

New School Canterbury Health and Safety Policy



**NEW
SCHOOL**
CANTERBURY

New School Canterbury

Health and Safety Policy

Policy ratified and adopted by full board of Trustees: June 2019

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

Reviewed & Updated	Date:	By:
Reviewed & Updated	Date:	By:
Reviewed & Updated	Date:	By:
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New School Canterbury Health and Safety Policy

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HEALTH & SAFETY POLICY

V1/KA/260619

STATEMENT – ORGANISATION – ARRANGEMENTS

New School Canterbury

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SCOPE OF CERTIFICATION

New School Canterbury Health and Safety Policy

This manual covers the products and services offered by New School Canterbury included in the scope definition below:

New School Canterbury

The Management System is designed to meet the requirements of:

OHSAS 18001:2007

Certification covers all activities at the site address specified on the cover of this Manual and associated operations, carried out by New School Canterbury.

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Health and Safety Policy Statement



Statement of Intent

It is the policy of New School Canterbury to comply with the terms of the Health and Safety at Work Act and any subsequent legislation and to provide and maintain a healthy and safe working environment.

New School Canterbury will strive to reduce the number of work related injuries and illnesses to as close to zero as possible.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy.

New School Canterbury recognise and accept their duty of care towards their employees, as well as any visitors that may come to site.

While the management of New School Canterbury will do all that is within their power to ensure the health and safety of employee's, it is recognised that health and safety at work is the responsibility of each and every individual associated with the Trust. It is the duty of each employee to take reasonable steps to ensure his own and other people's health, safety and welfare, and report any situation that is unsafe to management.

The health and safety policy will be continually monitored and reviewed at least annually.

Signed:

A handwritten signature in blue ink, appearing to read 'Robin Harris'.

**Robin Harris
Director of Health and Safety
Date: 26th June 2019
2020**

Review Date: 26th June

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Disclaimer

This Policy has been designed by Armadillo Safety Solutions. It is designed to be used as a template, for your business to document its safety Management system. The Director of Safety is responsible for making changes to this document, so that it accurately reflects how the Trust manages safety.

Armadillo Safety Solutions cannot be held responsible for the implementation of the policies within this document.

New School Canterbury Health and Safety Policy

Introduction

This document sets out the general Responsibilities, Organisation and Arrangements to support the Health & Safety Policy Statement of New School Canterbury, hereinafter referred to as the Trust. All personnel employed by the Trust are to have this document brought to their attention and the signed policy statement is to be displayed in a prominent position for all to read. If any employees have any queries, or require further information, then they should contact their Line Manager .

This Health and Safety Policy shall be reviewed annually by the appointed person, to reflect any changes in Health and Safety Legislation and Work Practice, and to provide an annual plan to review resources and actions necessary to develop an acceptable safety culture within the organisation. Any such changes to this document will be issued or posted as appropriate.

General Summary

The Trust shall, in order to fulfil its General Policy Statement:

- Provide all employees with safe working methods, equipment and procedures, together with an appropriate working environment to prevent accidents and injuries.**
- Identify the health and safety hazards arising from its business and assess and manage the associated risks.**
- Provide adequate information, procedures and consultation to achieve full co-operation of employees on matters relating to health, safety and welfare.**
- Comply fully with the statutory requirements relating to health, safety and welfare at work.**
- Ensure that the Trust objectives are fulfilled by reviewing and monitoring of work activities.**
- Ensure so far as is reasonably practicable that all visitors and contracted personnel, who are involved in work for the Trust, work to the same standards of health and safety, as those in place for employees.**
- Provide an organisational structure that clearly identifies responsibilities for safety, as well as promoting health and safety throughout the organisation.**
- Provide adequate funding and resources to allow staff to execute their own duties regarding health and safe**

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Health & Safety Management System Structure

Health and Safety Policy		
Part 1 Health & Safety Policy Statement of Intent	Part 2 Health & Safety Organisation	Part 3 Health & Safety Arrangements, Processes & Procedures

Hazard Identification and Management Control		
Part 1 Risk Assessments (Common Hazards)	Part 2 Risk Assessments Method Statements (Task Specific Hazards)	Part 3 Employee Safe Systems of Work

Documentary Evidence

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<p>Training Records</p> <p>Safety Induction Work Equipment Display Screen Equipment Manual Handling Hazardous Substances “Refresher” Courses</p> <p>Fire Safety Employee Core Skills</p>	<p>Safety Monitoring</p> <p>Inspections Audits Occupational Health</p>	<p>Review and Action</p> <p>Incident Investigations Safety Meetings Correspondence</p>
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Revision and Amendments Register

Date	Page Numbers	Procedure Numbers	Revision Details	Issue No

Legal Register

		Yes	No
Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2004 (as amended 2005)	1	X	
Carriage of Dangerous Goods by Road Regulations 1996	2	X	



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Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (as amended)	3	X	
Confined Spaces Regulations 1997	4	X	
Construction (Design and Management) Regulations 2015	5	X	
Control of Asbestos Regulations 2012	6	X	
Control of Lead at Work Regulations 2002	7	X	
Control of Noise at Work Regulations 2005	8	X	
Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)	9	X	
Control of Vibration at Work Regulations 2005	10	X	
Controlled Waste (Registration of Carrier and Seizure of Vehicles) Regulations 1991	11	X	
Corporate Manslaughter and Corporate Homicide Regulations 2007	12	X	
Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002	13	X	
Electrical Equipment (Safety) Regulations 1994	14	X	
Electricity at Work Regulations 1989	15	X	
Employers Liability (Compulsory Insurance) Act 1969	16	X	
Employers Liability (Compulsory Insurance) Regulations 1998	17	X	
Environmental (Duty of Care) Regulations 1991	18	X	
Environmental Protection Act 1990	19	X	
Equality Act 2010	20	X	
Food Safety Act 1990	21		X
Gas Safety (Installation and Use) Regulations 1998	22	X	
Health and Safety at Work, etc. Act 1974	23	X	
Health and Safety (Fees) Regulations 2012	24	X	
Health and Safety (First-Aid) Regulations 1981	25	X	
Health and Safety (Consultation with Employees) Regulations 1996	26	X	
Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)	27	X	

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Health and Safety Information for Employees Regulations 1989	28	X	
Health and Safety (Safety Signs and Signals) Regulations 1996	29	X	

Yes No

I.E.E. Wiring Regulations 17th Edition and Guidance	30	X	
Ionising Radiations Regulations 1999	31		X
Lifting Operations and Lifting Equipment Regulations 1998	32	X	
Management of Health and Safety at Work Regulations 1999 as amended	33	X	
Low Voltage Electrical Equipment (Safety) Regulations 1989	34	X	
Manual Handling Operations Regulations 1992 (as amended)	35	X	
Occupiers' Liability Act(s) 1957 and 1984	36	X	
Pressure Systems Safety Regulations 2000	37	X	
Personal Protective Equipment at Work Regulations 1992	38	X	
Provision and Use of Work Equipment Regulations 1998	39	X	
Regulatory Reform (Fire Safety) Order 2005	40	X	
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	41	X	
Safety Representatives and Safety Committees Regulations 1977	42	X	
Supply of Machinery (Safety) Regulations 1992, as amended 1994	43	X	
Smoke-free (Premises and Enforcement) Regulations 2006	44	X	
Smoke-free (Signs) Regulations 2007	45	X	
Smoke-free (Exemptions and Vehicles) Regulations 2007	46	X	
Work at Height Regulations 2005	47	X	
Workplace (Health, Safety and Welfare) Regulations 1992	48	X	
Working Time Regulations 1998 as amended	49	X	



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Health & Safety Policy Organisation

Organisation Chart

Trustees

Robin Harris Chair of Trustees

Paul Baxter

Louise Rowley-Jones

Saskia Anley-McCallum

Andrew Bax

Support Leadership Team

Beth Cuenco - Headteacher

Educational Advisor

Sarah Loudon - Office Manager

Ben Gauntlett - Site Lead

Teaching Team

Class Teachers

Julie Summerhayes Emma Day-Palmer

Emma Barber

Kindergarten Teachers

Jane McCagherty

Sam Greshoff

Subject Teachers

Jane May

Britta Gregoroyannis

Judit Torok

Site Team + Volunteers

Wolfram Alksne - Caretaker Amy Pool - Volunteer Coordinator

Responsibilities

Top Management - Trustees

The Top Management of the Trust are responsible for ensuring compliance with the Health & Safety Policy Statement and all relevant legislation and standards. They will, through the Management structure, ensure that appropriate procedures and arrangements, including provisions for monitoring and review, are established and maintained.

They are to appoint someone competent, the Head Teacher, to assist with their health and safety responsibilities, and to consult with employees, and their safety representatives, on this appointment.

They are to ensure employees receive appropriate training and instruction relating to their work activities.

They are to ensure reasonable resources are made available to implement health, safety and welfare throughout the Trust. They are to set a personal example by wearing the appropriate protective clothing and equipment.

Chair of Trustees

Overview

The Chair of Trustees has ultimate responsibility for health and safety across the Trust. The Chair of Trustees will work closely with the Board of Trustees, serving as Managing Director of corporate operations and as the main link between the different divisions within the Trust. The Chair of Trustees answers only to the Board of Trustees.

The chief executive is responsible to the Board of Trustees for the effective planning, performance, direction and leadership of the Trust.

Subordinates

- Head Teacher

Core Responsibilities

The Chair of Trustees will ensure that:

- The work of the Trust is well planned, executed, controlled and monitored to achieve its objectives and secure its resources with regards to Health and Safety.
- The board has at its disposal sufficient resources, information and competent professional advice to fulfill its health and safety obligations.

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- The Board of Trustees is able to define the needs that it is seeking to meet and develop a coherent, innovative and effective safety strategy for meeting its objectives within appropriate statutory and policy requirements.
- The Trust has an effective structure enabling the best use of all human and financial resources and assets to allow suitable and sufficient management of health and safety.
- The Support Leadership Team is effective in developing and implementing coordinated strategies and plans, and that all parts of the business work together productively in pursuance of the objectives set by the Safety Committee.
- The work of all business operations is promoted effectively. annual / termly mtgs

The Chair of Trustees with assistance from the Head Teacher will ensure effective Governance and compliance with relevant health and safety legislation. The Chair of Trustees will:

- Ensure that all statutory, regulatory and legal obligations are met on behalf of the Trust.
- Maintain effective working relationships with the Head Teacher, and relevant safety committee groups. The Chair of Trustees will ensure composition of the board's committees to ensure that effective governance is maintained.
- Develop, for the approval of the board, corporate safety strategies and policies and an effective framework for implementation of these strategies.
- Maintain and develop an effective compliance planning system, which ensures that appropriate financial, staffing and other resources are deployed and that services to pupils and other service users meet the strategic objectives.
- Maintain and review the overall framework of standards, policies, procedures and specifications covering all areas of the Trust's work.
- Maintain appropriate mechanisms for checking compliance and evaluating the performance of these policies and procedures.
- Ensure that there is an effective risk management framework in place enabling risks to be assessed and controlled and assets protected.

Head Teacher

Overview

The Head Teacher has the accountability for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors and will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented.

Subordinates

- Teachers
- Maintenance Staff

Core Responsibilities

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In discharging their responsibilities the Head Teacher will:

- **Make themselves familiar with the requirements of the appropriate legislation and codes of practice**
- **Periodically assess the effectiveness of the policy and ensure that any necessary changes are made**
- **Ensure that responsibility for aspects of Health and Safety are written into the Job Descriptions of the Leadership Support Team, teachers and staff**
- **Promote staff attendance on appropriate Health and Safety courses including First Aid training**
- **Monitor the effectiveness of risk assessments throughout the school especially in relation to field trips**
- **Identify and evaluate risks relating to possible accidents and incidents connected with the school activities, including work experience**
- **Ensure supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner**
- **Ensure arrangements are in place to deal with emergencies, such as emergency evacuation as a result of fire or bomb threats and practice these arrangements in the form of regular fire drills**
- **Ensure an appropriate lockdown procedure is in place and that staff understand how to respond to such an event.**

The Head Teacher must report issues they do not have authority to control to the Chair of Trustees.

Teachers

Overview

All Teachers are responsible for the implementation of health and safety policies with regards to the safety management of staff and pupils within their own lessons or activities.

