.

#### 4.5.6 Staff responsibilities

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**All staff should:**

- report to the Site Service Manager, any case where a fire door or escape corridor is found to be locked or obstructed
- report to the Site Services Manager, any case where fire stop doors are wedged open or fail to effectively close
- co-operate with management in reporting any matter which could give rise to a fire hazard
- refrain from any action, such as blocking means of escape, or moving a fire extinguisher which could lead to danger or confusion in an emergency
- co-operate with managers in respect of any emergency or practice evacuations
- refrain from storing or leaving unwanted waste in work areas (all such waste should be stored in bins and not left on the floor either in work areas or in the bin room)
- ensure they know what to do in an emergency
- immediately raise the alarm in the event of any fire.

**4.5.7 Fire Evacuations and Emergency Arrangements**

The Director of Finance and Resources will review the emergency plan on an annual basis, revised as necessary and communicate to all staff.

In the event of a fire alert/alarm the Site Services Manager will coordinate the evacuation of pupils/young people/others to the designated assembly point.

The Director of Finance and Resources or the Site Services Manager will summon the emergency services as necessary;

Notices will be posted at key points throughout the establishment and staff must ensure that they are conversant with these notices.

The safe evacuation of persons is an absolute priority. Staff are responsible for ensuring that children in their care are escorted out of the building when the fire alarm has been sounded or in any other emergency. An appropriate number of fire marshals will operate in the establishment and will be appropriately trained. The following staff are designated as fire marshals:

Smita Bora  
John Conway  
Tommy Palmer  
Leslie Boodram

John Conway	Alarm Panel and location check
Effat Rahimi-Kaloujeh	General
Abul Khair	Lower Ground
Alex Owen	Ground Floor
Simon Maskell/Saima Rana	First Floor
Jennifer Ricketts/Leslie Boodram	Second Floor
Anita Bjelica/Sonya Atkinson	Third Floor

Specific arrangements will be put in place for evacuation for anyone with special needs or a disability.

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Fire evacuation tests (Fire Drills) are carried out at least on a termly basis, and the fire drill reports are sent to the Principal and the Health & Safety Committee.

The Site Services Manager will ensure that the fire alarm system and fire appliances are tested and properly maintained. A fire risk assessment will cover the building and will be reviewed on an annual basis by: both

- **Fire Equipment:** Baron Fire: Unit G5, Lubards Farm, Hullbridge Road, Rayleigh, Essex, SS6 9QG [01702 230082]
- **Fire Alarm Maintenance:** Fire Maintenance Ltd, 2B Thorpe Crescent, Walthamstow, London E17 5BY [0208 523 1919]

Fire alarm tests will be undertaken weekly and a record kept in the fire log book. Regular inspections of the premises and grounds will be undertaken each term or more frequently if possible.

An annual maintenance service of all extinguishers and emergency lighting, in the school will be undertaken by the establishments planned preventative maintenance provider in accordance with a published schedule.

Defects on the system, defective equipment or extinguishers that need recharging should be reported directly to Site Services Manager.

## **4.6 Bomb Threat**

### **4.6.1 Introduction**

Bombs have been a popular terrorist weapon from the 19th century onwards, but even during periods of heightened terrorism, the chances of any given individual being affected by a bomb attack is low. Some locations, organisations and individuals remain more likely than others to be the target of terrorist attack. And terrorists do not always target specific organisations when they plant bombs. They may well plant them at random, so the Academy may be affected simply because of where it is situated. Most terrorist bombs are improvised and so are known as improvised explosive devices or IEDs. They can be categorised by their means of delivery:

- ● Vehicle (car, lorry, bike)
- ● Letter (parcel or packet)
- ● Person-borne (rucksack, briefcase, handbag or concealed on the body)
- ● Mortar

They can also be categorised by content:

- ● Chemical
- ● Biological
- ● Radiological
- ● Nuclear
- ● Incendiary
- ● Conventional IED

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#### **4.6.2 Bomb evacuation**

In the case of a bomb, or when the decision to evacuate the premises has been taken, the object is to get students/staff out quickly without panic or disorder. The fire alarm will be used as a method of initiating an evacuation and the fire procedures will apply. However, there will be no re-entry into the building until given approval by the Police or Bomb Disposal Officers.

#### **4.7 No smoking policy**

##### **4.7.1 Introduction**

Westminster Academy wants to provide a tobacco smoke free environment for all its employees and visitors within all its premises in the interests of their health and safety. This policy will ensure such a provision and will be honoured by all staff.

Smoking constitutes a fire risk and a hazard to the health of all its employees, both smokers and non-smokers (as a result of “passive smoking”). It is therefore against Westminster Academy policy for anybody to smoke on the premises.

The person having responsibility for the implementation of this function is the Site Services Manager.

##### **4.7.2 Monitoring of policy**

The no smoking policy will be included in information made available to all staff and students. It will also be actively promoted through the integrated curriculum and PSHE.

The Site Services Manager will monitor the policy/ through the Council’s health and safety auditing system.

All staff will be responsible for the implementation of the policy in all areas of their responsibility.

##### **4.7.3 Visitors to authority premises**

Staff who meet visitors from outside the Academy on site are required to explain this rule politely but firmly and to ensure such visitors comply with the smoking ban.

##### **4.7.4 Educational visits and car or coach travel**

The no smoking policy will apply on all educational visits and to all official travel where the vehicle is shared by other staff or students.

##### **4.7.5 Disciplinary procedure**

Any member of staff who ignores this policy will be treated in accordance with the Academy’s disciplinary procedure and, in the case of repeated offences, will be dismissed.

#### **4.8 Safety Signs And Signals**

##### **4.8.1 Introduction**

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The Health and Safety (Safety Signs and Signals) Regulations 1996 are the minimum requirements for the provision of safety signs at work and aim to help employers meet their responsibilities under these Regulations.

This standardises safety signs throughout member states of the European Union so that wherever a particular safety sign is seen it provides the same message. The intention is that workers, who move from site to site, such as service engineers, will not be faced with different signs at different workplaces.

The person having responsibility for the implementation of this function is the Director of Finance and Resources.

#### **4.8.2 Summary of Regulations**

The Regulations require employers to use a safety sign where there is a significant risk to health and safety that has not been avoided or controlled by the methods required under other relevant law, provided use of a sign can help reduce the risk. Safety signs are not a substitute for those other methods of controlling risks such as engineering controls and safe systems of work.

They apply to all workplaces and to all activities where people are employed, but exclude signs used in connection with transport or the supply and marketing of dangerous substances, products and equipment.

#### **4.8.3 Safety Signs**

All areas must have safety signs to warn and instruct employees and students of risks to their health and safety. These Regulations are unlikely to impose any significant changes.

The Regulations cover a variety of methods of communicating health and safety information in addition to the traditional safety sign or signboard.

#### **4.8.4 Safety and/or Health Sign**

A sign providing information or instruction about safety or health at work by means of a signboard, a colour, and illuminated sign or acoustic signal, a verbal communication or hand signal.

#### **4.8.5 Signboard**

A sign which provides information or instructions by a combination of shape, colour and a symbol or pictogram which is rendered visible by lighting of sufficient intensity. In practice many signboards may be accompanied by supplementary text (e.g. 'Fire exit' alongside the symbol of a moving person).

#### **Signboards can be of the following types:**

**Prohibition** sign - sign prohibiting behaviour likely to increase or cause danger (e.g. no smoking).  
WHITE BACKGROUND - RED SURROUND

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**Warning** sign - a sign giving warning of a hazard or danger (e.g. danger: electricity).  
YELLOW BACKGROUND - BLACK SURROUND



**Mandatory** sign - a sign prescribing specific behaviour (e.g. eye protection must be worn)  
BLUE BACKGROUND WHITE SURROUND



**Emergency** escape or first-aid sign - a sign giving information on emergency exits, first-aid, or rescue facilities (e.g. emergency exit/escape route).  
GREEN BACKGROUND WHITE SURROUND



**Fire-fighting** signs can be rectangular or square shape.  
RED BACKGROUND WHITE SURROUND



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#### **4.8.6 Using Safety Signs**

The signs shown are to be used when it is necessary to convey the relevant message or information specified in the Regulations.

#### **4.8.7 Containers and pipes**

In addition, signs on containers and pipes need to be mounted on the sides that are visible, and to be durable. Labels can be in self-adhesive or painted form.

#### **4.8.8 Areas, rooms and enclosures**

It is important to mark those areas, rooms or enclosures used for the storage of significant quantities of dangerous substances or preparations by a suitable warning sign, unless the warning labels on individual containers are clearly visible from outside or nearby.

#### **4.8.9 Obstacles, dangerous locations and traffic routes**

Regulation 13 of the Workplace Regulations 1992 includes requirements to prevent injuries caused by falls from heights or from being struck by falling objects. In most cases secure fencing is needed to prevent falls. However, where the risk is low or where it is impracticable to safeguard by other means, marking the dangerous location would be appropriate.

Regulation 17 of the Workplace Regulations 1992 includes requirements for indicating traffic routes within workplaces where necessary for reasons of health and safety. The markings to take the form of continuous lines, preferably yellow or white, taking into account the colour of the ground.

If the hearing or sight of any employee is impaired for any reason, for example, by the wearing of personal protective equipment, additional measures may need to be taken to ensure that employees can see or hear the warning sign or signal, for example by increasing the brilliance or volume.

In some cases more than one type of safety sign may be necessary, for example, an illuminated warning sign indicating a specific risk combined with verbal instructions.

#### **4.8.10 Hand Signals**

Hand signals can be used to direct hazardous operations such as crane or vehicle manoeuvres. Ensure the signals are precise, simple, and easy to make and to understand and the signaller is competent to make hand signals, and is trained in their correct use.

#### **4.8.11 Maintenance**

All safety signs need to be properly maintained so that they are capable of performing the function for which they are intended. This can range from the routine cleaning of signboards to regular checks of illuminated signs and acoustic signals to see that they work properly.

A guaranteed supply of power or back-up in the event of failure may be necessary for safety signs and signals which require some form of power to enable them to operate (unless the hazard is itself eliminated by the power failure).

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#### **4.8.12 Fire safety signs**

A fire safety sign is defined as a sign (including an illuminated sign or an acoustic signal) which:

- Provides information on escape routes and emergency exits in case of fire.
- Provides information on the identification or location of fire-fighting equipment.
- Gives warning in case of fire.

A fire safety sign is required either by the Regulatory Reform Fire Order 2005 or where a risk assessment has identified the need under the Regulatory Reform Fire Order 2005.

#### **4.8.13 Safety Colours**

<b>Colour</b>	<b>Meaning or purpose</b>	<b>Instruction and Information</b>
Red	Fire-fighting equipment	Identification and Location
Green	Emergency escape	Doors, exits, escape routes
Blue	Mandatory	Must be worn
Yellow	Warning	Beware

### **4.9 Pregnant workers and new mothers**

#### **4.9.1 Introduction**

Particular account must be taken of pregnant workers, including the unborn child, and those that have recently given birth. Where there are female employees of child bearing age it is necessary to identify hazards specific to these employees and decide who might be harmed and how keeping the employees informed about the risks. Once an employee indicates she may be pregnant, steps must be taken to avoid the risks. It is clearly important that employees are made aware that they should notify their employer of a pregnancy at the earliest opportunity.

A risk assessment will be carried out by the Site Services manager or the Director of Finance and resources, to ensure that there are no risks to the expectant mother or baby from the employee's duties or environment. (It is important that the pregnant worker is involved in the risk assessment process to ensure all the relevant facts and issues are covered.)

The risk assessment will be reviewed on a regular basis, and this may have to be increased as the pregnancy progresses.

If the risk assessment identifies hazards that cannot be eliminated or reduced sufficiently the pregnant worker's duties will be adjusted appropriately to ensure they are. If that cannot be achieved locally, the pregnant worker may be re-deployed for the duration of the pregnancy to a safer environment. If this cannot be achieved the legislation requires the pregnant worker to be suspended from work on maternity grounds.

*NB Ensure Human Resources are contacted for advice and guidance on this issue. A further risk assessment must be undertaken for nursing mothers when returning to work. Any queries with respect to use of the form should be directed to the Director of Finance and Resources.*

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## **4.10 Stress (Staff Wellbeing)**

### **4.10.1 Introduction**

Stress is a debilitating condition which affects staff throughout education and results in major difficulties for individuals and the organisations in which they work. Stress is now reportable under RIDDOR.

The Health and Safety Commission defines stress as a process which can occur when there is an unresolved mismatch between the perceived pressures of the work situation and the individual's ability to cope.

All staff should be aware of the symptoms of stress and a confidential procedure should be in place to deal with any incidence of stress affecting any member of staff. Staff will be offered a counselling service when need is identified.

The person having responsibility for the implementation of this function is the Principal.

### **4.10.2 Key points**

There are a number of factors which may cause stress in education. These include:

- a staff member's relationship with students and colleagues
- management and social issues
- excessive student-staff ratios
- the problem of violence in school
- excessive workloads
- constant change
- job insecurity.

Noise is also a cause of increased stress in schools and the Sheffield Occupational Health Project has produced a publication called *Noise Stress and the Teacher* (1993).

### **4.10.3 Symptoms**

The symptoms of stress can be both physical and behavioural. Stress can cause or act as a trigger for:

- headaches
- tension
- indigestion
- ulcers
- high blood pressure
- heart problems.

### **4.10.4 Further information**

The Education Service Advisory Committee's guidance document, *Managing Work Related Stress: A guide for managers and teachers in schools*, discusses the problem in depth and advises that schools should develop strategies for dealing with stress at work, including the development of policies and procedures aimed at its alleviation.

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The strategies which are developed should cover:

- the identification and monitoring of the incidence of stress
- the measures necessary to alleviate the condition
- the support measures and counselling arrangements which are available.

#### **4.11 Lone working**

##### **4.11.1 Introduction**

Lone working refers to staff working alone or in remote areas, after hours or at weekends, including premises which may, or may not be your usual work place.

All staff should:

- Obtain the Principals/Head of Departments permission and notify him/her on each occasion when lone working will occur and take all appropriate steps to keep themselves safe when working alone.
- If working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Ensure they do not put themselves or others at risk.
- Report any incidents or situations where they may have felt “uncomfortable” to the Site Services Manager or the Director of Finance and Resources. Good communication between colleagues, in terms of personal safety is essential.
- Site Service staff working alone after hours or at weekends should ensure they always have a means to summon assistance close to hand.

#### **4.12 Noise at work**

##### **4.12.1 Introduction**

Controlling noise in the workplace centres around reducing noise exposure as far as is reasonably practicable to levels that are not going to cause hearing damage.

The Control of Noise at Work Regulations 2005 stipulate three ‘action levels’ at which the employer has to take certain actions. The higher the action level, the more the employer has to do to control the noise.

General “rule of thumb” guidance is that, if 2 people, 2 metres apart, have to shout to hear each other speak, the noise level exceeds the first action level and a noise assessment needs to be carried out immediately.

The noise assessment should identify:

- the actual noise exposure

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- the people who are exposed
- the action required to adequately control the exposure.

The persons having responsibilities for the implementation of this function are technology staff and the Site Services Manager.

#### **4.12.2 Competence**

Any noise assessments are to be carried out by a competent person.

### **4.13 Violence against employees**

#### **4.13.1 Introduction**

Westminster Academy firmly believes that positive action is essential in reducing the risk to its employees from acts of violence and will take appropriate action to prevent and/or reduce the risks of deliberate acts of violence/verbal abuse to staff.

It is the intention of the Academy that appropriate action will be taken to prevent and/or reduce the risks of deliberate acts of violence/verbal abuse to staff.

Staff who become victims of an act of violence/verbal abuse during the course of, or arising out of the performance of their duties, whether working normal or out of hours, will be offered support and assistance.

The Academy has an assigned police officer whose principal duty is to protect the personal safety of staff and students.

#### **4.13.2 Definition of violence**

For the purpose of this Section "Violence" is defined as the "actual use of physical force or serious verbal abuse or other acts of violence", deliberate damage to property in the presence of a member of staff and/or intimidation.

#### **4.13.3 Management's responsibilities**

##### **Management will:**

- Ensure they conduct risk assessments for all areas where their employees could be at risk from violence
- Issue formal procedures to all their employees to ensure that as far as is reasonably practicable all potential dangers are known and how to protect themselves
- Co-operate in providing and collating information related to potentially violent persons, places and situations
- Provide adequate and appropriate information and training to enable all employees to protect themselves and work safely
- Ensure all employees who encounter a violent occurrence report the incident as soon as is practicable to the Principal.

#### **4.13.4 Employees' responsibilities**

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***All employees should co-operate in all matters related to preventing violence in the workplace. In particular they should:***

- Inform their line manager about any potential work related violent situation
- Contribute to and comply with any prevention of violence procedures
- Attend arranged training and information sessions as required
- Report all violence at work incidents to the Principal.

## **4.14 Bullying**

### **4.14.1 Introduction**

The aim of the bullying policy is to ensure students learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated.

All staff and students have a responsibility for the implementation of this function.

There is a separate policy on bullying which contains more detailed guidance. However, bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The three main types of bullying are:

- physical (hitting, kicking, theft)
- verbal (name calling, racist remarks)
- indirect (spreading rumours, excluding someone from social groups).

Staff/Students who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from school. Students must be encouraged to report bullying to any member of staff.

Academy teaching and support staff must be alert to signs of bullying and act promptly and firmly against it in accordance with Academy policy.

### **4.14.2 Statutory duty of schools**

Headteachers have a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying among students and to bring these procedures to the attention of staff, parents and students.

### **4.14.3 Implementation**

The following steps should be taken when dealing with incidents:

- if bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached or has witnessed the incident
- the member of staff will record the incident on the portal
- personal tutors will follow up
- others will be involved in serious incidents
- parents will be kept informed of repeat bullying
- punitive measures will be used as appropriate and in consultation with all parties concerned.

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## **Students**

Students who have been bullied will be supported by:

- offering an immediate opportunity to discuss the experience with a personal tutor or member of staff of their choice
- reassurance
- offering continuous support
- restoring self-esteem and confidence.

Students who have bullied will be helped by:

- discussing what happened
- discovering why the student became involved
- establishing the wrongdoing and need to change
- informing parents/carers to help change the attitude of the student if necessary.

The following disciplinary steps can be taken:

- warning
- community service or restitution
- loss of personal time or privilege
- period in isolation or alternative time of school attendance
- major fixed term exclusion
- permanent exclusion.

Within the integrated curriculum the Academy will raise the awareness of the nature of bullying through several topics, as well as in PSHE, 1:1, briefings and lead lessons, as appropriate, in an attempt to eradicate such behaviour.

HR will advise with respect to staff bullying.

### **4.14.4 Monitoring, Evaluation and Review**

The school will review the bullying policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

## **4.15 Occupational Health**

### **4.15.1 Introduction**

The Government has given high priority to improving individuals' health, safety and welfare during the duration of their working lives. An integrated occupational health service is one method to achieving this goal.

Occupational health is a discipline that is caring, advisory and practical.

Risk prevention needs to be kept high on the agenda of all employees and employers because a healthy work force is a productive work force that addresses the needs of the students, whom they serve. Employees need to be kept informed, instructed, supervised and trained on all aspects of their work in order to curtail their exposure to any hazards inherent in their work environments.

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#### **4.15.2 What is Occupational Health?**

The essence of occupational health is primarily concerned with the well being of individuals employed to carry out a job or function. Under the Health and Safety at Work Act (HASAW Act etc), 1974 section 2 (1) states that '*It shall be the duty of every employer to ensure, so far as it is reasonably practicable, the health, safety and welfare at work of all his employees*'. There is also a requirement to ensure that other people are not exposed to health and safety risks from the employer's undertaking.

Occupational health is as much about the effects of the working environment on the health of the students, as it is about the influence of the students' state of health on their ability to perform the tasks within the curriculum. It is about a two-way relationship between education and health.

#### **4.15.3 What is Health?**

The concept of health is complex and multi-dimensional. There are various states of being in good health. There is a medical and social meaning affixed to this term but for the purposes of this policy a more holistic definition of health encompasses the psychological, physical and emotional well being of the individual 'World Health Organisation' (WHO).

#### **4.15.4 Why have an occupational health service?**

The introduction of a comprehensive occupational health service can be seen as a proactive recognition by the Academy to promote and encourage its commitment to its employees. A contracted service will be provided to the Academy by a specialist agency.

#### **4.15.5 Management Responsibilities**

Under the Management of Health and Safety at Work Regulations 1999, Reg. 10 states that "*Every employer shall provide his employees with comprehensible and relevant information on*":

- The risks to their health and safety that are identified by assessments
- Preventative and protective measures.

This duty falls on the Principal to ensure a risk assessment is performed on all work prior to allocation and to ensure that regular updates are carried out as necessary.

It is also a requirement that adequate training and information be provided to all employees in regards to their health and safety management. One of the advantages of adopting this approach will be to ensure that there is consistency within the work environment.

#### **4.15.6 Employee responsibilities**

Employees have a duty under the Health and Safety at Work Act 1974 to "take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work".

Therefore, employees have a duty to ensure they co-operate with their employer to enable the employer to comply with statutory duties for health and safety.

Employees are a valuable resource to any organisation. In line with the requirements of the Health and Safety at work Act 1974 and the Management of Health and Safety Regulations 1999, Westminster Academy aims to work together with all employees to ensure that their health, safety and welfare at work is not compromised.

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## **4.16 Curriculum Safety**

### **4.16.1 Introduction**

The Academy recognises that programmes of study require students to be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for students to use.

All non-teaching assistants must be informed of the safety procedures and practices relating to any of the activities they support.