Subordinates

- **Teaching Assistants**

Core Responsibilities

In addition to the general responsibilities of all employees, class teachers are expected to:

- **Raise any non-urgent health and safety concerns outside their control related to their class area with their immediate line manager**
- **Exercise effective supervision of students and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out, when necessary**
- **Know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied at all times**

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- Give clear instructions and warnings to students as often as necessary, to maintain a safe working environment
- Set a good example by following safe working procedures personally
- Ensure the use of protective clothing and guards where necessary avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use, unless they have been tested by Site Team and approved by the Site Manager / Head teachers.
- Check classrooms and work areas to ensure they are safe before use.
- Plan lessons to ensure they are safe to teach to pupils.
- Build in safety education in curriculum planning.

The Teacher must report issues they do not have authority to control to the Head Teacher.

Site Manager

Overview

In conjunction with the Head Teacher, the overall purpose of this role is to oversee the maintenance of the school site and premises. This will include managing school premises issues as they arise, using the school maintenance plan, managing contractors and dealing with defects or safety issues that arise regarding the fabric of the building or contractors.

This post is responsible to the Head Teacher.

Core Responsibilities

Planned Maintenance

- Ensure that the planned maintenance programme for the school is understood and any need to use third-party contractors is agreed.

Maintain a file of all work undertaken by third party contractors to include:

- Specification
- Quotes – both successful and unsuccessful;
- Method statements and risk assessments forwarded by the contractor to cover the specified work, some of these may be generic
- Copies of the Asbestos Register review & copies of all permits to work.

- Ensure that all work is signed off on completion, identifying any areas of concern, and managing the contractor until the work is completed satisfactorily.

- Ensure that arrangements are in place to ensure that there will be an appropriate and timely response to emergency callouts as necessary.

- Ensure that the school is properly prepared for use during inclement weather.

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- **Ensure that all Statutory inspections are fully carried out. These include :-**
 - **Electrical Fixed Wiring**
 - **L8 Legionella Risk Assessment**
 - **PAT Testing**
 - **School Play Equipment**
 - **Asbestos Management Survey**
 - **Fire Risk Assessment**
 - **Fire Alarm Inspection**
 - **Emergency Lighting Inspection**

Health and Safety

- **Maintain a register of Risk Assessments for operations undertaken by the Site team, and ensure that a rolling programme of auditing Risk Assessments is implemented to ensure that they are still relevant.**
- **Ensure that equipment is used in a safe manner.**
- **Ensure that a register of all hazardous chemicals in use on the site is developed and maintained, and ensure that all staff who use the chemicals are aware of how they should be safely used and stored.**
- **Ensure that copies of the hazard data sheets are available in a central register and at the point of storage.**
- **Ensure that any contractors visiting the site are shown a copy of the Asbestos Register.**
- **Ensure that any contractors visiting the site are made aware of the school policy in relation to smoking, of the fire evacuation procedure and park in a designated area.**
- **Obtain risk assessments and method statements from third party contractors prior to them starting work on site.**
- **Operate a permit to work scheme for all contractors and ensure that all contractors are in possession of a permit prior to starting work.**
- **Continuously monitor compliance with health & safety regulations.**
- **Ensure that the fire alarm is checked weekly and a record of the test maintained.**
- **Ensure that the emergency lighting is checked weekly and a record of the test maintained.**
- **Ensure that the fire fighting equipment is checked weekly and any fire extinguishers that have been discharged are replaced immediately, this must be recorded.**

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- Ensure the site is checked weekly for any possible health & safety hazards this must be recorded.
- Ensure that the water temperature checks are completed each week and records kept.
- Ensure play equipment is checked Monthly and records are kept.
- Carry out a monthly perimeter check to look for safeguarding issues.

Security

- Ensure that the site is secure and that entrances and exits are monitored through the School day and out-of-hours, including ensuring that there is an adequate number of Premises staff on site at all times when the School is open to the public.
- Ensure that the locking systems of the buildings are not compromised, and that the alarm system is regularly serviced and maintained.
- Ensure the school Opening and Closing procedures are followed.

Lettings

- Manage and monitor effectively the lettings of the site, including all rooms and external areas.
- Ensure that any specific equipment is provided.
- Ensure that there is sufficient security available for any function or outside letting.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Therefore there is the expectation that you carry out any other reasonable duties or requests of your Line Manager, that are in keeping with this post or as may be determined from time to time by the Headteacher.

Office Manager

The Office Manager will read and understand the Health and Safety Policy. They will ensure the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 and Health and Safety (Display Screen Equipment) Regulations 1992 are complied with. The Office Manager will collate all accident/incident information and where necessary inform the Trust Insurers. Where an incident is of a serious nature (reportable), the Office Manager will liaise with the Head Teacher to ensure a full accident report, along with all relevant supplementary documentation is collated and securely stored in the Trust's confidential files.

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The Office Manager and Head Teacher will ensure a suitable Fire Risk Assessment is conducted for the Trust's offices, and will ensure this is reviewed periodically or if there is a fire/fire near miss.

The Office Manager and Head Teacher will ensure nominated Trust First Aiders and Fire Marshalls are conducting their duties periodically (fire prevention actions, inspections and restocking of Trust first aid boxes etc.).

The Office Manager will assist Top Management and the Head Teacher, by providing relevant health and safety information for Safety Meetings (health and safety audit/Inspection reports, accident reports, near miss data, complaints relating to health and safety, requests for new equipment, PPE etc.).

Employees

All personnel employed by the Trust have a duty to act responsibly, and ensure that they do not work in a way that is likely to result in injury to themselves or to their fellow workers. Employees have a duty to co-operate with their employer to comply with their statutory duties.

To this end, they must comply with the instructions of their Line Managers, the laid down working procedures and all regulations relating to their work. Any working condition, or item of work or lifting equipment that they consider hazardous to their safety, health or potentially damaging to the environment, must be immediately brought to the attention of their Line Manager.

Subcontractors

Subcontractors are expected to comply with the Trust health and safety policy. Subcontractors will not start work with the Trust unless their competencies have been formally assessed, and they have issued all relevant information to the Trust to establish they are a bona fide worker:

- Insurance Documentation
- Trade Qualifications
- Health and Safety Certificates
- References
- Details of any accidents or Enforcement Notices

Subcontractors will receive a Trust Induction and a copy of the Trust's Subcontractor Handbook. They are expected to comply with Trust Health and Safety this at all times.

Where requested the subcontractor must produce risk assessments to the Contracts Manager to demonstrate work will be done safely with the correct equipment and techniques.

The Subcontractor will not further subcontract works without the express permission of the Trust, in order that correct assessment and selection can be conducted, and Trust Induction, issue of information and instruction can be conducted in a timely manner.

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Safety Representatives

Safety Representatives may be elected to consult with employees and the safety committee over concerns of employees on matters relating to their health and safety which may include:

- any change which may substantially affect their health and safety at work, e.g. in procedures, equipment or ways of working,
- arrangements for getting competent people to satisfy health and safety laws, the risk control measures in place to ensure their safety,
- changes in planning health and safety matters,
- the health and safety consequences of introducing new technology.

Safety Committee

The safety committee will review the effectiveness of the Trust Policy for Health, Safety and Welfare. The committee should be made up of Senior Management, Managers and Employee Representatives. Topics that should be reviewed during meetings are:

- Discuss any accidents or incidents that have occurred since the last meeting;
- Consider revisions to Safe Systems of Work in light of reported incidents;
- Discuss any breaches of regulations and take steps to prevent re-occurrence.

Safety Advisors

The Trust's nominated safety consultants are Armadillo Safety Ltd (Trading as Armadillo Safety Solutions) whose main responsibilities are to:

- Advise when requested, senior management and the Trust Safety Office of any new health and safety legislation or changes in existing legislation;
- Provide interpretation of health and safety legislation so that the Trust understand their duties to meet legislation requirements;
- Investigate, when requested, notifiable accidents or dangerous occurrences and submit to the Trust in writing a confidential report;
- Carry out, when requested, site audits;
- Carry out, when requested, Trust audits.

N.B. The Safety Advisors role does not include the responsibility to manage, implement or update the Trust's health and safety management systems (H&S Audit and Plan) . This is solely the responsibility of the Trust.

Accident and Incident Policy

Accident and Incidents

The Trust has an obligation to ensure that all accidents and incidents relating to work activities, no matter how minor they seem, are recorded and investigated to prevent recurrence. This is true whether the accident or incident affects employees, members of the public, contractors, visitors or any other persons.

An incident is defined as any accident, incident, dangerous occurrence, or near miss that causes or has the potential to cause harm to persons or damage to equipment or property and which arises out of or in connection with work. It includes an act of physical violence.

In the UK, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and the accident Guidance (L73) requires more serious accidents, such as major injuries, over-seven-day-injuries, certain diseases and dangerous occurrences, be reported by law to the Incident Contact Centre and records kept for at least three years.

These Regulations apply to accidents to both employees and non-employees, i.e. customers and other members of the public, contractors' employees, window cleaners etc., which arise out of, or in connection with, work or the work place.

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The Reporting of Accidents/Untoward Incidents/Near Misses

Aim

As part of the Trust's Risk Management Strategy, it is necessary that a comprehensive written account of any accident, incident or near miss is available. Appropriate recording of such events will provide a written record that can be used by the Trust to identify any corrective action necessary to prevent similar occurrences in the future. The record may also be used by Trust's insurers in case of a claim and/or litigation against the Trust.

Principles

Every accident, incident or near miss will be reported and recorded on the incident form. Additional information from witnesses will be provided on a separate statement form.

It is essential that all sections of the record form are completed neatly and accurately.

Accident / Incident Forms

Procedure – For Staff Completing Forms

The injured person must complete the form in the accident book. When a staff member is unable to complete the form, then their manager must complete it.

The form will be completed as soon as possible and within 24 hours of the event occurring.

Please ensure that each section of the form is complete, including time and exact location of injury, for example lower right leg or middle finger on left hand. The accident form will be immediately brought to the attention of management.

Actions for the responsible person

Essential elements in an accident/incident report are as follows:

**For serious accidents – Call
Armadillo Safety Solutions on
01233 820480**

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N.B . Obtain witness statements where appropriate. A witness may be any person present at the time of the accident/incident.

Type of Incident - tick relevant box

Exact time/date and location of incident

Full name of person involved e.g.: staff, contractor, visitor, other

Details of injury - tick relevant box (include left or right, upper or lower arm for example)

Treatment received - tick relevant box (Bandage, plasters, hospital etc.)

Details of any equipment involved

Full and detailed description of incident - including contributory factors

Full names and addresses of any witnesses

R.I.D.D.O.R. - tick relevant box

Further Action - complete relevant information

When a statement is being prepared, bear in mind the following principles:

- ✓ Record facts accurately in a clear and concise manner;
- ✓ Avoid hearsay, only state the facts, not opinions;
- ✓ Write legibly;
- ✓ Always keep a copy.

Ensure that the details of any equipment involved are included. Attach, if possible, copies of service reports, engineer reports or details of repair requests that may have been submitted.

Procedure - For Staff Accidents

Ensure that details of staff accidents are entered into the site accident book.

Ensure that the Head Teacher is notified if a staff member has more than seven consecutive days absence from duty including weekends, so that a R.I.D.D.O.R. Form can be completed if the incident involves the lifting/movement of loads then the following details must be included:

Training undergone and availability of lifting aids

Additional Notes for Managers

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1. Ensure all staff are aware of their responsibility to give an early report of any incident.
2. Identify any immediate hazard and report it to the Responsible Person.
3. If the accident/incident is related to equipment, provide details to the Responsible Person for any remedial repair action to be completed.
4. Retain any equipment e.g.: hoists, pending inspection by an engineer or manufacturer's representative and isolate to prevent use.
5. Consider the need for reporting the incident to the HSE.
6. If incident was a slip, confirm details such as whether the floor was wet, the cause of this, whether warning signs were displayed, type of footwear worn etc. Photograph the area in question.
7. If a pathway, road or pavement is involved, photograph the area before repairs and give details of how long any defect has been in existence.
8. The appropriate Senior Manager is responsible for ensuring that each section of the Accident Form has been completed correctly.

The Appointed Person will scrutinise the documentation and discuss with Managers if any preventative measures need to be taken. Details of actions taken must be recorded on the final section of the form and feedback will be provided to the staff member who reported the incident. If the accident meets the criteria set out in 'The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013', then the Health and Safety Manager must report the incident to the Health and Safety Executive (Form F.2508).

N.B The Appointed Person will ensure that information concerning all events is entered into the Database.

RIDDOR Reporting (UK only)

Accidents will be reported to the Incident Contact Centre on 0845 300 9923 where necessary, and an F2508 form will be forwarded within 10 days, in accordance with the guidance located at the end of this procedure

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First Aid

The Trust recognises its duties under the Health and Safety (First-Aid) Regulations 1981 (as amended), and the Approved Code of Practice (L74), whereby arrangements must be made for a suitable number of employees to receive training in first aid. This will enable them to cope in an emergency situation placing particular emphasis on the types of injuries which are common in our industry.