Schemes of work will be reviewed to assess the risk in all activities in order to determine:

- Where close supervision is required
- Suitable group size
- Suitability for whole class participation
- Where particular skills need to be taught
- Personal protective equipment
- Levels of hygiene required

## **4.17 Physical Education**

### **4.17.1 Introduction**

The establishment adopt in accordance with “Safe Practice in Physical Education and School sport guidance” as best practice and copy is held and is available for all staff.

The Head of PE is the Academy Sports Coordinator.

All students will be appropriately supervised during PE activities throughout the session. Those engaged in PE activities are expected to wear appropriate kit as directed by the school which presents no risk of injury to the wearer or other people. Staff will ensure that any jewellery or other personal effects are removed before the PE lesson. Long hair should be tied back away from the face and suitable footwear worn. Staff assisting in the delivery of PE will wear appropriate clothing

The site premises staff in conjunction with the Academy sports coordinator is responsible for ensuring that risk assessments for activities, areas and equipment used for PE are developed, reviewed and updated, in accordance with section 3.1.

## **4.18 Educational Visits**

### **4.18.1 Introduction**

This section covers all occasions when students leave the Academy premises on an organised visit. It may be appropriate to use the full system of forms for some major undertakings, whereas other undertakings may only require the use of one or two forms for [Type text]

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checking and guidance. In the case of very local visits (e.g. traffic survey or walk in the vicinity of the Academy) parental permission need not be sought, except where the parent has requested this on the admission form; the outing must still be approved by the Director of Business and Enterprise, however, and a list of students handed in at reception.

It complements the “**School Travel Plan**”, which deals with the safety of students en route to and from the Academy, but also outlines the curriculum integration of traffic and travel safety routines, which will be relevant on educational visits.

The appointed Educational Visits Co-ordinator (EVC) is the Director of Business and Enterprise, who will ensure that all correct procedures and precautions are taken. All visits are fully integrated in the curriculum, planned well in advance through the Academy planner and these further measures ensure the visits are successful and safe.

The *Visits Form* will be completed by the teacher in charge of each visit and passed to the Educational Visits Inbox in Admin. The EVC will retain a copy at the Academy whilst visits are in progress. The form contains enough information to allow the Director of Finance and Resources or Principal to co-ordinate action if any problem or emergency arises.

The person having responsibility for the implementation of this function is the Director of Business and Enterprise.

#### **4.18.2 DCSF Guidance**

The DCSF (old name for DfE) published guidance on safety during school visits, *The Health and Safety of Students on Educational Visits*, which the Academy will follow. There is detailed advice on planning and managing visits, preparing students and communicating with parents/carers. There is also advice about supervision arrangements, transport and insurance. The guidance points out that emergency procedures must be included in the planning for a visit and there is detailed advice on these procedures. There is also a section on visits abroad.

#### **4.18.3 Risk assessment**

A risk assessment will always be carried out before a visit. The detail of the risk assessment will depend on the nature of the visit. There is detailed advice on risk assessment in section 3.4.

Factors that may affect risk levels on visits include:

- the students’ age, maturity, competence and fitness
- any students with additional needs
- the location
- the activities included in the visit
- the experience and competence of supervisory staff
- seasonal conditions or any weather factors.

#### **4.18.4 Outdoor and adventurous activities**

If an activity is being considered which involves *real danger* then a fully experienced and qualified leader must be in charge.

In January 1997, a new qualification for adults supervising young people was launched. The qualification is the Certificate in Off-site Safety Management which has been developed by  
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the RSA Examinations Board, the College of St. Mark and St. John and the British Association of Advisers and Lecturers in Physical Education (BAALPE). The qualification covers safety planning and safety procedures and systems including activity centres procedures and systems. Further information is available from the RSA, Westward Way, Coventry CV4 8HS (Tel: 01203 470033; fax: 01203 468080).

Any member of staff considering planning an outdoor and adventurous activity must research this fully and discuss with the Director of Finance and Resources before embarking on any detailed planning.

#### **4.18.5 Outdoor activity centres**

In September 1994, the DCSF issued Circular 22/94, *Safety in Outdoor Activity Centres: Guidance*. This circular refers specifically to visits to outdoor activity centres but has a general relevance to all visits out of school.

Each visit must have clear aims and objectives which are appropriate to the curriculum and also contribute to the safety of the visit. The circular acknowledges that it may not always be feasible to make a preliminary visit to each activity centre but letters seeking assurances should be sent and satisfactory answers received before entering into any contract.

A clear onus is laid on the organisers of the visit to assess the risks before and during the visit as an on-going process. The circular makes it clear that where organisers remain doubtful about any aspects of safety then the visit or the particular activity should not proceed.

Advice is also given on the problems of children with disabilities or additional needs. Such participants should not be discouraged from taking part in outdoor activities, but their special needs must be considered independently and catered for specifically. In cases of doubt, advice from a qualified doctor should be sought.

Staff should be "suitably qualified". The Principal will determine what qualifications are suitable for a particular activity. Specific skill training might be important but a more likely requirement will be experience of managing groups in an outdoor or residential context.

Participant safety must never be compromised and if a suitably qualified party leader cannot be found the activity will not take place. Other participating staff will also need to be suitably qualified but the nature of this qualification will not necessarily be the same as that of the party leader.

One area of difficulty is when school staff are working with centre staff. Circular 22/94 recommends that, in advance of the visit, schools should obtain in writing the occasions in which the centre's staff will hold responsibility. At all times the students must be aware of who is in charge at that moment.

Information should be both given to and sought from parents. Parental consent forms are an integral part of the organisation of a visit. While such forms cannot indemnify schools against any negligence, they do act as a check on the parents' understanding and acceptance of the arrangements, and allow parents to indicate allergies, illnesses and dietary requirements. The right to refuse participation, if the completed form is not

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returned, should be exercised. Parents are entitled to be informed of all the details and especially the emergency procedures. A parents' briefing is strongly recommended.

#### **4.18.6 ACAC Code of Practice**

The Activity Centre Advisory Committee (ACAC) Code of Practice was issued to schools with DCSF Circular 22/94 and is intended to complement the advice given to schools. It is intended to be a statement of principles and expectations for responsible provision of outdoor adventure activities, "while allowing 'providers' to develop their own operating procedures".

ACAC does accredit institutions, but this is voluntary on the part of the provider. The assessment is based on an independent inspection and an assurance given by the provider that the Code of Practice is adhered to. Providers are expected to be clear about the aims and objectives of any course and be fair in describing the activities and facilities they offer. The Code emphasises that the centre is expected to have written operating procedures in place, ensure qualified personnel are employed and that a list is available, that a chain of responsibility is in place, a written accident and emergency report procedure exists and that staff are practised in these.

Responsibility must be clearly defined at all times. Supervisors must be on site when accommodation is utilised. Enquiries must be made as to whether the participants have any special needs and it should be ensured this information is communicated and utilised. In addition, the psychological, as well as physical, effects of the programmes offered must be taken into consideration.

The Code of Practice also covers facilities, standards, environmental concerns, statutory obligations, insurance and subcontractors.

**Activity Centres (Young Persons' Safety) Act 1995** received Royal Assent in June 1995. The Act applies to all activity centres (both LEA and commercial) which provide adventure activities to young people under 18 years of age. A framework for a central inspection and licensing system is set out in the Act and the working details of the system will be set out in Regulations with the intention of the system operating from 1996. It will be an offence for an operator to provide fake or misleading information to the licensing authority or to act contrary to the terms of any licence granted by, for example, providing an activity for which the operator is not licensed.

From 1 October 1997, licensed activity providers are able to offer the following activities:

<b>CLIMBING</b> <i>(on natural outdoor features)</i>	<b>WATERSPORTS</b> <i>(on most lakes, fast flowing rivers and the sea)</i>	<b>TREKKING</b> <i>(in remote moor/and or mountain areas)</i>	<b>CAVING</b>
Rock climbing	Canoeing	Hillwalking	Caving
Abseiling	Kayaking	Mountaineering	Pot-holing
Ice climbing	Dragon boating	Fell running	Mine exploration
Gorge walking	Wave skiing	Orienteering	
Ghyll scrambling	White-water rafting	Pony trekking	
Sea level traversing	Improvised rafting	Mountain biking	
	Sailing	Off-piste skiing	
	Sailboarding		
	Windsurfing		

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The Academy will keep a database of centres and check if they are licensed and can therefore choose a centre appropriately. However, it should not be assumed that the existence of a licence negates the need to carry out checks to establish that a satisfactory standard of service is actually being provided.

#### **4.18.7 Accident procedures**

Each organiser of an education visit must follow the established accident procedure, as agreed with the Director of Finance and Resources prior to the visit.

#### **4.18.8 Pre out-of-school visit**

A school contact person should be agreed with the teacher in charge of the educational visit, normally the Principal or a senior member of staff who is prepared to be continuously available at an agreed phone number for the duration of the visit. This is onerous for the contact person but is essential for the effective support of the party which is on the visit. The contact person must have duplicate party lists and a list of all the contact details for students' parents or carers.

Outline procedures regarding how information should be passed to all the relevant responsible people and to parents is outlined in the Academy's trips, visits and journeys policy.

#### **4.18.9 Post incident**

There should be procedures for:

- (a) immediate action to be taken in order to safeguard all students and staff
- (b) summoning outside help from medical and emergency services
- (c) using the available resources to control the incident area and the students who have been involved in or have witnessed the incident
- (d) informing the Principal of the incident and the action which has been taken
- (e) informing the police or the Health and Safety Executive if it is a reportable accident which results in serious injury (see *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985* in section 1)
- (f) informing parents, carers or relations:
  - (i) of students who have been involved in the incident
  - (ii) of students who have been members of the group but not hurt or directly affected
  - (iii) of teachers who have been involved.
- (g) the release of information to the media — this is normally undertaken by the Principal, *not* the teacher in charge of the visit
- (h) protecting the students and staff from the overzealous attention of the media

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- (i) arranging the support and counselling of students and staff where this is necessary
- (k) arranging for interviews and the accurate recording of statements from all those who are involved with the incident — it may be necessary to have the parents/carers present whilst such interviews take place.

Groups on visits will find it essential to carry written lists of all staff and students who make up the party including their home addresses and telephone numbers and the Academy's address and telephone number. Visits which continue after school hours should include the name, address and telephone number of the agreed "home contact" person who will co-ordinate base support in the event of a serious problem.

A separate policy and set of procedures apply to Key Stage 4 and 5 students going on **work-based learning visits or internships**, where rigorous preparation and vetting must precede any placement.

## **4.19 Alcohol dependence policy**

### **4.19.1 Introduction**

This policy statement applies to all members of Academy staff. It will be reviewed as necessary to take account of changing circumstances.

The Principal is concerned to make provision for the welfare of members of staff who develop alcohol dependence and also protect students from the negative impact of such dependence.

Alcohol dependence is an illness in which a person's consumption of alcohol continually interferes with their health, well-being and job performance.

People on the path to alcohol dependence frequently try to hide the evidence and refuse to admit to themselves and to others what is happening to them. Admitting there is a problem is generally recognised as the first step towards recovery.

### **4.19.2 Possible signs of problem drinking may include:**

- Impaired work efficiency and output
- lateness and casual absences - these may occur more frequently on a Monday morning and may be attributed to stomach upsets
- previously unnoticed unreliability; liability to accidents; irritability; impaired concentration and memory; deterioration in personal hygiene; tremor and/or slurred speech; anxiety and depression.

The appearance of one or more of these behavioural traits may indicate the development of alcohol dependence, but other causes are also possible. Proper investigation needs to be undertaken, normally by a qualified medical practitioner.

Any member of staff who suspects or knows that a colleague or student has an alcohol dependence problem should not attempt to "cover up" for him/her. This may lead the person to sink into even deeper dependence. The member of staff should seek advice, in confidence, from the Principal on how to approach the problem or alternatively give direct

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encouragement to the colleague or student to seek professional help. It must always be emphasised to the member of staff that the Principal will consider an alcohol dependence problem as an illness requiring treatment.

Any member of staff who is conscious of developing alcohol dependence should seek professional help, normally from his/her General Practitioner or a self-help organisation, e.g. Alcoholics Anonymous.

It is also strongly recommended that the member of staff confides in their line manager and/or the Principal who will regard the matter as confidential to themselves. If a member of staff wishes to have a staff representative present at any discussion, this will be permitted. Unless the appropriate manager/s are aware that a member of staff has an alcohol dependency problem, any deterioration in work performance or unreliable attendance are likely to be handled under the disciplinary procedure. Whilst the fact of alcohol dependence does not make the member of staff immune from disciplinary action, the Principal believes a supportive approach is more likely to assist the member of staff in overcoming the problem, provided the person is genuinely committed to recovery.

#### **4.19.3 Guidelines**

Each case will be handled individually. There can be no hard and fast rules since the type of treatment will affect and be affected by the work situation. The overall guidelines are given below.

- (a) The Principal will make every effort to enable the member of staff to continue in their own job either during treatment (as an outpatient) or following treatment (as an in-patient).
- (b) In some cases this will not be feasible:
  - the nature of the work may jeopardise full recovery and/or put the safety of the individual or that of colleagues or students at risk
  - the Academy reputation might be put at risk
  - there may be a legal restriction or criminal proceedings
- (c) There will be full consultation with the member of staff regarding alternatives, e.g. transfer to other duties, sick leave in accordance with normal Academy procedures.
- (d) Dismissal will only be considered as a last resort.
- (e) Time off work for treatment will be provided under the Academy procedures governing sickness absence. The member of staff must keep their line manager informed of progress. On return to work, the person will require support and encouragement from the manager/colleagues to continue the recovery process
- (f) If an alcohol-dependent member of staff refuses or fails to take treatment, deficiencies in work performance, behaviour or attendance will be handled under the normal disciplinary procedure. If the member of staff relapses after recovery such deficiencies will be treated similarly although, at the Principal's discretion, a further opportunity to accept/co-operate with treatment may be provided.

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## **4.20 Food Safety (General Food Hygiene)**

### **4.20.1 Introduction**

As with personal hygiene one of the main aims of kitchen hygiene is to prevent food poisoning and to encourage good working practices.

The 'Food Safety Act 1990 and 'Food Safety (General Food Hygiene) Regulations 1995 apply to all types of food and drink and their ingredients. Anyone who owns, manages or works in a food business, prepares, serves or handles food or whose actions could affect its safety and anyone who cleans articles or equipment which come into contact with food must follow the Regulations.

The Regulations aim to set out basic hygiene principles, which are generally not new. They focus on how to identify and control food safety risks at each stage of the process of preparing and selling food.

Rather than simply following a list of rules, the Regulations let you assess the risk to food safety and then apply controls relevant to your own situation, "where appropriate" or "where necessary" e.g. floors must allow surface drainage, but where you have a system to ensure water does not build up, so that there is no risk to food safety, actual floor drains may not be necessary.

The persons having responsibility for the implementation of this function are the Catering Manager and the Director of Finance and Resources.

### **4.20.2 Food Premises**

Food premises should:

- Be clean and maintained in good repair
- Be designed and constructed to permit good hygiene practices
- Have an adequate supply of portable (drinking) water
- Have suitable controls in place to protect against pests
- Have adequate natural and/or artificial lighting
- Have sufficient natural and/or mechanical ventilation
- Provide clean lavatories which do not lead directly into food rooms
- Have adequate hand washing facilities
- Be provided with adequate drainage.

### **4.20.3 Hazard analysis and critical control point (HACCP)**

Food preparation staff shall identify any step in the activities of the food business which is critical to ensuring food safety and ensure and Resources adequate safety procedures are identified, implemented, maintained and reviewed.

In introducing HACCP one needs to identify various elements, namely:

- The need to draw up a detailed flow diagram showing the path of the food throughout its life/manufacture
- Product details need to be identified so that any special characteristics are noted that could cause a problem

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- Each stage must then be carefully examined to see if there is the likelihood of a hazard occurring. The risks can then be assessed as high, medium or low and then monitoring and control procedures can be implemented to reduce the risk to low. A simple example might be, for instance, that cans of food moving along a conveyor belt and waiting for lids to be fitted may be exposed to both air pollution and risk of contamination. Having identified this, solutions would include covering the area to minimise air pollution or the entry of 'extraneous material' or minimising the length of time the cans are on the track.

HACCP should not be regarded as a sophisticated programme only intended for the larger company. Every food concern has its critical control points to some extent - this is why the food industry is so vulnerable. What all food concerns should do - large or small - is to at least be aware of those stages where hazards lurk and make sure that extra attention is given to hygiene at those points.

#### **4.20.4 Kitchen hygiene**

As with personal hygiene one of the main aims of kitchen hygiene is to prevent food poisoning and to encourage good working practices.

#### **4.20.5 General prevention of food contamination**

*It is essential that food is not allowed to become contaminated by:-*

- Keeping raw and cooked food completely separate
- Keeping insects, pets and birds out of food rooms
- Ensuring dishes used for pets are washed and stored separately
- Not handling food unless it is essential
- Keeping food covered
- Maintaining high standards of personal hygiene
- Making sure that equipment and premises are kept clean
- Observing strict temperature control at all times.

#### **4.20.6 Preparation of food**

- To thaw frozen foods, put into a container, cover and place at the bottom of the refrigerator
- Raw food and cooked food should be prepared separately
- Equipment and work surfaces used for raw foods should not be used for cooked foods unless thoroughly cleaned in between
- Food should be handled as little as possible
- Food **should not** be left in the warm, humid atmosphere of the kitchen when it is not being prepared, or waiting to be consumed

#### **4.20.7 Cooking and cooling of food**

Thorough cooking normally destroys food poisoning bacteria. However, some bacteria produce poisons which can withstand boiling for at least 30 minutes.

It is essential that thorough cooking is combined with correct food hygiene.

Once food has been cooked it should be eaten as soon as possible.

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If food is to be kept hot before serving the temperature must be kept above 63°C.

Food, which is to be refrigerated, should be cooked quickly and placed in the refrigerator as soon as possible and always within 1 ½ hours of cooking.

Re-warming of refrigerated meat dishes is not good practice. If food is re-heated it must always be brought rapidly to the boil and served immediately.

#### 4.20.8 Storage

- Stores should always be kept clean, dry, tidy and well organised
- Stock rotation is essential - use food in the order it is received
- Insects or rodents will be encouraged if food is left undisturbed for long periods
- Raw and cooked food should be kept in separate storage areas where possible
- Food should be stored above floor level
- Spillages should be cleared away promptly
- Cold food items, stored in refrigerator at 5°C or below.

#### 4.20.9 Freezing

Under the Department of Health guidelines on freezing it is not permissible to freeze cooked items of food unless they are prepared, cooked and frozen following strict temperature control procedures and in a temperature controlled environment, to minimise the risk of contamination of food and equipment.

***However it is permissible to freeze the following items uncooked food:***

- Small quantities of raw pastry for 3 months
- Prepared fresh vegetables for 6 months
- Prepared fresh fruit for 6 months.

***These items must be placed in a sealed container, and labelled with:***

- Commodity
- Quantity
- Date of freezing
- Expiry date.

**The following is a guide to food hygiene temperatures:**

Stage of food handling	When to check temperature	Recommended safe temperatures
<b>DELIVERY</b>	Every time perishable food is Delivered	0°C to 5°C is ideal for refrigerated food -22°C to -18°C is ideal for frozen food
<b>STORAGE</b> Refrigerator or cold store	Daily, at least	0°C to 5°C
Refrigerated storage counter Or display	Daily, at least	0°C to 5°C is ideal
	Daily, at least	-18°C or below

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Deep Freezer		
<b>THAWING</b> Frozen meat and poultry	Whenever food is cooked	0°C to 5°C
<b>COOKING</b>	Whenever food is cooked	Minimum core temperature of 70°C for 2 minutes
<b>COOLING</b>	Whenever food is cooled	10°C or cooler (ideally 5°C or cooler) ideally in 90 minutes
<b>RE-HEATING</b>	Whenever food is re-heated	Minimum core temperature of 70°C for 2 minutes
<b>HOT FOOD ON DISPLAY</b>	Frequently throughout the display Period	Minimum core temperature of 63°C
<b>COLD FOOD ON DISPLAY</b>	Frequently throughout the display Period	0°C to 5°C is recommended

#### **4.20.10 Transporting of prepared food**

All insulated containers and electrically heated trolleys should be heated before the packing of hot food. Hot food must be held at a temperature of 63 C and above.

Cold food must be transported in covered containers and kept at a temperature of 5 C.

Food transported to another site must be in covered containers and transit time kept to a minimum.

Food should not be carried in any vehicle or container with any other article which may contaminate the food or with any live animal or poultry.

#### **4.20.11 Waste disposal**

A lidded waste bin or container must be provided in the kitchen and must be emptied as necessary and always at the end of the day.

If the container is re-usable it must be thoroughly cleaned after emptying.

The refuse area in the bin area in the driveway, outside school premises, must be kept clean and tidy to avoid attracting vermin, as well as locked to prevent unauthorised access and arson risk.

#### **4.20.12 Personal hygiene and training**

Everyone in a food handling area must maintain a high degree of personal cleanliness and wear suitable, clean and, if necessary, protective clothing.

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No-one who is a carrier of a disease transmittable through food, or whilst afflicted with infections, sores etc., must work in a food handling area.

All food handlers must be:

- supervised
- instructed and/or
- trained in food hygiene

For food handling assistants, the level of training should be equivalent to the Basic Food Handling Certificate Course.

For the Catering Manager, the level of training should be equivalent to the Intermediate Food Handling Certificate Course.

## **4.21 Drugs and Medication**

### **4.21.1 Introduction**

Parents have a prime responsibility for their child's health and should provide the Academy with information about their child's medical condition. Parent, and the child if appropriate, should obtain details from their child's GP or paediatrician if required. The School Nurse will be approached to provide additional information for staff if required.

There is no legal duty requiring the Academy to administer medicines. However, the Academy recognises that students with medical needs have the same rights of admission as other students.