Notwithstanding the above, at least one member of every team of employees will be designated as an Appointed Person. Additional training will include courses in First Aid at Work (FAW), or Emergency First Aid at Work (EFAW), and specialist training as may be appropriate.

The Trust premises shall contain at least one suitably stocked First Aid Box, which shall be under the control of a qualified person, together with appropriate notices displayed giving names, contact details and locations of personnel and equipment.

All vehicles will be provided with a suitably stocked First Aid Kit. It will be the responsibility of the supervisors to ensure that all kits are adequately stocked, and the responsibility of employees to inform them for a re-supply.

Periodical inspection will take place to ensure that all First Aid Kits are kept clean and adequately stocked.

The following table offers guidance to minimum levels of First Aid cover, but is no replacement for a thorough risk assessment:

Degree of Risk	Number of Employees	Suggested number of first aid personnel
Low risk e.g. offices, shops, libraries	Less than 25	At least one appointed person
	25 to 50	At least one first-aider trained in EFAW

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	More than 50	At least one first-aider trained in FAW for every 100 employed (or part thereof)
Higher risk e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Less than 5	At least one appointed person
	5 to 50	At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one first-aider trained in FAW for every 50 employed (or part thereof)

In addition, the following factors will be taken into account:

- Inexperienced workers or employees with disabilities or particular health problems;
- Employees who travel a lot, work remotely or work alone;
- Employees who work shifts or out of hours;
- Premises spread out across buildings/floors;
- Workplace remote from emergency medical services;
- Employees working at sites occupied by other employers;
- Planned and unplanned absences of first-aiders/appointed persons;
- Members of the public who visit the workplace.

First Aiders List

Form No:
Issue:
Date:
Procedure:



FIRST AIDERS

Name	Tel

**If you require an ambulance dial
999**

Location:
Date Updated:

Welfare Arrangements

The Trust will aim to achieve and maintain, so far as is reasonably practicable, those statutory required standards imposed by The Workplace (Health, Safety and Welfare) Regulations 1992 to avoid ill health and promote good health and employee welfare.

Adequate welfare facilities will be provided for employees, wherever reasonably practicable at all premises occupied by the Trust.

'Welfare facilities' are those that are necessary for your well-being, such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during your breaks.

Arrangements will be made to utilise available welfare facilities for any site work away from the Trust. Where there are none available on the site, the Trust will make arrangements to ensure access to the nearest suitable facilities is available.

Consideration will be given to provision of:

- Suitable maintenance systems;
- Protection against falls/falling objects;
- Safe separation for pedestrians and vehicles at the place of work;
- Readily accessible clean sanitary conveniences;
- Readily accessible well lit and ventilated facilities for washing with hot and cold running water;
- Enough toilets and washbasins for those expected to use them with sufficient soap or other washing agents, a basin large enough to wash hands and forearms if necessary and a means for drying hands, e.g. towels readily accessible and conspicuously marked supply of wholesome drinking water;
- Rest and eating facilities with protection for non-smokers from tobacco smoke and appropriate, facilities for expectant and nursing mothers.

Health and Safety Law Poster

The Health and Safety at Work etc. Act 1974 requires the mandatory display of a Law Poster in the office.

Research showed that the 1999 version (pictured left) of the law poster and law leaflet were visually unappealing and rarely read. The latest versions have

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been completely re-designed to be more readable and engaging. The poster and pocket card are available in a range of formats to make health and safety information more accessible.

The 2009 poster and pocket card also reflect changes in the law to reduce the administrative cost to employers of having to provide additional written information on the poster or with the pocket card, and having to keep this information up to date.

Instead, workers are advised to phone the HSE Infoline 0845 345 00 55 to be put in touch with the health and safety enforcing authority for their workplace or with HSE for employment medical advice.

What has changed?

The 2009 poster and pocket card set out in simple terms, using numbered lists of basic points, what employers and workers must do, as well as showing what to do if there is a problem. Their appearance has been completely re-designed to make them more readable and colourful.

The Health and Safety Information for Employers (Amendment) Regulations 2009.

Subcontractors

Subcontractors, and any further Sub-Subcontractors, of the Trust will comply with all statutory requirements, procedures and practices applicable to the defined works.

Before commencement of work on site, or on location for the Trust, the Subcontractor will be required to notify, in writing, who the competent health and safety specialist is within their organisation.

Where appropriate, the Subcontractor will provide a Method Statement and Risk Assessment(s) relating to the works to be undertaken – detailing any hazards, persons affected, evaluations of the risks, health consequences and safety controls.

Subcontractors and any sub-subcontractors will, as required, provide evidence of operative competency.

Each Subcontractor will be required to have met, and understood, the minimum requirements of the Trust Subcontractor Approval Process. Prior to using any Subcontractor (for the first time) information will be obtained using the Trust Subcontractor Approval Questionnaire which will be reviewed to ensure that the prospective Subcontractor has suitable and sufficient Health & Safety Arrangements in place to be able to complete specified works without creating an unacceptable risk to the health and safety of themselves or others.

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Contractor Approval Decision Tree

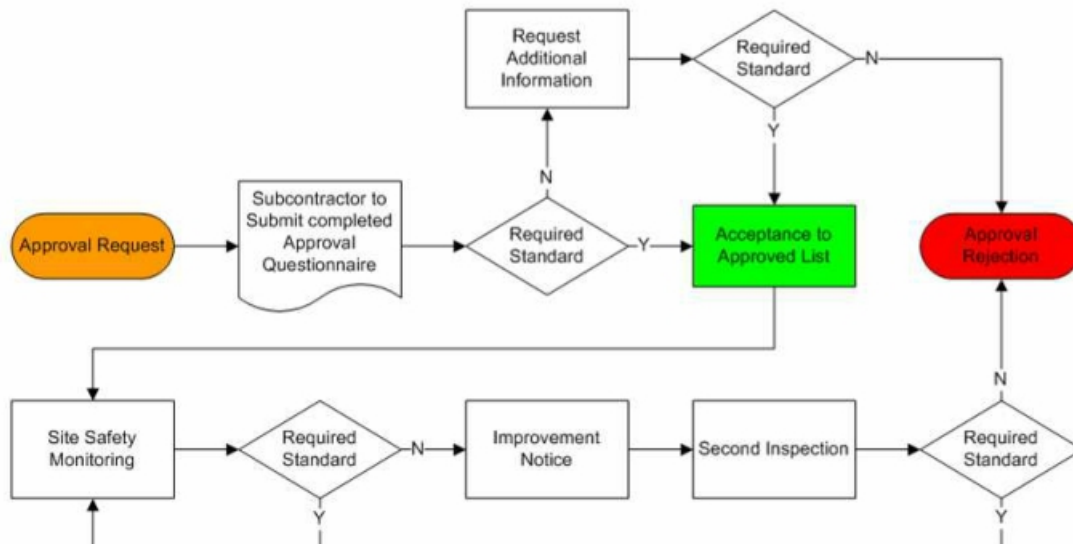
Where information is unclear, or lacking in detail, clarification should be sought before work commences.

In the event of major legislative changes relevant contractors should be re-appraised. Otherwise annual reviews will be undertaken.

The Trust Subcontractor Reviewers shall ensure that approved Subcontractors are competent and will abide by Safety Rules. A signed and dated acknowledgement of the receipt of rules and information is required before approval for commencement of works and/or entry to site is given. Any selected Subcontractor that further subcontracts work must provide evidence of how they in turn are controlled (as above).

All levels of contractors must communicate on safety matters (with other trades also as necessary) with, for example, formal minuted meetings or informal daily site meetings to ensure that safety procedures are not compromised.

To facilitate the process of Subcontractor control the Contractor Health, Safety & Welfare Review Process Map shown below is utilised, with all approval documentation, to approve subcontractors.



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SUBCONTRACTOR HEALTH AND SAFETY QUESTIONNAIRE			
Question	Requirement	Please Complete all Sections	
1	Business Name		
2	Address		
3	Head Teacher Provide relevant Qualifications		<i>Information Required</i>
4	Safety Advisor - if applicable (Include/provide Qualifications)		<i>Information Required</i>
5	Telephone Number		
6	Mobile Telephone No		
7	Fax Number		
8	e-mail		

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9	Describe the Service Provided (Scope of Works)	
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10	Work Activities Please list at least 3 examples of tasks typically undertaken by you (e.g. Erecting Lighting Truss, Manual Handling, Inspecting)	Have these activities been Risk Assessed		
		Yes (✓)	No (✓)	Document
(a)				<i>Example Required</i>
(b)				<i>Example Required</i>
(c)				<i>Example Required</i>
(d)				<i>Example Required</i>
(e)				<i>Example Required</i>

Question	Requirement	Yes (✓)	No (✓)	Document
11	Do you have a Health and safety Policy?			<i>Required</i>
12	Are documented Plant and Equipment Inspections regularly undertaken?			<i>Not Required</i>

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13	Do you produce a Method Statement for each project?			<i>Sample Required</i>
14	Do you have written Safe Systems of Work based on your Risk Assessments?			<i>Sample Required</i>
15	Are documented Electrical Appliance Inspections regularly undertaken?			<i>Not Required</i>
16	Current Insurance Policy (Public and Product Liability)			<i>Required</i>
17	Do you agree to Monitoring your site safety activities?			<i>N/A</i>
18	How many Accidents and Incidents have you reported to the HSE in the last 3 years (RIDDOR)?			<i>Detail Required (if applicable)</i>
19	Give details of any Improvement / Prohibition notices or Legal Proceedings taken against you within the last two years by the enforcing authority (HSE)			
20	Detail all Personal Protective Equipment used			

I also additionally acknowledge that I have received, understood and will adhere to the requirements of:

Document 2) Contractors Safety Information Sheet and,

Document 3) Contractors Responsibilities.

Signed:



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Name (Please Print): _____

Position: _____

HEALTH AND SAFETY RULES

Contractors Safety Information Sheet

FIRE

Contractors are responsible for ensuring that all persons under their control know and understand the fire procedures applicable to their work areas and the location of any fire fighting equipment within those areas.

ACCESS and EGRESS

Means of escape and access routes into the work areas are to be clearly defined and understood and must not be obstructed.

ACCIDENT REPORTING

All accidents or dangerous occurrences are to be reported immediately.

WELFARE

Welfare facilities (i.e. toilets, transport, waste disposal etc.) are provided as agreed within the contract and are not to be misused.

INSURANCE

All requirements for insurance cover are to be met.

PERSONAL PROTECTIVE EQUIPMENT

Appropriate personal protection equipment, as defined in risk assessments, must be worn.

REGISTERS

All registers and other documents required by Statute are to be available for inspection by the employer or their Safety Advisers at all times. (e.g. Access Equipment Inspections).

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JOB COMPLETION

Job completion procedures and where applicable safety checks are to be known and followed.

CODE OF CONDUCT

All subcontractors shall observe the following *mandatory issues* when conducting Trust business on client's premises. You shall:

- ✓ Observe all Health, Safety and Welfare legislation, Risk Assessments, Method Statements, Safe Systems of Works etc., and shall at all times observe the Health & Safety Policy and Arrangements and any other site specific documentation as may be issued to you.
- ✓ Not discriminate against any person because of their race.
- ✓ Not discriminate against any disabled person.
- ✓ Behave in a non-sexist manner.
- ✓ Behave courteously at all times to the public, to clients and their employees.
- ✓ Dress in the appropriate manner for your work, ensuring that your appearance is neat, clean and tidy and will not cause offence to others.
- ✓ Failure to comply with these instructions on these vitally important issues will be regarded as a serious breach of conduct.

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Contractors Responsibilities

All contractors to the Trust will ensure that the following rules are observed.

1. The Trust will be provided with a copy of the Trust Health and Safety Policy and where applicable a method statement and copies of risk assessments specific to the work.
2. The contractor will ensure that all persons under their control or instruction, including subcontractors, act responsibly and in a manner that ensures that no avoidable and unacceptable risk is created.
3. Where processes are to be carried out which have an unacceptable risk attached to them the following shall apply:
 - a) The contractor will inform The Trust sufficiently in advance to allow them to plan and execute steps to reduce the risk.
 - b) The contractor shall ensure that any risk is minimised.
 - c) A permit to work will be required in any high-risk area/process.
4. No tools, plant or equipment belonging to The Trust shall be used without prior written permission and will be recorded by the Trust employee responsible for placing the contract.
5. All accidents or dangerous occurrences are to be reported immediately.
6. Where The Trust becomes aware of any infringement of the above they shall have the right, at no financial risk, to immediately suspend activity and, where appropriate order off the premises, any person there at the instruction of the contractor.
7. The contractor will sign for and acknowledge these rules before starting work.

Consultation Arrangements

The Trust is committed to consult with employees, and their safety representatives, on health, safety and welfare matters in accordance with Section 2 of the Health and Safety at Work Act 1974. An ongoing dialogue accomplishes this with regular meetings between the Safety Committee, of the appointed Competent Person and Line Managers, as required by the Health and Safety (Consultation with Employees) Regulations 1996 and/or the Safety Committee & Safety Representatives Regulations 1977.

Adequate communication channels are maintained so that information concerning safety matters, including results of risk assessments that may affect any or all employees is communicated effectively.

Matters concerning safety raised by any employee are thoroughly investigated, and where necessary, effective action taken. Matters that cannot be effectively remedied are referred to a Safety Advisor for advice and guidance.

Management meetings are held periodically, where any matters relating to health, safety or welfare may be discussed.

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Visitors

Introduction

Under the Health and Safety at Work Act 1974 the Trust has a responsibility for the Health, Safety and Welfare of all persons who enter their premises.

This entails not only controlling entry to and egress from the premises but also in ensuring their safety during the period of their visit from the Trust's and their own activities.

Visitors

- 1. Entry to the premises must only be made via the reception area where their personal details will be recorded.**
- 2. Visitors are not permitted to enter the offices or work areas unaccompanied.**
- 3. Visitors entering any work area where protective clothing/equipment is required to be worn will be issued with the appropriate items and are required to wear them in that area.**
- 4. Entry must at all times be granted to HSE Inspectors, Environmental Health Inspectors and Fire Prevention Officers who are required to conform to paragraphs 1 to 3 above.**

Organised Visits

- 1. Organised visits by members of the public are only permitted by previous arrangements with management.**
- 2. On arrival, the person in charge of the group must report to reception, producing an up to date nominal list of the persons in the party.**
- 3. Ideally, the party should be arranged in groups of not more than six persons and be conducted throughout the period of the visit by a guide nominated by management.**
- 4. Before entering the work areas, the party should receive a short briefing regarding any hazards of the process of work taking place. A guide to briefing is shown on the next page.**
- 5. On leaving the premises, persons should be checked against the nominal list previously given to reception on arrival.**
- 6. In the event of the party entering any areas where protective clothing or equipment is required to be worn, this must be issued and worn before entering the area.**

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Briefing Guide

1. Information on what action to take in the event of an emergency.
2. Information on welfare facilities.
3. Information on hazardous processes.
4. A warning of the dangers of moving machinery, plant and vehicles.
5. Strict instructions not to touch anything in the premises without prior consultation with and permission being given by the guide conducting their party.
6. Persons must not stray away from the group at any time during the period of the visit.

Communicating with Workers whose First Language is not English

All workers are expected to have a reasonable command of English Language, so that they may understand any spoken, or written instructions (such as Safe Systems of Work) to ensure that they are not harmed - or that they do not harm others affected by their acts or omissions.

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Where it is recognised that significant hazards require simplified and effective communication it may be necessary to adopt pictorially enhanced safety documentation to ensure that workers clearly understand their instructions.

Additionally, the organisation shall employ supervisors who are bilingual, or multilingual to further enhance instruction and supervision.

Where any of the above options are not possible the supervisor must ensure that any such worker is accompanied at all times by a competent person who will be able to prevent any unsafe working practice.

Occupational Health Surveillance

All personnel are deemed medically fit at commencement of employment with the Trust.

They will be monitored by their Line Manager as to their fitness and overall ability to complete their work safely. All employees are responsible for reporting to their Line Manager any condition that develops during employment that affects their overall state of health and general level of fitness or is likely to have an impact on their work.

Where it may be necessary to monitor the workplace this will be carried out periodically by an Occupational Health Specialist employed by the Trust. Risk

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assessments for all work activities will include taking account of the need for health surveillance, either as required by specific legislation or because of the work process.

The trained First Aiders available will provide First Aid facilities for the workforce. All events that require treatment must be reported to the nearest First Aider. All employees should be aware of the name(s) and location(s) of first aid personnel and equipment.

Additional controls and training shall be available for those employees subjected to works involving:

- Lead work (Personal Protective Equipment Training);
- Dust (Personal Protective Equipment Training / Extraction / Dampening)
- Asbestos (Asbestos Recognition / Avoidance / Reporting Training);
- Noise (Noise Surveys);
- Display Screen Equipment (Work Station Assessments / Eye tests)
- Manual Handling.

Safety Monitoring of Employees and Subcontractors

Each Line Manager will, on at least a monthly basis, ensure that a structured Safety Inspection of their area of responsibility is undertaken of employees, subcontractors and sub-subcontractors (as applicable). Inspections will consider all matters relating to the maintenance of a safe and healthy workplace and will extend in particular to such matters as:

- Working at Height
- Manual Handling
- Work Equipment
- Hazardous Substances
- Electrical Safety
- Third Party Safety
- Personal Protective Equipment
- Housekeeping

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- **Welfare**

Monthly inspections will be undertaken using a simple Checklist. Other specified inspections will be undertaken by designated competent employees or outside competent persons, as prescribed by legislation.

Line Managers will ensure that unsafe issues are closed out promptly. A copy of any report/checklist is to be shared with the Head Teacher.

“Tool Box Talks” will be delivered by Site Manager / Head Teacher who shall both document the areas of training and those who have been trained.

Risk Assessment

The Trust will arrange for risk assessments of work activities to be carried out in accordance with the Management of Health Safety at Work Regulations 1999 and will ensure that all tasks are identified and assessed for their potential to expose employees to risk.

The completion of the assessments and the development of appropriate actions and control measures to minimise risk are the joint responsibilities of the Line Managers and Head Teacher. The Trust will plan to reduce all foreseeable hazards as far as reasonably practicable.

Line Managers have the responsibility for ensuring that employees are aware of the risks and that they have adequate information, instruction, training and supervision provided.

In those locations in the Trust where there is no section Line Manager the Head Teacher will complete the assessments.

The Head Teacher are responsible for ensuring that adequate provisions are made and arrangements put in place to ensure that risks are reduced to as low as reasonably practicable.

The risk assessments will be suitable and sufficient for the nature of the work and the Trust's activities.

The members of the assessment group will, where necessary, be given training to improve their appreciation of the details of the assessment procedure, and the information needed to assist in understanding the work environment.

Provision of Information

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Sufficient resources, otherwise time, effort and finances will be provided to deal with risk control measures and the implementation of Safe Systems of Work.

Working standards (e.g. applicable British Standards, HSE Approved Codes of Practice and HSE Guidelines) will be produced, referred to and implemented as required.

All employees and subcontractors will be provided with information about the risk assessments and control measures applicable in their work areas, and will be asked for feedback as to their suitability and effectiveness.

Information relating to hazards for Line Managers, Employees and Subcontractors

MUST:

- Be issued with the Site Specific and Generic Risk Assessments relating to any identified hazards and risk reduction controls associated to their work activities, and are to:
 - Read relevant Risk Assessments, Safe Systems of Work or Method Statementsor be:
 - Personally instructed in the content of the Risk Assessments (as required) and
 - Inducted into worksite safety procedures prior to commencement of new work.

Records

Line Managers are to retain a signed briefing record (by employees and subcontractors) of these actions so as to provide traceable evidence that all persons affected are fully aware of all hazards, correct control procedures, safe systems of work and method statements (as applicable), and what they are to do in the event of new hazards being identified during the course of their work. This is to ensure that no person misses training and instruction.

The Trust will keep all necessary records of risk assessments and actions to be taken to deal with recognized significant health and safety risks to employees and others at the workplace.

When health and safety reviews indicate the need, re-assessments will be arranged to determine any necessary additional or alternative actions.

The Purpose of Risk Assessment

The concept of risk assessment, rather than prescribed legislative criteria, enables employers to evaluate how the respective legislative requirements

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should be applied within their own organisations, and to plan for any interface with third parties. This is an onerous duty and requires detailed recording.

The purpose and function of risk assessments may be expressed as follows:

- To identify operations, tasks and processes which may foreseeably cause potential harm to employees or others, including members of the public (Hazards);
- To identify the potential of the hazard being realised and the potential consequences which might then occur (Risk);
- To enable a risk assessment to be developed which will assist in eliminating or reducing the exposure of those present to the risk (Controls).

When an evaluation of risk has been considered, the principles of prevention and protection should be applied, which are, in summary:

- avoid the risk, Don't Do It!
- combat risk at source
- change the method of work to suit the individual and make use of technological developments
- incorporate control measures into procedures within an overall planned structure to reduce risks
- give precedence to controls which cover the whole workforce or activity
- provide information and training to employees and self-employed persons
- confirm that a safety culture is in place for a project.

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The Five Steps of Risk Assessment		
1	Look for the hazards	<p>Walk around the workplace and look at what could reasonably be expected to cause harm. Concentrate on significant hazards that could result in serious harm to several people.</p>
2	Decide who might be harmed and how	<p>Young workers, Trainees, New and expectant mothers, Cleaners, Visitors, Contractors, Maintenance workers, Members of the public, People sharing the workplace, Site Operatives, Other trades, Line Manager s.</p>
3	Assess the risk	<p>Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done e.g. additional controls. Ask:</p> <ul style="list-style-type: none"> ● How likely is it that each hazard could cause harm? ● Will you need to do more to reduce the risk? <p>For each significant hazard is the remaining risk high, medium or low?</p> <p>Consider:</p> <ul style="list-style-type: none"> - Prevention of access to dangerous parts of machinery; - Industry standards (e.g. British Standards); - Are measures reasonably practicable to keep the workplace safe?; - Get rid of the hazard – or control the risk.
4	Record your findings	<p>Write down significant hazards and conclusions and ensure there are suitable and sufficient risk assessments. Remember that records may be required in any civil liability!</p>
5	Review your assessment and revise it if necessary	<p>Ensure a proper check was made and all the obvious significant hazards have been dealt with.</p> <p>Make sure you have considered all persons affected. Precautions taken must be reasonable to ensure remaining risk is low e.g. where no further action is required.</p>

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Hazard Identification

The first action in the exercise of risk assessment is to identify the hazard.

A hazard may be defined as a potential for somebody to be harmed either by an accident or exposure to a hazardous substance.

The following analysis of some common accidents will highlight the type of hazards, which are the most common.

Falls

Over half the fatal accidents are due to falls:

- off ladders
- from scaffolds
- through fragile roofs
- through holes in roofs
- off roof edges
- from structural steel work
- from temporary working platforms
- during demolition

Overturning and Collapsing

About a fifth of accidents are due to things overturning or collapsing. The hazard is therefore the potential for harm to people from:

- structures or buildings
- plant including:
 - lift machinery
 - vehicles
 - scaffolding

Other Risks and Hazards

When assessing risks and hazards attention must be given to the probability of unusual issues such as Bomb, Fire and Evacuation Risks. Consider the need for an Emergency Plan.

Vehicles moving around the worksite cause a fifth of accidents.

Remaining fatalities are due to a variety of causes including contact with electricity, contact with moving machinery and exposure to harmful substances.

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Fatalities represent the extreme accidents, but there are many more cases of minor injury and ill health (particularly Musculo-skeletal disorders (MSD) which cause a great deal of distress, as well as lost time from work and financial losses to both workers and employers.

These arise from a variety of causes and must also be considered in the evaluation of risk.

Evaluation of Risk

Having identified the hazards, it is necessary to quantify two factors, which will then identify the degree of risk posed by the hazard, or the probability that harm will be realized without further control to eliminate or reduce the risk.

Risk may be defined as:

A measure of the probability that damage to life, health, property, and/or the environment will occur as a result of a given hazard.

Risk is determined by several factors including:

- The severity (consequence) of harm that would arise if that hazard manifested itself, e.g. how badly someone may be hurt.
- The likelihood that harm will occur. This will relate to the frequency of a hazardous circumstance, e.g. volume of vehicles entering and leaving a site, or number of people who may be exposed to the hazard, e.g. the number of people having to cross the site access point.

The duty to do what is reasonably practicable is less strict than the unqualified duty to do what is practicable. The seriousness of the risk must be weighed against the difficulty and cost of removing it or reducing it. In considering the cost, no allowance should be made for the size, nature or profitability of the business concerned.

Where the difficulty and cost are high and a careful assessment of the risk shows it to be comparatively unimportant, action may not need to be taken.

On the other hand, where the risk is high, action must be taken at whatever the cost.

In any prosecution, it is the responsibility of the accused to show that it was not practicable or reasonably practicable for him, or her, to do more than he or she had in fact done to comply with the duty.