## **4.22 Display Screen Equipment**

### **4.22.1 Introduction**

Much attention has been focused on the use of display screen equipment (DSE) in recent years. In some cases, the misuse of DSE has been associated with ill-health effects, although the correct management of their use will drastically reduce the risks.

The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to assess VDU workstations used by "designated users" for risks to health and safety and to reduce risks identified to the lowest reasonably practicable level. Users are defined in the Regulations as employees who habitually use display screen equipment as a significant part of their normal work.

There is no legal limit to how long staff should work at a VDU, but under Health and Safety regulations staff have the right to breaks when using a VDU. These do not have to be rest breaks, just different types of work. Additionally, guidance from the Health and Safety Executive suggests it is more effective to take shorter breaks more often at the workstation, than longer breaks and less often, e.g. a 5-10 minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be better than a 15 minute break every two hours.

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Although students may not be classed as users, this is the ideal opportunity to educate the students in best practice when using display screen equipment as the skills learned at this early age, through information and supervision, will be carried forward into adulthood and provide protection against injury.

The person having responsibility for the implementation of this function is the Director of Finance and Resources.

#### **4.22.2 The main areas of concern are:**

- eye-strain
- fatigue and stress
- upper limb disorders (ULD's).

DSE workstations and their equipment, whether purchased new or second hand, must conform to the new Regulations. The Regulations specifically exclude certain DSE's such as laptop computers not in prolonged use.

The DSE Regulations apply only to 'workstations', 'users' and 'operators' defined in the Regulations. There will be many instances where, although DSE is being used, the Regulations do not apply. The employer must, however, ensure the work activity remains safe.

#### **4.22.3 Definitions**

The regulations cover conventional (cathode ray tube) display screens and liquid crystal displays. Display screens mainly used to display line drawings, graphs, charts or computer generated graphics are included. Screens whose main use is to show television or film pictures are not included. Non-electronic display systems such as microfiche are included.

In all cases, whether included or not, risk assessments should be undertaken to establish continuous or repetitive use and health and safety implications.

#### **4.22.4 Who is a display screen user or operator?**

The regulations apply to all employees and contractors who habitually use DSE's for authorised work as a significant part of their normal work.

#### **4.22.5 Management's responsibilities**

##### **The Director of Finance and Resources will:**

- ensure adequate risk assessments are undertaken wherever DSE's are used in association with each individual user
- ensure all risk assessments are undertaken by a competent person
- ensure all risk assessments are reviewed when any changes are made e.g. hardware, environmental or personnel
- ensure any identified health and safety concerns e.g. postural and/or visual problems are effectively addressed
- encourage all DSE users and assessors to receive adequate information and training to enable them to carry out their duties effectively and without detriment to their health and safety

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- ensure all DSE users plan their DSE work in a way that will avoid fatigue. Normally this can be achieved by undertaking non-DSE work for at least 5-10 minutes after a DSE related period of 55 minutes
- provide an opportunity for all requesting DSE users to have a sight test as defined in the Opticians Act legislation
- provide adequate funds to pay any sight test fees and the cost of providing corrective appliances deemed necessary for DSE usage.

#### **4.22.6 Staff and student responsibilities**

##### **Staff and students must:**

- co-operate in all matters related to the DSE Regulations
- take note of any distributed information and undertake any arranged training courses related to the DSE regulations
- contribute and participate in any risk assessment exercises involving their proposed and/or existing DSE related equipment, environment or working practices
- ensure they arrange their DSE related workloads to prevent fatigue, e.g. undertake at least 5-10 minutes of non-DSE work in approximately every 60 minutes when continuously keying in
- report any health and safety concerns related to DSE work as soon as possible to management.

When working at a VDU make sure you can sit in a comfortable position, and keep a good posture. Your eyes should be level with the screen. Make sure you have enough space and don't sit in the same position for too long.

If you are disabled, your employer's duty to make reasonable adjustments for you may mean that they will provide you with special computer equipment or alter existing equipment to suit your needs. You can also get advice and maybe help with paying for equipment from your local Jobcentre Plus.

### **4.23 Laptops**

#### **4.23.1 Introduction**

Many employees are now required to use laptop computers as a substantial part of their normal work routine; however, there are a number of health and safety hazards associated with their use. The Display Screen Equipment Regulations 1992 (amended) (DSE) covers certain work with laptops. If the laptop is in habitual use for a significant part of the user's normal work, then the use of that laptop is covered by the Regulations; however, it is not applicable where use is occasional only. Laptop computers are not ideal for continuous use, inappropriate or incorrect use of laptop computers can cause health problems.

Some of the hazards are similar to those associated with Display Screen Equipment (DSE) i.e. vision and musculo-skeletal disorders, headaches etc. However, the risks are greater with laptops due to the equipment being so compact, making it impossible to meet the standards for good ergonomic design of equipment; resulting in difficulty to maintain a good posture whilst using the equipment.

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#### **4.23.2 The main areas of concern are:**

There are two types of risk associated with the portability of the equipment and users having to carry the equipment around with them:

- an increased risk of back injuries and other musculo-skeletal injuries
- an increased risk of violent attack and theft since it is obvious to others that it is valuable equipment that can easily be snatched.

All employers have a duty under the Health and Safety Act 1974, to ensure the health, safety and welfare at work of all their employees. More specifically, under the Management of Health and Safety at Work Regulations 1999, all employers have a duty to assess the risks to health and safety to which their employees may be exposed at work, and to implement measures to prevent or control those risks. It is therefore essential that employees using laptops as part of their daily routine have a risk assessment carried out, identifying all the hazards and assessing all the risks.

When considering the risks from the design of laptops, the requirements of the Provision and Use of Work Equipment Regulations 1998 will be used to assist. These regulations ensure that:

- work equipment is suitable for the purpose for which it is provided
- the Academy has regard to the working conditions and to the risks to health and safety where the work equipment is to be used
- work equipment is used only for operations for which it is suitable and under conditions that are suitable
- Lifting and Carrying is considered.

#### **4.23.3 Hazards**

Laptop users who have to carry their equipment around with them are at increased risk of manual handling injuries such as strains of the back, neck and shoulder. There are a wide range of computers ranging from notebooks to mini-computers, many having integral printers making them considerably heavier. The weight of the equipment, leads and carrying case may be as much as 9 kilograms.

Laptop users are also very likely to be carrying other work related items with them i.e. books, papers, files etc. The distance over which the equipment is carried may be considerable i.e. from the car park to the building, down long corridors, up several flights of stairs etc. increasing this weight/strain further.

#### **4.23.4 Manual Handling Operations Regulations 1992 (MHOR)**

Employers have specific duties under the MHOR, they must:

- so far as is reasonably practicable, avoid the need for employees to undertake manual handling operations that involve a risk of their being injured
- ensure that a suitable and sufficient assessment is carried out if manual handling cannot be avoided, taking into account:
  - the task
  - the load
  - the working environment
  - individual capability (inc. pregnancy, recent childbirth)
  - other relevant factors;
- reduce the risk of injury to the lowest level reasonably practicable

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- provide information about the weight of the load and its heaviest side
- review the assessment if it is no longer valid or if there has been a significant change in the manual handling operations.

The best way to avoid manual handling risk associated with laptops is by eliminating the need to carry. As this is not always possible the Academy will:

- procure carrying aids such as trolleys, rucksack bags that can be carried with the weight distributed on both shoulders or, by ensuring that shoulder straps are long enough to allow the load to be carried across the body rather than on one shoulder
- provide encrypted memory sticks to prevent the carry about further loads
- provide training in safe lifting and handling techniques, especially for lifting equipment into and out of vehicles.
- assess alternatives on request for each situation and user.

#### **4.23.5 Assaults and Violent Theft - Hazards**

Laptop computers are a prime target for theft; therefore, the requirement for employees to carry such equipment increases the risk of assault, particularly when travelling at night. The attempted robbery may be opportunist or by someone who has observed the daily routine of the user and knows that they regularly carry this valuable equipment. The theft may be attempted whilst the laptop is being carried by the individual or perhaps directly from their vehicle.

The duties of employers under the Management Regulations to carry out risk assessments to prevent and control risks, include a duty to assess the risks of violence to their employees. Work related violence is defined by the HSE as 'any incident in which an employee is abused, threatened or assaulted in circumstances arising out of the course of his/her employment'.

Work related violence is foreseeable; some of the work situations identified in HSE guidance as putting people at potential risk are:

- Inadequate advice or training
- Working alone
- Carrying or handling money or valuables.

The HSE advises employers to adopt the seven-step approach to assessing the risks and putting effective preventative measures in place. The Academy will:

1. determine whether or not there is a problem by consulting with the relevant staff is brought to the Academies attention
2. record all incidents; and ensure that all staff know how and when to use a report form
3. classify any incidents by place, time, type of incident, who was involved and possible causes
4. investigate preventative measures
5. decide what can be done (staff will be involved in the choice of preventative measures)
6. put the control into practice. This should include creating/amending the policy as required, and ensuring that all staff read and understand the procedures
7. ensure that the control measures are suitable and sufficient.

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#### **4.23.6 Preventing Violence**

The most obvious way of preventing the risk of assault or violent theft is to eliminate the use of laptops, although substituting may be difficult unless staff can be given access to desktop computers. This is not possible within the Academy.

#### **4.23.7 Reducing the Risk of Violence**

The Academy will use the seven-step approach, working with staff to agree the most effective control measures to be implemented. Any other risks of violence arising from the work need to be assessed simultaneously, and consider:

- the location that staff will be working
- arrangements for summoning assistance i.e. mobile phones, radio alarms etc
- training in the procedures for dealing with violence, to include 'not putting oneself at risk in order to protect property'
- how incidents are reported, provision of report forms and instruction on how to complete them.

#### **4.23.8 Theft of Confidential Information**

The information stored on a laptop may be private and confidential and therefore should be protected with the implementation of user I.D's and Passwords. It is vital that this information is not attached to the laptop in any way i.e. post-it notes, sellotaped to the bottom of the case etc. if the user needs to record this information it should be kept totally separate from the equipment at all times.

#### **4.23.9 Work-Related Stress**

It is accepted that there may be an increase in the levels of stress associated with laptop use. The problems arise both from the actual use of the laptop i.e. the fear of violence or the inability to achieve a comfortable working posture and from the organisational context to which they have been introduced i.e. the places of work, the work load.

Under the Management Regulations there is a duty for Academy to assess the risks of hazards that may result in work-related stress. The HSE specify that employers must ensure that health is not put at risk through excessive and sustained levels of stress arising from the way in which work is organised, the way people deal with each other at work or from the day-to-day demands placed on the workforce.

The HSE advise that stress is most likely to occur if:

- pressures pile up on top of each other or are prolonged
- people feel trapped or unable to exert control over demands made upon them
- people are confused by conflicting demands made on them
- inflexible or over demanding work schedules
- lack of understanding from managers
- uncertainty about work and objectives
- demands of working with people
- fear of violence
- inadequate control of workplace hazards
- bullying by managers
- managers who do not listen to their employees or involve them in decisions over changes.