Note: A risk assessment represents the statistical probability of an event occurring. It is not a statement of fact, but is a statement of analysis based on the gathering together of a comprehensive body of information and research in order to give credibility to a numerical conclusion.

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The following equation shows how an evaluation may then be made of the risk.

For example (from a scale of 1 to 3) using the following Risk Rating Matrix we have:

Hazard Severity = 3 Major – permanent disability
Likelihood of Occurrence = 2 Possible

Risk Rating is $3 \times 2 = 6$ Medium Action Priority – Implement Controls to Reduce Risk

The Risk Rating therefore gives a numerical value. If the worst possible scenario for both hazard severity and likelihood of occurrence is 9, the risk evaluation is: $3 \times 3 = 9$.

The assessed figure gives a more substantive idea of risk and the priority which should be assigned to introduce measures to control the circumstances in question.

Risk Rating Matrix

			Consequence (Severity)		
			Low	Medium	High
			1	2	3
	Low	1	1 Acceptable	2 Low risk	3 Look to improve
	Medium	2	2 Low risk	4 Look to improve	6 Immediate action
	High	3	3 Look to improve	6 Immediate action	9 Unacceptable

1 = Unlikely to occur	Possible trivial injury
2 = Likely to occur	Possible minor injury
3 = Very likely to occur	Possible major injury

Risk Rating = Severity x Likelihood

Score	Priority	Action
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1 - 2	LOW	Acceptable. No further action, ensure control measures are maintained.
3 - 5	MEDIUM	Tolerable. Look to improve within specified timeframe.
6 - 9	HIGH	Unacceptable. Take immediate action.

CONTROLLING RISKS (Source IOSH)

Active Monitoring	High Likelihood	Where there are hazards with high likelihood and high consequence risks will be managed and monitored proactively – for example when a dangerous machine is consistently in use and regularly accessed for maintenance and cleaning.
	High Consequence	
Emergency Planning	High Consequence	High consequence but low likelihood issues are best suited to contingency and emergency planning – for example when there is the potential for electrical failure in organisations relying on power for safety reasons, but with well engineered and maintained electrical system.
	Low Likelihood	
Good Housekeeping	Low Consequence	Low consequence issues with high likelihood are usually the kind of issues which are generally well understood. Therefore we should be dealing with these already – for example, slips, trips and falls can often be managed through good housekeeping measures.
	High Likelihood	
Regular Reviewing	Low Consequence	Low consequence issues with low likelihood. Monitor issues for change – no further control should be necessary.
	Low Likelihood	

RISK CONTROL

Order	Hierarchy of Risk Assessment Controls	Examples of Controls
1	Remove the hazard	Don't do it! Cordon off the Work Area

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2	Substitution	Try a less risky option instead
3	Prevent Access	Guards, Fencing, Barriers & Tape, Banksman, Security
4	Reduce Exposure to the Hazard	Safe Systems of Work Permits to Work Organise Better Safety Signage Maintenance/Inspection/Supervision
5	Personal Protective Equipment (PPE)	Safety Helmets, Gloves, Safety Glasses, Safety Boots

Existing Controls must be documented in the risk assessment - but wherever they are found to be inadequate review the controls to return the residual risk of harm to an acceptable level. When reading the Risk Assessment Line Manager s and Workers alike shall comply with both Existing and Additional Control Measures.

SAFE SYSTEMS OF WORK	
1	Take the controls from your risk assessment.
2	Type these into Simple to Understand Language.
3	Issue them to the appropriate people - the people who are at risk!
4	Read the instructions to them and ensure that they understand the content.
5	Obtain signatures from employees, as evidence, once they have received the instructions.

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Blank Risk Assessment Form **FORMAT** so fits on page

Date of assessment:		Assessors name:		Unique Risk Assessment No:	
Description of Activity:					
Location:					
People at Risk:					
Review date:					

Significant Hazards	Control Measures in place to control the risk	Risk Rating (H, M, L)	Additional Control Measures required	Date Completed/ Escalated	Re-assessed Risk Rating (H, M, L)

Risk Rating Scale

	Slightly harmful	Harmful	Extremely harmful
Highly Unlikely	Trivial risk (Low)	Tolerable risk (Low)	Moderate risk (Medium)
Unlikely	Tolerable risk (Low)	Moderate risk (Medium)	Substantial risk (High)
Likely	Moderate risk (Medium)	Substantial risk (High)	Substantial risk (High)

Method Statements

Method Statements are a written list of operations, to be carried out in a specific sequence, in order to complete a work activity in a safe manner. They are to be presented in such a manner that all workers clearly understand their specific work instruction (e.g. employees, freelancers, agency staff, part time).

Everyone involved in a job for which a method statement has been written should read it and sign the briefing (call) sheet as having done so.

Well-written Method Statements address all the hazards present and plan the work so that the risk of accident is eliminated or reduced to an acceptable level.

Most Method Statements also include the Risk Assessments for the same job so that operatives can read what hazards have been considered and how the risk of accidents has been overcome.

Typically a Method Statement will include (at least):

1. Project reference (Job Number) / client;
2. Scope of work;
3. Identification of individuals (key personnel);
4. Training requirements (where competency is a requirement) e.g. site safety induction, crane, fork lift, testing, commissioning;
5. Details of access equipment e.g. safe access/egress routes, maintenance, safe and emergency routes;
6. Equipment required to carry out work e.g. size, weight, power rating, necessary certification;
7. Locations and means of fixing the stability of any lifting equipment;
8. Material storage, transportation, handling and security details;
9. Hazard identification and risk control (supplementary to risk assessments);
10. Detailed work process specific sequence including co-operation between trades, limitations for part completion of works, temporary supports or supplies;
11. Details of personal protective equipment and other measures e.g. barriers, signs, local exhaust ventilation/cooling, rescue equipment, fire extinguishers, gas detection;
12. Environmental limitations e.g. wind speed, rain, temperature;
13. Details of measures to protect third parties (who may be affected);

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14. The means by which any variation to the method statement will be authorized.

Safe Systems of Work

The Trust takes all reasonable steps to ensure that all dangerous plant and equipment are adequately safeguarded. In those instances, where mechanical safeguards are provided to reduce the risk and a residual risk still remains, a Safe Working Practice will be developed by the responsible Line Manager, Manager and/or Competent Person, specifically for the equipment or process in question.

Permits to Work

Permits to work provide a formal safety control system against accidental injury to personnel/plant/products, when foreseeable hazardous work is undertaken. The permit to work, consisting of a document detailing the work to be done and precautions to be taken, is a statement that all foreseeable hazards have been noted and precautions defined. It does not in itself, make the job safe but relies for effectiveness on specified personnel implementing it conscientiously under supervision and control.

Welding/Hot Works

The Trust ensure that all personnel who use welding equipment, or other equipment which produces a naked flame or arc as part of the work process are adequately trained in the use of such equipment as required by the Provision and Use of Work Equipment Regulations 1998, the Control of Substances Hazardous to Health Regulations 1999 and other relevant regulations. The training is to include operator checks and instruction on what to do in the event of faulty equipment. It is the duty of all employees to correctly use such equipment in accordance with instructions and training that has been given.

Training

All persons employed receive suitable and sufficient health and safety training in accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. The aims of the health and safety training programmes are:

- To ensure all employees work in a safe manner

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- To ensure employees correctly use and maintain PPE required for their work
- To assist management to arrange and organise effective work operations
- To minimise workplace incidents, accidents, delays in work programmes and damage to property
- To ensure a safe and healthy working environment
- To ensure compliance with all relevant health and safety legislation

Additionally, it is Trust Policy to provide ongoing training for all employees to refresh knowledge and update on safe working practices and new equipment.

All new employees shall undertake Health and Safety Induction Training prior to release to the worksite. Induction training shall include an introduction to the Health and Safety Policy documentation, Duty Holders, Fire and Evacuation procedures, Risk Assessment and Safe Systems of work as applicable and issue, use and maintenance of Personal Protective Equipment and work equipment.

If any personnel are uncertain of the safe working practices for any equipment they must contact their immediate Line Manager who will be responsible for ensuring adequate training is provided. Any staff wishing to add to their training record in matters of Health and Safety should notify their Line Manager of their request, and appropriate training will be considered at the next available opportunity.

Line Managers shall be responsible for ensuring any subcontractors are trained in the safe use of equipment allocated to them, and that any work carried out is supervised.

Method Statement -

Reference	Revision No.	Issue Date	Authorised By

Client

Site Location

Scope of Works

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--

Key Personnel

Name / Position	Trust / Location	Telephone / Email

Work Equipment

--

Substances and Materials

--

Site Access

--

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Sequence of Works

Training Requirements

Personal Protective Equipment

Protection of Public

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Manual Handling

Manual Lifting

All tasks that expose employees and/or third parties to the risk of Musculo-skeletal disorders (MSD) are subject to a risk assessment and evaluation. The Line Managers and Head Teacher have the responsibility to complete assessments, develop appropriate control measures and minimise risk to comply with the Manual Handling Operations Regulations 1992.

The Trust will undertake to reduce all known hazards, so far as is reasonably practicable, with Line Manager s having the responsibility for making sure that the employees are aware of the risks and ensuring that adequate information, instruction and training are provided. The order of actions being:

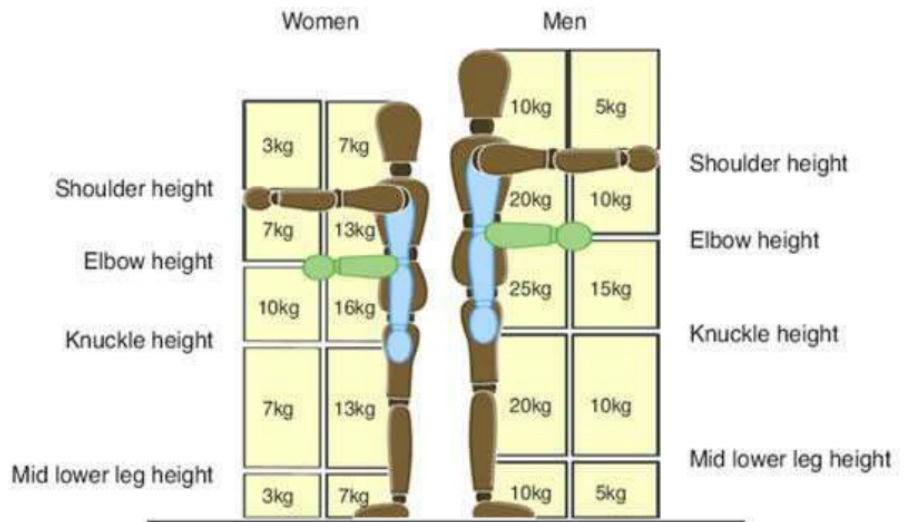
- To avoid the manual handling activity,
- To introduce automation or mechanical aids,
- To introduce smaller or lighter loads,
- To alter the system of work to reduce the frequency of manual effort where movements required,
- To consider use of personal protective equipment.

All employees will be required to:

- Follow all safe systems of work and use the handling aids provided;
- Not take on handling tasks where excessive twisting, stretching or stooping is involved;
- Report any work activity that may give rise to manual handling problems or any mechanised handling aid shortcomings.

Heavy, or unmanageable materials or tools, are not be manually handled. No employee should attempt to lift or carry loads in excess of their ability. Guidance for safe weights to lift for Men and Women at various areas on the body are detailed in the following chart from the HSE:

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Kinetic Lifting

The primary objective for

Kinetic lifting indicates individual(s) legs. This method of handling involves the following steps:

1. Plan the route, the lift and the set down point.
2. Position your feet, bend knees and keep your back straight.
3. Secure a firm grip and lift smoothly.
4. Move the feet rather than twisting the body.
5. Keep the load close to the body.
6. Place the load down smoothly and then adjust for the final position.

Procedure

Where hazardous manual handling activities are unavoidable, manual handling task(s) should be assessed on the following factors:

- T Task** (twisting, stooping, repetition)
- I Individual** (physical condition, training received)
- L Load** (bulky, difficult to grasp, unstable)
- E Environment** (inclement weather, poor floor coverings, constraints)

Following the assessment of these factors, and if the activity is hazardous to the health of the individual(s), additional control measures e.g. lifting aids will need to be considered/ introduced in order to reduce the risk to a reasonable level. Only when the residual risk is reduced to low, may the activity commence.

No employee or self-employed person should use lifting tackle or other lifting gear unless specifically trained in its use.

All employees involved in manual handling operations should be adequately trained to enable them to 'self-assess' the task.

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Manual Handling Assessment Form

Reference	Assessor	Date	Review
Activity			
Weight/Size		Frequency/Amount	
Location		Persons	

For each hazard below enter a risk rating of: 0 - N/A, 1 - Low, 2 - Med, 3 - High

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Task	Risk
Holding loads away from trunk	
Twisting	
Stooping	
Reaching upwards	
Large vertical movement	
Long carrying distances	
Strenuous pushing or pulling	
Unpredictable movement of loads	
Repetitive handling	
Insufficient rest or recovery	
A work rate imposed by a process	

Load	Risk
Heavy	
Bulky/unwieldy	
Difficult to grasp	
Unstable/unpredictable	
Intrinsically harmful (e.g. sharp/hot)	

Environment	Risk
Constraints on posture	
Poor floors	
Variations in levels	
Hot/cold/humid conditions	
Strong air movements	
Poor lighting conditions	

Individual	Risk
Require unusual capability	
Risk to those with a health problem	
Risk to those who are pregnant	
Call for special information/training	

Other Factors	Risk

Risk Controls / Safe System of Work / Training Requirements	
Manual handling technique training to be received at induction.	Inspect route prior to commencement.
When climbing stairs, ensure one hand is free to hold handrail.	Use handling aids (e.g. barrow) where available.
Residual Risk	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High

Confined Spaces

Any work involving confined space must be risk assessed and where possible confined space work avoided by doing the work from the outside. If entry to a confined space is unavoidable, follow a safe system of work and put in place adequate emergency arrangements before the work starts.



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Workers involved in confined space operations must:

- **Be suitably trained and competent to undertake this type of task;**
- **Have adequate supervision in place;**
- **Have adequate and tested communication systems;**
- **Be provided with, as necessary, safety equipment for testing/analysing atmospheric conditions;**
- **Have forced ventilation provided where required;**
- **Follow agreed Risk Assessment and Permits (isolation details);**
- **Be provided with work equipment appropriate for the conditions (intrinsically-rated to avoid risk of fire or explosion) which is inspected and maintained in accordance with regulations;**
- **Be provided with appropriate RPE and PPE;**
- **Have sufficient means of access and egress, lighting etc. to facilitate safe working;**
- **Have an Emergency Plan in place.**

Noise

Over one million employees in the UK are exposed to levels of noise that puts their hearing at risk.

Where there is a risk of exposure to noise in the workplace, this will be the subject of an assessment and evaluation by a Competent Person.

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The potential for noise exposure will be assessed and evaluated and the Trust will undertake to reduce known hazards as far as reasonably practicable and provide suitable information, training and instruction to the employees.

In the event that the noise levels exceed the second action level of 85db, as defined in the Control of Noise at Work Regulations 2005, the Trust will take all reasonable steps to reduce the level by engineering means. The location will be designated a noise zone, employees will be issued with Hearing Protection by their Line Manager and trained and instructed in their use. The first action level, where hearing protection is to be provided is 80db.

Health Surveillance

You must provide health surveillance (hearing checks) for all your employees who are likely to be regularly exposed above the upper exposure action values, or are at risk for any reason, e.g. they already suffer from hearing loss or are particularly sensitive to damage.

Vibration

Where there is a risk of exposure to either Hand Arm Vibration (HAV) or Whole Body Vibration (WBV) the Trust will assess the risk and undertake a full assessment of the vibration level using the value $m/s^2 A(8)$ showing the vibration exposure level over an 8 hour day.

When there are multiple machines in use, in a working day, the Trust shall adopt the HSE 'exposure points' scale to calculate daily exposure to vibration.

Once the $m/s^2 A(8)$ value is converted into exposure points per hour using the HSE's own converter, the Trust shall further divide that exposure points per hour value

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into 15 minute sessions. Based upon this information, the Trust will formulate a vibration exposure points value for each piece of machinery per 15 minutes of use.

The exposure action value (EAV) is a daily amount of vibration exposure above which employers are required to take action to control exposure. For hand-arm vibration the EAV is a daily exposure of 2.5 m/s² A(8) or 100 Exposure Points. There is also a level of vibration exposure that must not be exceeded. This is called the exposure limit value.

The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to on any single 8 hour day. For hand-arm vibration the ELV is a daily exposure of 5 m/s² A(8) or 400 Exposure Points.

Available via the Equipment list or by the 'Noise & Vibration Tag' attached to each Item machinery, is the 'Exposure Points / 15 minutes' value which shows how many Exposure Points are accrued during 15 minutes of use.

If an employee's exposure level for the day is under 100 Points then no action is needed, if an employee exceeds 100 Points then anti-impact gloves must be worn and breaks taken every 20 minutes. The daily total of points MUST NEVER exceed 400 Points.

In order to ensure that limits are not exceeded we also advise that our employees share the use of machinery to spread the exposure points amongst the teams and also take regular breaks or swap onto non vibrating tasks.

The Trust shall calculate the levels of vibration via information supplied by the manufacturer or by the OPERC Hand-Arm Vibration Test Centre (HAVTEC) input into the following charts and calculators.

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(For multi tool use we convert the ms2 value into Exposure points per Hour)

Hazardous Substances

The Trust ensures that all substances with the potential to cause injury to health for use within the workplace will have up-to-date information available. This information is communicated by the Line Manager to all those employees likely to be affected by the use of the substance.

The Line Manager will prohibit the use of any hazardous substance unless the Risk Assessment can justify its use and appropriate controls are in place to prevent the risk of harm.

All substances identified as hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 are assessed and evaluated for risk. Exposure of employees is limited, as far as reasonably practicable, within the workplace or places where there is a likelihood of

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release affecting third parties. Where users of hazardous substances are identified as requiring health surveillance, the Trust, where appropriate, will arrange a health surveillance programme to comply with its legal requirements.

The regulations are generally referred to as COSHH and cover innumerable materials and substances - many used in the construction industry.

Issue of Documentation – all COSHH Risk Assessments and Material Safety Data Sheets (MSDS) shall be issued to site. The Site Manager is responsible for the control, issues, instruction and monitoring of safe use of hazardous substances.

Where required access to areas where hazardous substances are stored shall be prohibited by the use of hazardous substances signage, instruction, training, supervision and secure enclosure.

Appropriate Personal Protective Equipment shall be issued as necessary.

The regulations are quite involved, but the following eight steps are the basis for evaluating health hazards:

1. Assess the Risks

Assess the risks to health from hazardous substances used in or created by your workplace activities.

2. Decide What Precautions Are Needed

You must not carry out work which could expose your employees to hazardous substances without first considering the risks and the necessary precautions, and what else you need to do to comply with COSHH.

3. Prevent or Adequately Control Exposure

You must prevent your employees being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, then you must adequately control it.

4. Ensure That Control Measures Are Used and Maintained

Ensure that control measures are used and maintained properly and that safety procedures are followed.

5. Monitor the Exposure

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Monitor the exposure of employees to hazardous substances, if necessary.

6. Carry Out Appropriate Health Surveillance

Carry out appropriate health surveillance where your assessment has shown this is necessary or where COSHH sets specific requirements.

7. Prepare Plans and Procedures to Deal with Emergencies

Prepare plans and procedures to deal with accidents, incidents and emergencies involving hazardous substances, where necessary.

8. Ensure Employees Are Properly Informed, Trained and Supervised

You should provide your employees with suitable and sufficient information, instruction and training.

Almost all trades use some kind of chemicals which are potentially hazardous. In fact almost everything used in a building comes under the COSHH regulations.

However, ASBESTOS and LEAD have their own specific regulations, and dust and fumes require special attention. Be especially aware of the dust problems of welding and cutting materials.

Remember:

- Obtain information.
- Read it. It's also on the label.
- Wear appropriate protection.
- Make sure nobody nearby is in danger.
- If in doubt, check.

The First Aider(s) should know what products are in use, and have the safety data sheets, which also give medical instructions in case of emergency. In the event of skin or eye contact, follow the data sheet instructions, which normally recommend copious washing with water. For ingestion, follow the data sheet instructions, which normally suggest drinking plenty of water, and sometimes suggest NOT to induce vomiting.

General Hazard Danger Symbols



Xn –



Harmful /

Xi – Irritant



O – Oxidising



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E – Explosive



C – Corrosive



P – Pressurised



T – Toxic



F – Highly Flammable












N – Dangerous to the Environment

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COSHH Assessment Form

Substance	Reference

Activity - Why is the substance present? Explain the task.		
Frequency - How often?	Amount - How much?	Duration - How long?
Persons - Who is at risk and how might they be exposed?		

Hazard Symbols - As displayed on product labels / packaging under the 'CLP' regulations.								
								
Explosive	Flammable	Oxidising	Pressurised	Corrosive	Toxic	Caution	Health Hazard	Environment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risks - How can it harm those exposed? See 'hazard statements' on the safety data sheet.								
Exposure Limits - See the safety data sheet and HSE EH40.						<input type="checkbox"/> Yes <input type="checkbox"/> No		

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Safe System of Work	
Physical Controls	Procedural Controls

PPE	Type / Standard	PPE	Type / Standard
 Eye / Face		 Gloves	
 Respirator y		 Clothing	
 Other			

Monitoring Required - Occupational Health Checks, Exposure Level Measurements etc.

Storage	Waste

Emergency Arrangements		
Skin Contact	Inhalation	Spills
Eye Contact	Ingestion	Fire

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Residual Risk		Assessment By	
Low Acceptable. Ensure users are trained/competent. Line Manager to monitor for compliance to controls.	<input type="checkbox"/>	Name	
Medium Tolerable. Seek to improve at the next review. Enhance supervision and monitoring.	<input type="checkbox"/>	Date	
High Unacceptable. Cease task and find an alternative substance or method then reassess.	<input type="checkbox"/>	Review	

Asbestos

Asbestos is currently the single greatest cause of work-related deaths in the UK. It was extensively used as a building material in the UK from the 1950s through to the mid-1980s, for a variety of purposes, and was ideal for fireproofing and insulation. Any building built before the year 2000 (houses, factories, offices, schools, hospitals etc.) can contain asbestos.

Asbestos containing materials (ACMs), in good condition, are safe unless asbestos fibres become airborne, which happens when materials are damaged. When these fibres are inhaled they can cause serious diseases including mesothelioma (which is always fatal), lung cancer (almost always fatal), asbestosis (not always fatal, but it can be very debilitating) and diffuse pleural thickening (not fatal).

The Trust recognises its duties under the Control of Asbestos Regulations 2012 and is committed to providing a safe workplace without risk of exposure to asbestos fibres.

Duty to Manage

Where the Trust is responsible for the management of non-domestic premises it will arrange for a Management Survey to identify any potential ACMs and compile a Register including information on the location, amount and condition.

Any risks of exposure to fibres from the identified materials will be assessed and a plan prepared which details the arrangements to manage and control them. This will be periodically reviewed to ensure it remains relevant and up-to-date.

Where ACMs are found to be in poor condition a specialist contractor will be appointed to repair or remove.

This register will be provided in advance to any persons who are liable to work on or disturb them.

Site Activities

Where work is to be undertaken on a non-domestic premises, which is not managed by the Trust, an asbestos register is to be requested prior to commencement.

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This will be issued to workers along with other task instructions.

For work on domestic premises, or where no information is available, or it is limited and it is suspected asbestos may be present, the area will be surveyed by a competent person and representative samples of the material analysed by a UKAS accredited organisation.

Alternatively, it will be assumed that any suspected material does contain asbestos and the appropriate precautions will be taken for the highest risk situation.

Where ACMs are identified, which are not listed on a provided register, the client is to be notified to update their records.

Prior to any works which will disturb the fabric of a building, unless it can be proven to contain no ACMs, a Demolition/Refurbishment Survey (fully intrusive) will be undertaken by a specialist organisation. Any action required will be assessed in each case.

Asbestos Awareness

Any worker liable to disturb asbestos while performing their normal everyday work (specifically including those in the demolition, refurbishment, maintenance, servicing and installation trades) will receive adequate information, instruction and training.

Training will include the following topics:

- cancer for asbestos workers who smoke,
- (ACMs) in buildings and plant,
- of asbestos dust into the workplace.

This training requirement will also extend to sub-contracted workers, those involved in the planning and supervising of work, or those who may influence how work is carried out.

Refresher training will be given at least once per year.

Non-Licensed Works

Where work with ACMs is sporadic and of low intensity some lower risk tasks may be undertaken without a licence. This will be determined in each case and

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will depend on the type of work being carried out, the type of material that will be worked on and its condition.

Workers undertaking these tasks will receive training, in addition to awareness training, which includes legislative requirements, the assessment of risks, safe working practices, selection and use of protective equipment, waste and emergency procedures.