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#### **4.23.10 Preventing Stress**

Preventative measures will be dependent on the identified causes of stress. Examples could include:

- eliminating the need to carry or use laptops
- agreeing realistic work targets
- agreeing more flexible work deadlines
- organisation of work to allow daily task variety
- more control given to employees over their own work routine
- involving employees in decision making
- providing more training
- ensuring staffing levels are adequate
- ensuring support is available for employees
- improving communications
- setting up procedures for reporting stress.

A competent person should always carry out risk assessments; they must have the knowledge and understanding of:

- the work being assessed
- the principles of risk assessment and prevention
- current health and safety measures
- identification of work hazards.

They also need to be able to:

- identify health and safety issues
- assess the need for action
- design, develop and implement strategies and plans
- check the effectiveness of those strategies and plans
- promote good health, safety and welfare practices
- know their own limitations and when to call for other experts.

#### **4.23.11 Design and Use of Laptop Computers**

There are many health and safety hazards associated with the design and use of laptop computers; many are similar to those for any work using display screen equipment. Laptops are designed to be compact and therefore it is difficult to meet the ergonomic standards required for desktop equipment; difficult for users to achieve a comfortable working position.

The following are problems associated with the design of laptop computers:

- The screen and keyboard are fixed and cannot be adjusted separately. Thus the screen cannot be adjusted to the correct height and angle for the eyes at the same time as the keyboard being placed at the correct level for the hands and arms.
- Particularly with older models, the screens are often small making the display less easy to read.
- The limited movement of the screen may make it impossible to angle it to cut out glare.
- Although manufacturers claim that the keys on a laptop keyboard are the same size as those on a standard keyboard, the keyboards are so small that function keys are usually squashed around the remaining space resulting in hands feeling

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cramped during use. It should also be considered that although the key may be the same size increasing numbers of DSE users are now being given the choice of ergonomic, curved and split keyboards with static DSE equipment, as an alternative.

- As keys are placed in different positions or in awkward juxtaposition i.e. the delete and cursor keys side-by-side, irritation and stress result.
- Pointing and clicking devices are more difficult to control than a standard mouse.
- It is often possible to attach a separate keyboard or mouse to the laptop to allow more flexibility, however, these would add to the total weight of the equipment being carried.
- Users may be expected to use inappropriate workstations due to the portability of the equipment, increasing risks associated with poor posture.
- 

The main hazards from the use of laptops are musculo-skeletal disorders that can develop rapidly into chronic and disabling conditions if problems are not assessed and dealt with early. There are two categories of musculo-skeletal disorders:

- Back pain, neck pain and work related upper limb disorders (WRULDs).
- Repetitive Strain Injury (RSI) that may involve pain in fingers, hands, arms or shoulders.

Other hazards are visual fatigue, sore eyes and headaches, stress and physical fatigue. Vision disorders and headaches may be experienced if eyesight defects are not detected or corrected before screen work commences. The risks are especially high if laptops are actually used on the lap, in a vehicle, on low tables and chairs etc.

#### **4.23.12 Protective Measures**

DSE Regulations have been in force for several years, laptop or portable equipment is covered under these regulations; exclusions only being applicable if the equipment is not being used for long periods.

Unless the use of laptops can be eliminated, employers must carry out a risk assessment and take steps to minimize the risk. The requirements of the DSE Regulations should be applied even more stringently since the risks are potentially greater.

- Workstations must be suitable, have full size desks and fully adjustable chairs, thus allowing the user to achieve the best working position possible
- Lighting must be suitable along with the ability to reduce glare
- Work schedules must be flexible with users being allowed time for regular breaks from keyboard work
- Full eyesight test should be provided. It is important that the employee stresses to the optician that their work involves regular work on a small laptop screen with reduced possibility for distance adjustment, therefore, they can obtain appropriate advice
- Laptop users should be provided with information and training about health risks and how to avoid them by ensuring good posture, taking regular breaks, doing simple exercises etc
- Particular consideration should be given to expectant mothers who may need to be able to work in a position that does not put unnecessary pressure on the abdomen or lower back

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- Procedures need to be put into place for the prompt reporting, by users, of any symptoms, such as pain or numbness, to allow remedial action to be taken before the condition worsens or becomes chronic and difficult to treat
- Safety Checks and Visual Inspection Guidelines.

Laptops are defined as an extra low voltage portable appliance and as such need only a visual inspection. Whilst the mains powered adaptor used to recharge the batteries is in a sealed unit and considered low risk, it is recommended that it be tested at least every 5 years.

A visual inspection is the most important maintenance precaution, approximately 95% of faults or damage can be found simply by looking. The leads, plugs or the equipment itself can become damaged, especially if being transported, and may result in electric shocks or cause fires.

To carry out a visual inspection, after disconnection from the power, examine the equipment, cable and plug for signs of:

- damage i.e. cuts, abrasions (excluding light scuffing) to the cable covering. Ensure that there are no loose wires
- damage to the plug i.e. cracked casing, bent pins
- non-standard joints including taped joints in the cable
- the outer covering (sheath) of the cable not being gripped where it enters the plug or equipment. Ensure that the coloured insulation of internal wires are not exposed
- the equipment having been used in unsuitable conditions i.e. wet or dusty workplace
- damage to the outer cover of the equipment or obvious loose parts or screws
- burn marks/staining, indicating overheating.

#### **4.23.13 Safety Guidelines**

The following information forms safety guidelines for using a laptop:

- When connecting the equipment to the mains ensure that all cables are not in the path of other users.
- Never walk/roam around a building whilst using your laptop, or carry the equipment in its open position.
- Always place your laptop on a desk, never balance on your knee or on piles of books, papers etc.
- If you use any body-mounted medical device i.e. pacemaker or defibrillator, seek advice from your GP before using a wireless transceiver, as it may affect the operation of the device.
- If the laptop has an external antennae ensure that it does not get in the way of other users.
- Ensure that external antennae are not close to or touching any exposed parts of the body, in particular the face and eyes, whilst transmitting.
- Laptops must never be used on the lap if the base of the equipment contains a wireless antenna requiring a clearance in excess of 5cm from the body.
- High gain, wall or mast antennas should be more than 30cm from your body.
- Dipole antennas on base stations should be more than 15cm from your body.

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- The antenna on wireless cards in laptops should be more than 5cm from your body.
- The level of electromagnetic radiation produced by a wireless device is very low, for example, by comparison to that emitted by computers, cordless phones, microwave ovens and fax machines.

## **4.24 Manual handling and ergonomics**

### **4.24.1 Introduction**

It has been estimated that 5.5 million working days are lost each year as a result of accidents involving manual handling. In many businesses, unsafe manual handling leads to more accidents than anything else.

The Manual Handling Operations Regulations 1992 require employers to adopt an ergonomic approach to reducing manual handling risks (ergonomics involves adapting the work so that it is suitable for the worker, rather than expecting the worker to adapt to the task).

The first stage in achieving compliance with the Regulations should be to make a list of the manual handling tasks (operations) carried out by employees that may involve a risk of injury. A brief 'preliminary' assessment can then be carried out on those operations with the aim of identifying which of them do involve a risk of injury.

Having identified the operations involving a risk of injury, the next stage is to try and avoid or limit them. Failing that, it may be possible to automate or mechanise an operation.

### **4.24.2 Risk assessment**

If the manual handling operation cannot be totally avoided, a full risk assessment must then be carried out.

The person having responsibility for the implementation of this function is the Site Services Manager.

This requires an ergonomic approach which should look at:

- the task being carried out
- the loads being handled
- the environment in which the task takes place
- the capacity of the individuals involved.

The aim is to identify any problems (i.e. risks) that may exist in relation to these four areas.

Having completed the assessment, the risk involved must then be reduced to the lowest level reasonably practicable. Again, an ergonomic approach should be adopted in order to examine where modifications can be made to the task, load, working environment and/or the individual's capability to make the operation safer. The assessment should subsequently be monitored and reviewed as necessary.

### **4.24.3 Upper limb disorder**

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Upper Limb Disorders (ULDs) is a general term covering a range of conditions affecting the soft tissues of the hand, wrist, arm, shoulder and neck. Manual handling is one of a number of activities that can lead to employees developing ULDs – others include keyboard work and assembly line work.

Where staff or students carry out tasks which involve significant use of the fingers, hands or arms, consideration should be given to the potential for development of ULDs. Possible indicators of a ULD problem include a high incidence of injury or ill-health, complaints by employees and 'DIY' modifications of workstations. In such situations, a risk assessment should be carried out, possibly starting with a preliminary assessment and then a full assessment where necessary (as with manual handling - see Manual Handling Guidance).

In carrying out the ULD assessments (and attempting to reduce the risk), all relevant aspects of the working environment should be considered. The main risk factors likely to be found fall within the following categories:

- Physical: excessive force being applied, repetition, poor posture, poor design, vibration, extreme temperatures
- Organisational: inadequate training, lack of job rotation, incentive systems, lack of breaks, poor management/staff relations
- Personal: experience, age, fitness, height and strength, gender.

#### **4.25 Hazards**

All hazards including defective equipment, furniture and other items in need of repair must be reported in good time, to the Site Services Manager in accordance with the hazard reporting procedure.

The Hazard Report Form is at Annex B, and once completed should be emailed to [jconway@westminsteracademy.biz](mailto:jconway@westminsteracademy.biz).

The Director of Finance and Resources is responsible for ensuring that hazard reports are actioned appropriately, in conjunction with the Site Services Manager.

Hazards that are thought to present an imminent threat to health and safety should be brought to the attention the Site Services Manager.

Inventories of flammable and hazardous substances and risk assessments for their use are maintained by the Site Services Manager. Inventories are also contained in Science Prep Room 112, DT Prep Room 225.

These persons will ensure the safe use of these chemicals or substances and will ensure that adequate warning notices are properly displayed especially in storage areas, as per Dangerous Substances Explosive Atmosphere Regulations 1999.

#### **4.26 Working at height**

Line Manager and/or Site Services will ensure that working at height is risk assessed and appropriate control measures are put into place to mitigate any risks.

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Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

## **4.27 Mechanical handling and lifting equipment**

### **4.27.1 Introduction**

The legislative requirements relating to the safe use of mechanical handling equipment are contained in a number of statutes and approved codes of practice. They are concerned with the main risks associated with the use of this equipment, namely:

- failure of the equipment
- incorrect use of the equipment
- danger to people in the vicinity
- danger to the operator.

### **4.27.2 Maintenance programme**

There are strict requirements relating to the periodic examination and testing of such equipment. The frequency is dictated by the type of equipment in operation, but is commonly between 6–12 months. All such examinations have to be carried out by a competent person and appropriate records kept.

A maintenance programme must also be developed, designed to reduce the risk of equipment failure. Such a programme would include examination and maintenance by both the user of the equipment and, less frequently, by a competent engineer. Procedures should be introduced to ensure that unsafe equipment is not used (defect labelling).

### **4.27.3 Selection of equipment**

Mechanical handling equipment must be selected to ensure that it is capable of performing the tasks required. Consideration should also be given as to any additional functions it may be required to perform in the future.