Each task will be subject to an individual risk assessment to determine required controls.

Guidance in the HSE publication HSG 210 will be followed for any works:
<http://www.hse.gov.uk/asbestos/essentials/index.htm>

The Trust will ensure that it's liability insurance covers this work activity.

Notifiable Non-Licensed Works (NNLW)

Where non-licensed tasks give rise to higher risks, including work with highly friable materials or those in poor condition, the work may be classified as notifiable.

This is to be determined in each case based on risk assessment and HSE guidance.

All non-licensed work will be carried out with the appropriate controls in place.

But for notifiable tasks the following additional requirements will be undertaken:

- (<https://extranet.hse.gov.uk/lfservlet/external/asbnnlw1>),
- (prior to a workers first exposure and then at least every three years, as long as the worker continues to do NNLW),
- (including nature and duration of work, estimated exposure for each worker, dates of the worker's medical examinations).

Licensed Works

Tasks which are classed as 'licensed asbestos work' will include most removal, all work with sprayed asbestos coatings and asbestos lagging and most work with asbestos insulation and asbestos insulating board (AIB).

Only suitably trained workers, using appropriate respiratory protective equipment and who are under suitable medical surveillance can undertake licensed asbestos work.

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It is Trust policy to contract asbestos works to a specialist organisation who are licensed and competent to undertake the works.

The Trust will assess contractors to ensure their legal compliance and review any risk assessments and safe systems of work prior to commencement.

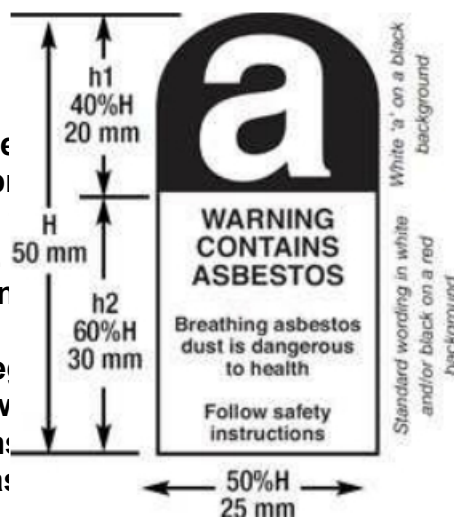
Asbestos Waste

Asbestos waste describes any asbestos products or materials that are ready to be disposed. This includes any contaminated building materials, dust, rubble, used tools that cannot be decontaminated, disposable PPE (personal protective equipment) and damp rags that have been used for cleaning.

During non-licensed work activities, with the appropriate controls in place, any asbestos waste generated will be placed in suitable packaging to prevent any fibres being released. This will be double wrapped and appropriately labelled.

Standard practice is to use a red inner labels, and a clear outer bag with app cement sheets and textured coatings not be broken up into smaller pieces. wrapped in suitable polythene sheetin

This will be stored on site in a segre lockable container with appropriate v registered carrier and taken to a licen
Notes will be stored for at least



tos warning ct asbestos oard should fully double

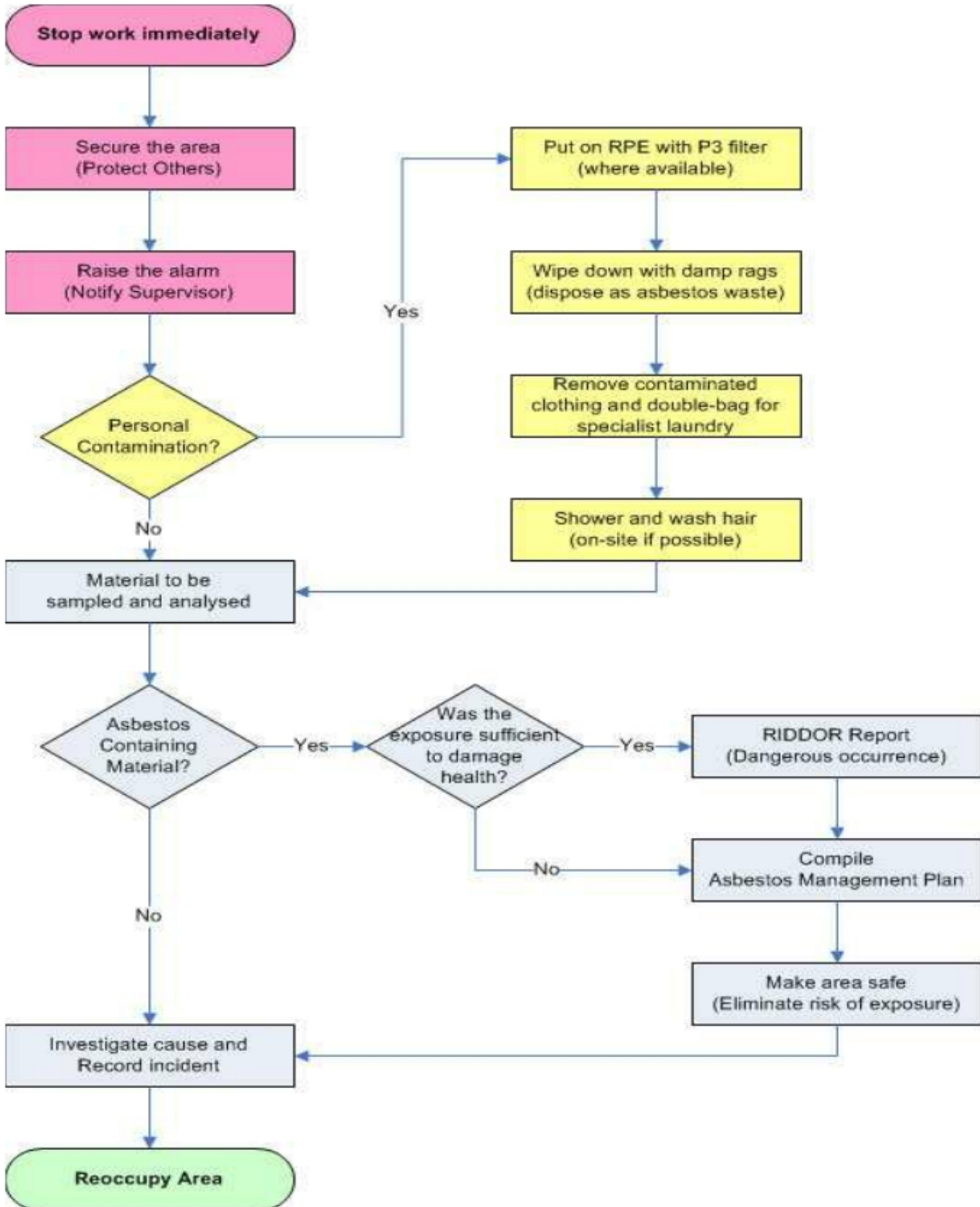
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Emergency Arrangements

In the event of discovery or accidental damage of a suspected ACM the following procedure shall be followed.

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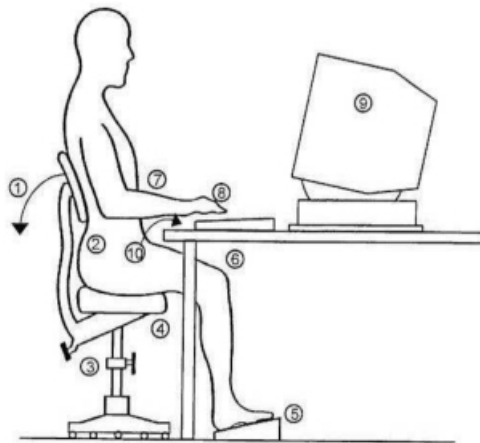
Physical Factors to be considered will include appropriate provision and use of:

- Seating
- Desk
- Visual Display Unit (including monitor resolution)
- Keyboard
- Mouse
- Foot Rest

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- Work Holder
- Lighting
- Electrical and communication cables
 - Workplace layout

Other issues such as Glare, Temperature, Rest and Exercise may need to be addressed.



- ① Seat back adjustability
- ② Good lumbar support
- ③ Seat height adjustability
- ④ No excess pressure on underside of thighs and backs of knees
- ⑤ Foot support if needed
- ⑥ Space for postural change, no obstacles under desk
- ⑦ Forearms approximately horizontal
- ⑧ Minimal extension, flexion or deviation of wrists
- ⑨ Screen height and angle should allow comfortable head position
- ⑩ Space in front of keyboard to support hands/wrists during pauses in keying

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(DSE) Assessment Form

<i>Part 1: About the DSE User</i>	
Name of DSE user:	
Date:	/ /
Position of Workstation (i.e. Room):	
Name of DSE Assessor or Line Manager:	

About your DSE Use	
Please indicate below what you consider to be part of your DSE use.	
Highly dependent on DSEs or have little choice about using them.	<input type="checkbox"/>
Normally use a DSE for continuous or near continuous spells of an hour or more at a time and use it in this way more or less daily.	<input type="checkbox"/>
Quick transfer of information (i.e. data inputting).	<input type="checkbox"/>
High levels of attention and concentration on the DSE for prolonged period.	<input type="checkbox"/>
<ul style="list-style-type: none">● <i>If any of the above statements apply, then you are defined as a DSE user then you must complete 'Part 2: Workstation Assessment'. If you are unsure, please speak with your DSE Assessor or Line Manager.</i>● <i>You will also be entitled to a claim back costs on your eye sight test.</i>	

If any of the below statements apply, you need to consider the use of peripheral monitors, keyboards etc.	
Work from home	<input type="checkbox"/>
Use of a 'Hot desk' or share your workspace with another user	<input type="checkbox"/>
Use of a portable computer (laptop)	<input type="checkbox"/>

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If you do use a portable computer for an hour or more, it will not meet the minimum requirements. Have you got a separate keyboard, mouse and screen/ screen raiser?



In each box please ✓ for a positive response and ✗ for a negative response

Part 2: Workstation Assessment

In each box please ✓ for a positive response and ✗ for a negative response

1. So you can find a comfortable position, please tick each box to confirm your chair has all of the following:

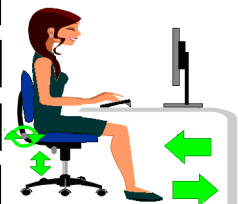
Ability to Swivel

Adjustable Back Rest

Adjustable Height

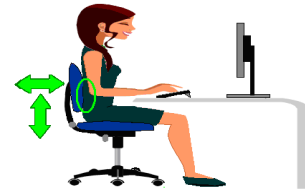
Stability

Five Castors



Manoeuvrability

2. Are you able to adjust the back rest so that it provides support to the lower and middle part of your back?



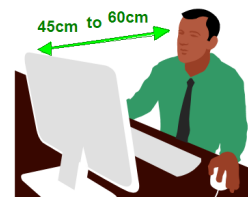
3. Can you adjust the seat height and position the chair, so that when your fingers are touching the middle row of keys on the keyboard, your elbows are kept at a right angle?



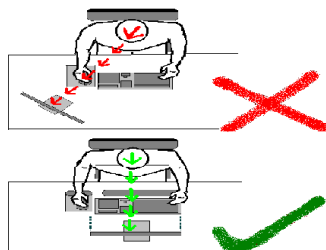
4. Can the arm rests be adjusted or removed?



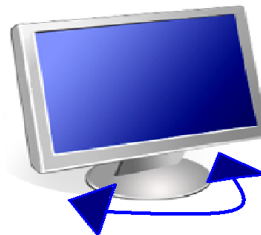
5. Is the screen at a viewing distance of between 45cm and 60cm and the top of the screen, level with your eyes?