The selection of operators should be carried out carefully to ensure that they are medically fit and capable of carrying out the work required. Once selected, adequate training should be provided. The operators of some types of lifting equipment must undergo prescribed training. Refresher training should also be organised to ensure that the equipment continues to be used in a safe fashion.

### **4.27.4 Supervision**

The supervision of students is essential if safe working practices are to be adhered to. All teachers are to be competent in Manual Handling skills.

### **4.27.5 Pedestrian areas**

The exclusion of pedestrians from areas where mechanical handling is taking place will greatly reduce the risks associated with the activity. Where it is not possible to exclude pedestrians, adequate precautions should be taken to separate them from areas where they would be at risk.

### **4.27.6 Summary**

The main problems associated with the use of mechanical handling equipment can be summarised as:

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- risk of contact with persons
- accidents to operators
- accidents to goods and storage systems
- servicing and maintenance
- unauthorised use
- falling or displacing stock
- failure of equipment e.g. where the Safe Working Load (SWL) is exceeded.

#### **4.27.7 Legislation applicable to mechanical handling and lifting equipment**

The legislation applicable to mechanical handling and lifting equipment is both extensive and fragmented. The main legal requirements can be found in the following:

- The Health and Safety at Work etc. Act 1974
- An approved code of practice: 'The Basic Training of Operators of Rider-Operated Lift Trucks'
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998 (PUWER)
- The Management of Health and Safety at Work Regulations 1999
- The Lifting Equipment and Lifting Operations Regulations 1998 (LOLER).

### **4.28 Personal protective equipment**

#### **4.28.1 Introduction**

The fundamental principle with regard to the use of personal protective equipment (PPE) in the workplace, is that it must only be used where there is no other reasonably practicable way of avoiding or adequately controlling a particular health and safety risk.

Risk assessments carried out under the Management of Health and Safety at Work Regulations 1999, or under specific Regulations such as the Control of Substances Hazardous to Health Regulations 2002, should indicate whether PPE is required to adequately control risks. If it is, an appropriate management system should then be established to ensure that suitable PPE is selected, correctly used and maintained.

The persons having responsibility for the implementation of this function are teachers of technology and the Site Services Manager.

#### **4.28.2 Hazard protection**

First, it is necessary to identify the particular hazards which PPE must protect against. The characteristics which the PPE should have in order to provide adequate protection can then be established. Matters which should be considered in deciding whether a proposed item of PPE is suitable are:

- its effectiveness in controlling the risk
- suitability for its conditions of use
- the 'CE' mark (this should be present on all new PPE)
- correct fit
- ergonomic requirements (does it suit the individual e.g. beards, glasses, small stature of students etc.)
- compatibility with other PPE

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- staff and students' views and any risks the PPE itself may create (consult with user and parent/guardian).

#### **4.28.3 Types of PPE and use**

Most PPE falls into one of the following categories:

- head protection
- eye protection
- hand and arm protection
- foot and leg protection
- protective clothing
- hearing protection
- respiratory protection.

In an ideal world, personal protective equipment (PPE) would not be necessary as risks to health and safety would be controlled by other measures, such as safe systems of work or engineering controls. Unfortunately, situations do occur in the workplace where alternative means of adequately controlling risks are not available and PPE has to be provided. However, PPE must only be used as a control measure after all other possibilities have been considered and evaluated, and it has been established that there is no other reasonably practicable way of avoiding or adequately controlling a particular health and safety risk. PPE should therefore be considered as the *last resort*. The reasons for this are that:

- PPE is rarely 100% effective
- if it fails, people can be exposed to serious risks
- it only protects the wearer
- some types of PPE are awkward to wear, which can cause discomfort and lead to other risks being created
- it is easier for management to ensure the correct use of a single control measure, such as exhaust ventilation, than large numbers of employees using personal protective measures.

#### **4.28.4 PPE Training**

Once a suitable type of PPE has been selected and purchased, employees and students must receive adequate training in relation to its use, maintenance and procedures for reporting damage or loss must also be established.

#### **4.28.5 The PPE assessment**

The assessment will normally cover a particular work activity in order to follow on from the risk assessments which identified a need for PPE. First, all hazards that employees are exposed to should be identified. Generally, the higher the risk, the greater the level of protection required. The following list contains some common hazards where PPE may be required either in addition to other control measures or where it is not reasonably practicable to introduce other control measures. In respect to ionising radiation and gas, PPE measures adhere to the Ionising Radiation Regulations 1999 and the Gas Safety (Installation and use) Regulations 1998.:

- falls from a height
- falls on the same level
- falling objects
- stabs and cuts
- mechanical impact/crushing

[Type text]

[Type text]

- heat, cold and fire
- harmful bacteria/viruses/fungi
- vibration
- electric shock
- radiation
- dust, fumes, gases, vapours
- immersion or drowning
- noise
- classroom experiments.

#### **4.28.6 Records**

Where appropriate, records of tests and examinations should be kept. This applies primarily to statutory requirements for records (such as those required for RPE under the COSHH Regulations) and to the more complex PPE. Employers may find it useful however, to keep records for other types of PPE regardless of whether it is required by statute (to identify what was issued).

### **4.29 Work Equipment**

#### **4.29.1 Introduction**

This Section applies to all work equipment provided for use by any member of staff or student; work equipment means all types of plant, machinery and equipment in use in the workplace.

The hazardous nature of many types of work equipment, particularly machinery, means that unless the risks they present are properly controlled, serious injuries or fatalities are likely to result.

All new machinery should bear a 'CE' mark to indicate that it conforms to the relevant safety standards.

The persons having responsibility for the implementation of this function are all support staff, teachers and the Site Services Manager.

#### **4.29.2 Standards**

The principal minimum standards applicable to this section are:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations 1998.

#### **4.29.3 Management responsibilities**

##### **Management will:**

- ensure all work equipment used on the Academy site is suitable for its intended use bearing in mind its condition, the place it will be used, who will be using it and the purpose for which it is to be used

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- work equipment must be suitable by design and construction for particular intended use, with risks to health and safety designed out and health and safety protection designed in
- ensure all work equipment used complies with all applicable European Community Directives, dictating essential safety requirements, or with relevant British Standard requirements if the former has not been achieved for the product concerned
- ensure all work equipment is maintained in an efficient state, efficient working order and in good repair so that performance does not deteriorate to a condition that puts people at risk
- maintenance must only be carried out by competent persons
- ensure maintenance records are kept readily available on site and up to date
- ensure all work equipment maintenance can be conducted in a safe manner and without risks to the health and safety of any person.

#### **4.29.4 Information, instruction and training**

Ensure all persons who use work equipment are provided with adequate health and safety information, training and, where appropriate, written instructions pertaining to the use of the work equipment.

Students must be introduced to the equipment and associated risks during induction training at the beginning of each term, and be fully supervised whilst using the equipment.

Ensure the direct managers of the users of work equipment are provided with adequate and similar health and safety information to enable them to take appropriate action regarding the use or misuse of the working equipment and provide sufficient resources for training and instruction.

Ensure suitable records of health and safety training are kept up to date and are readily available at the workplace. Wherever possible statements of competence should be obtained for each user.

Ensure training and direct management are emphasised for all young people with no or little workplace experience. Induction training is of utmost importance.

Ensure apart from the provision of adequate instruction, information and direct management for such machinery, adequate and prominent control signs must be effectively displayed.

#### **4.29.5 Dangerous parts of machinery**

Effective measures should be taken to prevent any contact with dangerous parts of machinery. Such measures must either prevent access to a dangerous part, or stop the movement of the dangerous part before any part of a person can reach it. N.B. reference should be made to British and European Standards BS 5304, BS EN 292, BS EN 294, BS EN 60204-1, .EN 349, EN 418 et al.

Risk assessments should be carried out to identify any hazards presented by machinery and to include setting, maintenance, cleaning or repair. The assessments should identify a different combination of measures compared to normal operation as inaccessible parts become accessible and therefore dangerous. Where it is unavoidable and necessary to

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carry out settings or adjustments, and dangerous parts are accessible, a greater reliance on the provision of information, instruction, training and direct management will be paramount.

N.B. Should an identified hazard present a reasonably foreseeable risk to a person, the part of the machinery generating the hazard is by definition "a dangerous part".

#### **4.29.6 Specific hazards**

Specific hazards are either prevented or when that is not reasonably practicable, adequately controlled. The specific hazards are:

- materials falling from equipment, e.g. loose boards falling from scaffolding
- material held in equipment being unexpectedly thrown out, e.g. swarf ejected from a machine tool
- parts of the equipment breaking off and flying out, e.g. an abrasive wheel bursting
- parts of the equipment coming apart, e.g. the collapse of scaffolding or false work, (false work is any temporary structure used to support a permanent structure during its erection and until it becomes self-supporting)
- overheating or fire, e.g. bearings running hot, electric motors burning out, ignition by welding torch, failing thermostats, cooling system failure
- explosion of the equipment due to pressure build-up, e.g. pressure-relief device failure, pipe work sealing
- explosion of substances in the equipment, e.g. chemical reactions, dust explosions, welding work on a container with flammable residues.

Remaining risks, which cannot otherwise be eliminated, be addressed by the issue of personal protective equipment.

#### **4.29.7 High or very low temperatures directly related to work equipment**

Work equipment that emits high or very low temperatures must be effectively protected and/or operated to prevent injury to any person by burn, scald or sear.

Wherever possible, practical engineering methods should be used to reduce the risk of personal contact. Where this is impractical or where the temperature is still a risk then personal protective equipment may be necessary.

Where controls are impractical, e.g. the use of food cookers, adequate information, instruction, warning notices and direct management should be made readily available.

#### **4.29.8 Controls and control systems**

Where machinery is powered and operated by other than human effort, or where work equipment fails to stop when human effort ceases, adequate controls and control systems should be adequate for the purposes of:

- starting machinery
- controlling any changes in speed, pressure or other operating conditions
- emergency stoppage
- isolation from sources of energy.

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Complex installations may require specific risk assessments to identify the need for additional control mechanisms or systems.

#### **4.29.9 Stability of work equipment**

Work equipment or a part of work equipment used in a fixed position, bolted or otherwise fastened down to prevent its movement during use may need additional measures taken in certain conditions (e.g. severe weather).

Ladders used at their correct angle height should be tied and/or footed depending on the type of work being carried out.

Mobile tower scaffolds should be correctly erected and where necessary tied into the building and/or used with stabilising outriggers.

Mobile work equipment, e.g. tractors, cranes and lift trucks, are operated within their limits of stability whether additional stability aids are used or not. In particular the suitability of the terrain to be travelled over needs serious contemplation.

#### **4.29.10 Lighting**

Lighting provided in the workplace (whether natural or artificial) should be suitable to carry out all the tasks using any work equipment, e.g. detailed or precision work, where additional suitable lighting must be provided to satisfy the needs of all the tasks.

To ensure effective local lighting is provided to illuminate the direct working area when the construction of a machine renders the normal lighting inadequate for the safe and efficient operation and/or maintenance of the machine.

#### **4.29.11 Warnings**

To ensure all work equipment incorporates any warnings or warning devices which are appropriate for reasons of health and safety and that warnings (permanent printed ones) are effective and clear, conform to BS 5378 or the Signs and Signals Regulations, and are either attached to the equipment or positioned close to it.

To ensure all warning devices (e.g. reversing alarms, control panel alarm lights, safe load indicators) are easily perceived and understood by all persons within the effective vicinity of the equipment's use.

### **4.30 Contractors and others working at the Academy**

#### **4.30.1 Introduction**

Contractors' activities can significantly increase the risk to health and safety. For example, they may:

- introduce dangerous substances
- breach structural fire breaks when they are installing wiring
- temporarily close off escape routes
- disconnect alarm systems
- work with heat (paint stripping/roofing) with the consequent risk of fire
- create temporary hazards

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The persons having responsibilities for the implementation of this function are the Director of Finance and Resources and the Site Services Manager.

Provided the nature of the work is known in advance, then the risk to the Academy can be assessed and suitable risk control measures can be introduced before the work begins.

Options include:

- making an area temporarily out of bounds to staff and students
- providing alternative emergency escape routes
- introducing a system of permit to work certificates
- restricting the time when the work may be carried out
- providing storage areas for hazardous materials.

The Director of Finance and Resources should co-ordinate the activities of contractors. He should seek written assurances (Risk Assessments and Systems of Work) that the work will be carried out safely and in accordance with all the statutory requirements and codes of practice which are appropriate to that work. Arrangements should also be made to confirm that these assurances are met in practice.

For day-to-day repairs, an access control system which requires all workmen to report their arrival to the Academy security should provide an opportunity to confirm that their proposed working arrangements are safe.

For both minor and major projects, where the contractor is on site for some time, more formal arrangements should be made. The contractor should be informed of and agree to comply with the Academy's health and safety policy.

The working practices which the contractor intends to follow should be discussed and arrangements should be made to control any risk to staff, students or visitors. It is recommended that health and safety arrangements form an integral part of the tender documents and part of the contract. If health and safety is introduced for the first time at a later stage, it can result in delays and additional expense. Procedures should also be introduced to ensure that these standards have been complied with.

#### **4.30.2 Responsibility for safe practices**

When the Academy premises are used for purposes not under the direction of the Principal then the principal person in charge of the activities will have responsibility for safe practices.

The Site Services Manager will ensure hirers, contractors and others who use the Academy's premise conduct themselves and carry out their operations in such a manner that all statutory and the Academy's safety requirements are met at all times.

When the premises are hired to persons who are not members of staff, it will be a condition for all hirers that they are familiar with this policy, and comply with it. They will not, unless with prior consent of the Principal:

- Introduce equipment for use on the Academy premises
- Alter fixed installations
- Remove fire and safety notices or equipment

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- Take any action that may create hazards for persons using the premises or the staff or students of the Academy

#### **4.30.3 Visitors**

All visitors must report to security where a signing-in system is in operation. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the Academy.

### **4.31 Portable electrical appliances**

#### **4.31.1 Introduction**

The Electricity at Work Regulations 1986 contain the minimum requirements for ensuring that portable electrical appliances (PEA), i.e. that are connected to the supply by a plug and cable, are safe to use.

The Regulations recognise that such appliances have special risks over and above those of fixed electrical apparatus.

When being used by inexperienced students, the risks of injury are increased dramatically.

The special risks include the appliance may be hand held, it may be moved and liable to wear and damage, it could be used in inappropriate environments, it may be unauthorised (e.g. personal items brought from home) and receive insufficient and/or improper maintenance.

PEA must be selected/purchased to ensure its suitability for the intended use. It must be robust enough for the level of use and be able to be maintained to keep it safe to use.

Persons having responsibilities for implementing this function are technology teachers and the Site Services Manager.

#### **4.31.2 Safety Checks**

The Regulations require users of PEA to ensure a system of checks, inspections and tests at a frequency suitable for the environment in which they are used and the level of use, as may be necessary to prevent danger.

#### **4.31.3 Users should check that:**

- The outer sheath of the cable has not been damaged in any way by cuts, burns, abrasions and that it is not fraying, and that the location of the flex will not result in damage, for example by being trapped between or under furniture, or be damaged by people walking on it or tripping over it.
- The flex does not have any improperly made joints, e.g. using insulating tape instead of a proper connector.
- The plug is in good condition and the cable is secure.
- There are no scorch marks on the plug casing and the cable is securely gripped by the outer sheath (not loose or the inside wires)

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- The socket outlet into which the plug normally goes is in good condition. It is important NOT to touch the socket if it is loose or if it is sufficiently broken such that the live parts can be touched. Check for: scorch (brown) marks, cracks or damage and that the socket is firmly fixed.
- The appliance itself to ensure that it is in good condition and works properly. E.g. check to see whether the mains switch operates correctly, whether there are any serious cracks or damage to the casing such that any of the live parts could be touched and ensure that any indicator lamps fitted to it work and indicate correctly.
- The appliance is suitable for the job it is intended to do. The users should satisfy themselves that the appliance is being used for the purpose it was originally intended. If they are unsure, then they should seek guidance from their supervisor or manager or from their safety advisor.
- In the event of a fault being found the user should: switch off the appliance and unplug it from the mains, label it clearly to indicate that it should not be used and briefly what is wrong. Then report it to a supervisor or manager.

#### **4.31.4 Competent person combined inspection and testing of PEA**

The checks and inspections carried out by users will, if properly conducted, reveal most (but not all) potentially dangerous faults. Some deterioration of the cable, its terminals and the appliance itself is inevitable after extended use and appliance may also be misused to the extent that a hazard arises. Periodic inspection and testing using the correct test equipment is the only reliable way to detect such faults, and should be carried out to ensure the continuing safety of the appliance. It will focus on faults that would not be visible, such as loss of earth integrity, deterioration of insulation integrity or contamination of internal and external surfaces.

#### **4.31.5 Combined visual inspection and PEA test**

The competent person doing the inspection must do:

- A thorough visual inspection.
- An electrical test that the earth connection is intact and correct.
- An electrical test to indicate that the insulation is functioning properly.

#### **4.31.6 Frequency of combined visual inspection and PEA test**

The frequency of tests will depend on several criteria and circumstances. Management need to risk assess PEA to determine on what basis and regularity each item requires. As an aid the following checklist is suggested:

1. Are there any manufacturer recommendations?
2. What is the PEA's current condition?
3. How old is it?
4. Does the working environment affect the PEA e.g. humidity, dust, damp etc?
5. The frequency of use
6. The potential for abuse
7. The effects of modifications/repairs
8. The analysis of previous records

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An additional guide towards deciding upon frequencies is the recommendations by the Institute of Electrical Engineers:

110v Construction Site Appliances	Every 3 months
Industrial/commercial kitchen appliances	Every 6 months
Appliances used by the public	Every 6 months
Appliances in classrooms	Every 12 months
Appliances in offices (not hand held)	Every 24 months
Appliances in offices – hand held	Every 12 months
Earthed appliances	Every 1-2 years

#### **4.31.7 Appliances Excluded**

The following appliances are excluded from Combined Inspection and Testing:

- Battery operated appliances of less than 20 volts
- Extra low voltage – less than 50 volts a.c. (e.g. telephone appliances and low voltage desk lights)
- Non-hand held double insulated appliances that may be moved (e.g. fans, table lamps, slide projectors, desktop computers, DSE screens, photocopiers, fax machines)
- Hand held, double insulated appliance (e.g. vacuum cleaners)

#### **4.31.8 Maintenance and Test Records for PEA.**

The Regulations do not formally require the keeping of maintenance logs for PEA's but such records can help manage PEA's (e.g. inventory requirements and demonstrate adherence to statutory duties, identifying high turnover etc.).

Modern portable appliance test equipment will automatically download test results to a computer which can then store the records, forecast future routine work due and provide an inventory of appliances against location.

#### **4.31.9 Competence**

The Principal must ensure any member of staff, who requires using a PEA to facilitate curriculum training, is competent in the use and maintenance of the PEA.

All teachers must carry out adequate induction training when a student is required to use a PEA as part of the curriculum training.

It is in everyone's interest to undertake the user's check before a PEA is used.

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## 5. Review

This policy will be reviewed annually but will also be updated as required following changes to practice or regulations.

### 5.1 Equality Impact Statement

The Academy will do all it can to ensure that this policy does not discriminate, directly or indirectly. It will ensure this through regular monitoring and evaluation of policies. On review the Academy will assess the likely impact of its policies on the promotion of race equality, equality for disabled persons, gender equality and community cohesion using an appropriate Equality Impact Assessment. The policy may be further amended as a result of this assessment.

Version 3	
Author	A.Banks 14 July 2008
	Checked by SB August 2011
	Checked by LB January 2012
Approved by Governors	
Review Date – Version 4 LB	August 2012

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[Type text]

## Annex A

### WESTMINSTER ACADEMY RISK ASSESSMENT

Department:

Action Required?    Yes    No

Task:

Hazard: \_\_\_\_\_

Location:

Line Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessment carried out by: \_\_\_\_\_

Date: \_\_\_\_\_

Hazard Likelihood	Severity/Consequences	Risk Score ( <i>likelihood x severity</i> )
Known Accidents/Incidents		
Existing Controls		Control Effectiveness
Recommended Controls		Control Effectiveness
Conclusions		
Action		
Review Date: _____ Signed: _____ Print Name: _____ Date: _____		
<b>LIKELIHOOD</b>	<b>SEVERITY</b>	<b>COST EFFECTIVENESS</b>
1 = Probable 2 = Possible	1 = Critical Injury 2 = Major Injury	H = High M – Medium

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3 = Unlikely	3 = Minor Injury	L = Low
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Risk scoring matrix

		Severity		
		A	B	C
L i k e l i h o o d	1	9	8	7
	2	6	5	4
	3	3	2	1

**Response:**

**7 – 9 = High Risk                      Treat, Terminate, Transfer Risk**  
**4 – 6 = Medium Risk    Treat, Tolerate Risk**  
**1 – 3 = Low Risk                      Treat, Tolerate Risk**

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**Annex B**  
**HAZARD REPORT FORM**

**TO BE COMPLETED BY THE EMPLOYEE**

Details of the hazard or unsafe condition. (Include details of any emergency safeguarding carried out to prevent accident or injury).

Location:-

Suggested rectification action.

Reported by \_\_\_\_\_

PRINT NAME

SIGNATURE

DATE

**TO BE COMPLETED BY SITE SERVICES**

Comments on reported hazard

Immediate/temporary  
taken/recommended

Actions

Permanent  
taken/recommended

Actions

Responded to by \_\_\_\_\_

PRINT NAME

SIGNATURE

DATE

**TO BE COMPLETED BY THE DIRECTOR OF FINANCE**

Comments:-

[Type text]

[Type text]

Reviewed by

PRINT NAME

SIGNATURE

DATE

[Type text]