6. Can you face the screen directly, without needing to turn your head?



7. Can the screen be:



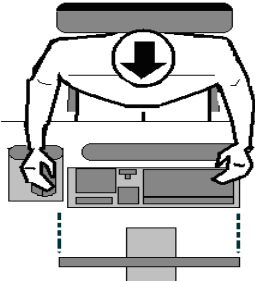



Tilted

Raised

Swivelled

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<p>8. Is the screen:</p> <div style="display: flex; align-items: center;">  <div style="margin-top: 10px;"> <p>Adequate in size <input type="checkbox"/></p> <p>Free from flicker <input type="checkbox"/></p> <p>Provided with controls to adjust brightness and contrast <input type="checkbox"/></p> <p>Free from glare <input type="checkbox"/></p> </div> </div>	<p>9. Does the size of the desk enable you to have a flexible arrangement of your equipment? (i.e. computer equipment, desk fan, stationery and phone.) <input type="checkbox"/></p> 
	<p>10. Are you able to sit down and get up from your desk without any restriction? <input type="checkbox"/></p>
	<p>11. Do your feet rest comfortably flat on the floor? <input type="checkbox"/></p>
	<p>12. If applicable, where a document holder has been provided, is it adjustable and stable? <input type="checkbox"/></p>
<p>13. Is the keyboard directly in front of the screen and not offset to one side? <input type="checkbox"/></p>	
<p>14. Is there sufficient room in front of the keyboard and mouse to support the hands and wrists during pauses in keying? <input type="checkbox"/></p>	
<p>15. Is the keyboard and mouse in a position so that they do not require stretching of the arms (keeping your elbow under your shoulders)? <input type="checkbox"/></p>	
<p>16. Does the keyboard have: a matt finish (to avoid glare), stability, clearly marked keys, ability to tilt? <input type="checkbox"/></p>	
	<p>17. Does the mouse allow for easy operation of your computer? <input type="checkbox"/></p>
	<p>18. Have you had sufficient training/ information on the use of the computer software, adjusting your workstation and safe use of the DSE? <input type="checkbox"/></p>
	<p>19. Do you take regular breaks away from the DSE screen? <input type="checkbox"/></p>
<p>20. Do you find the following room conditions satisfactory:</p> <p style="text-align: center;"> Temperature <input type="checkbox"/> Humidity <input type="checkbox"/> Ventilation <input type="checkbox"/> Noise <input type="checkbox"/> </p>	

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	21. Can you use your DSE workstation without being disturbed by glare/ reflection from the window/ lights?	<input type="checkbox"/>
	22. Can you work at your DSE workstation (or after use) without experiencing poor vision, dry eyes or headaches?	<input type="checkbox"/>
	23. Can you work at your DSE workstation (or after use) without experiencing aches, pains, tingling or pins and needles in the hands, wrists, neck, back, shoulders or arms?	<input type="checkbox"/>
	24. Can you use your DSE workstation without suffering undue stress (i.e. social isolation, poor job design, software problems)?	<input type="checkbox"/>
<p><i>Please note: Where problems are being experienced make adjustments using this assessment to help remedy problems. If the adjustments to the workstation have not remedied the problem, refer the matter to your line manager.</i></p>		

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Assessment and Result

Have you surveyed the actual working position and layout of the designated user's workstation using the 'Assessment Guidance' to meet the minimum standards?

DSE/ Workstation Action Plan

For any **X** negative responses please list in Action required.

Action Required	Date Action Taken	Issues Resolved (Y/N)	Assessor Initials

Assessment Satisfaction

Please sign to confirm that you are satisfied with the DSE Workstation Assessment

Manager or DSE Assessor

DSE User

Signed:

Signed

Date: / /

Date: / /

Annual Review

Date of Review	Assessment Still Valid?*	Signed	DSE Assessor/ Manager Name
/ /	Yes / No		
/ /	Yes / No		
/ /	Yes / No		
/ /	Yes / No		

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/	/	Yes / No		
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** If the assessment is invalid then a new 'DSE Workstation Assessment Form' will need to be completed.*

Personal Protective Equipment

It is the policy of the Trust to protect, as far as is reasonably practicable, all its employees from unnecessary risks to health and safety at work and to comply with the requirements of the Personal Protective Equipment at Work Regulations 1992. It will, therefore, provide protective clothing and equipment as necessary, for all its employees whilst at work, together with effective training in its use.

If the risks associated within the workplace cannot be controlled by other means, then the Trust provides Personal Protective Equipment (PPE) to employees. The section Line Manager Issues these to the individual employee and where necessary a locker is provided for its storage.

All site employees are issued, and trained in the appropriate use of Steel Toe Capped Safety Footwear, gloves, safety goggles, hard hats, hi-visibility tabards and any other PPE where it is deemed appropriate, and all are provided with suitable storage facilities. The Line Managers will monitor and assess any ongoing needs.

Where PPE is provided it is to be worn at all times, as directed by the Line Manager and Client, where a hazard is likely to exist. The equipment is to be maintained by the employee and if it becomes damaged or unfit for use it must be reported at the first available opportunity to the Line Manager for replacement.

The Line Manager is to monitor PPE compliance at all times. Failure to use, or misuse of the PPE, as directed by the Line Manager will be dealt with within the Trust Disciplinary Procedure.

A Personal Protective Equipment Policy is to be issued and signed by all employees.

General Housekeeping

The maintenance of the workplace (good housekeeping) is an essential part of the day-to-day contribution in which all employees have a collective responsibility. In addition to any specific requirements, all employees are to ensure that all waste bins are regularly emptied to the waste disposal area, that clothing, tools and waste are correctly stored, and that gangways, particularly Evacuation Routes and Emergency Exits are kept clear at ALL times.

Waste Management

The Trust will ensure that all waste generated in the establishment is managed safely according to statutory requirements, as specified by the enforcing authority and/or by the Environmental Protection Act 1990 and/or by the Special Waste Regulations 1996. The health, safety and welfare of its employees and others, who could be adversely affected by waste products associated with work activities, will be part of the Trust's duty of care commitment. Suitable procedures will be followed for dealing with both solid and liquid wastes.

All waste materials will be suitably transported, handled, stored, labelled, and disposed of regularly. The arrangements will be reviewed on a periodic basis, but employees are encouraged to discuss any problems regarding health and safety that may arise on any aspect of the waste management process. Waste minimisation, conservation of resources, and recycling schemes will be introduced, wherever reasonably practicable.

Due to the nature of the Trust's products there is very little waste produced as a result of its business. The Line Manager arranges for the principal waste to be either recycled or disposed of in accordance with both national and local regulations.

Fire & Emergency Preparedness

The Trust should devise strategies for emergencies at both Trust locations and temporary sites (including construction projects, occupied premises, void works etc.).

The Head Teacher will identify key hazards/risks and develop appropriate emergency response plans. Consideration to the following is essential during the planning stage:

- Hazard identification/assessment for area of response;
- Training needs for key staff;
- Emergency resources needed;
- Communication systems needed;
- Emergency response procedure for type of situation;
- Communication – telephone numbers, means of raising alarm;
- Debriefing and post-traumatic stress procedure.

Fire

To meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 the Trust conducts a Fire Risk Assessment and applies control measures to ensure the means of escape, fire detection, warning systems and fire fighting equipment are both adequate and properly maintained.

Procedures to be followed in the event of a fire are displayed at strategic points throughout the Trust's buildings and facilities. New employees are instructed at their induction of the evacuation routes and assembly points in the event of an emergency. Visitors, are made aware of the emergency arrangements and escorted at all times.

A record of all employees and visitors present in the building is kept, using Attendance Records and Visitor Books, to ensure that a full evacuation has been achieved.

All accesses and fire exits will be kept well lighted and clear of stored materials and other obstructions.

Appropriate fire extinguishers will be located at strategic points throughout the Trust's buildings and facilities. Employees will be shown these locations and instructed in their use during induction.





All fire fighting equipment is to be maintained in line with manufacturers recommendations.

All office machinery / equipment must be used, maintained and situated in accordance with the manufacturers / suppliers recommendations. Staff required to use unfamiliar equipment or machinery will be given sufficient instruction/training in its use. Offices and facilities will be planned so as to

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avoid the dangers associated with trailing cables from electric equipment/ machinery.

All emergency procedures will be reviewed and amended as found necessary and will be tested at least once annually.

Type				
	Wood Paper Textiles Fabric	Petrol Diesel Oils	Butane Methane Propane	Electrical Equipment
Water				
AFFF Foam				
CO ₂				
ABC Powder				



Transport and Storage

A fork lift truck may be used for the purpose of moving equipment and items for both storage and loading for transport. The appointed drivers are to be trained to operate the fork lift trucks and will be the only persons authorised (in writing), as holders of a qualifying certificate from a recognized body, that may drive them. The Line Manager must hold the key and allow only trained and competent drivers access to the plant. At all times when the fork

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lift truck is not in use, the Line Manager has the responsibility of removing the operating keys, thus immobilising it.

The Line Manager s are responsible for ensuring that adequate storage is provided in each work area. The employees must ensure those items for use or identified for disposal within each of the work areas does not present a hazard to other employees or visitors.

Lifting Equipment

The Trust accepts its responsibilities for ensuring that all lifting machinery and equipment is maintained regularly by a competent person and records are kept in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

The Trust will undertake appropriate planning of all lifting operations and maintain records of such plans (lift plan), additionally the Trust will appoint a competent person to supervise all lifting activities to ensure that lifting is carried out safely.

All personnel who use lifting equipment will be adequately trained in the use of that equipment. The training is to include operator checks and instruction on what to do in the event of faulty equipment. It is the duty of all employees to correctly use such equipment in accordance with the instruction and training that has been given.

The Trust ensures that all relevant statutory examinations for lifting equipment and accessories as required by the regulations are carried out and records kept.

Guarding of Machinery

The Trust will ensure that only approved equipment, machinery and tools and will be supplied for use at work. The equipment/machinery will be designed to function in an entirely safe manner in accordance with the Provision and Use of Work Equipment Regulations 1998.

All employees using equipment/machinery in the factory or on site or hand tools that come under PUWER will be adequately trained its use. The training is to include user checks and instruction on what to do in the event of faulty equipment. It is the

duty of all employees to correctly use such equipment in accordance with instruction and training that has been given.

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All employees will be informed, instructed and trained on safe working practices, and given all necessary details of safety procedures and systems of work.

The Trust will take necessary steps to assess:

- All operations, control systems and servicing access requirements;
- The position and layout with regard to defining a non-access zone;
- Specific safety features such as guards and isolation procedures;
- Suitability of adjustment procedures;
- Maintenance and cleaning arrangements.

All reasonable steps will be taken to rectify any deficiencies noted and to suitably control any risks identified, with records being kept of maintenance schedules and reports. Employees will be encouraged to promptly report any defects and to cooperate with management in all aspects of equipment used at work.

The Trust undertakes to provide equipment which is free from hazards, but where it is not possible to adequately protect the user from the hazard, or this cannot be avoided due to limitations of design, then suitable guards or safety devices will be fitted.

Portable Tools and Work Equipment

In the use of knives and 'Stanley' blades, care must be taken to retract blades at ALL times when not in use, it being a collective responsibility to ensure that NO blade is left open at ANY time.

All bench tools should be properly stored and maintained; Improvised or damaged tools should not be used.

The handling of scaffolding tube, all ladders, truss and access towers requires particular care in the working environment.

Employees must ensure that others know what they are doing, and where necessary should work in pairs to avoid any potential hazards, with two or more people to handle any item of exceptional length. The Line Manager will ensure that the work equipment is maintained in an efficient state, in working order and in good repair and that all protective guards are fit for purpose, are securely fitted and are regularly inspected.

All hired or leased equipment will be checked so that it meets satisfactory safety standards. The Line Manager is to ensure that Certificates of Thorough Inspection, Portable Appliance Testing, Calibration, and compliance to LOLER and PUWER regulations are met as necessary prior to release to site. Defective, or non-compliant items, are not to be used.



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Training

The employer will ensure that all authorised persons who use work equipment have available to them adequate health and safety information and where appropriate written information pertaining to the use of the work equipment.

The employer will take measures to ensure that the exposure of a person using the equipment is protected from risk to his health or safety from any hazard, including any substances falling, ejected, discharges of articles, gas, dust, liquid, vapour which is used or stored in the work equipment. Records of user competency will be maintained.

Work Equipment will be subjected to user inspection prior to use and a thorough inspection by a competent person at least quarterly.

Should there be a requirement for special training needs the Safety Committee is to source a competent training provider to deliver, and assess competency, prior to authorizing the operative to commence site work.

New Equipment

Where appropriate, new equipment is subjected to assessment and evaluation by the section Line Manager and appropriate Competent Person, in compliance with the Provision and use of Work Equipment Regulations 1998.

The Trust undertakes to reduce known hazards as far as reasonably practicable and will provide suitable information, training and instruction to employees who are to use the equipment.

The arrangements and layout for the installation of equipment will be reviewed by the Head Teacher who will consider aspects of the changes likely to impact on the health and safety of personnel.

Portable Electrical Appliances (PAT)

All equipment brought onto the Trust premises, or used on site, is to be subjected to inspection by a Competent Electrical Specialist, recorded as such and issued with a test certificate. The equipment will then be the subject of an inspection at regular intervals defined by the Trust's Competent Electrician.

The Duty Holder shall arrange for appropriate records to be retained in the PAT Folder at the Head Office.

Portable electrical equipment (appliances) includes all forms of portable electrical equipment fitted with a plug, rated between 110 and 500 volts ac and allowing disconnection from the electrical supply without the use of a tool.

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Equipment will include portable electrical hand tools, lamps, kettles, etc.

HSE Guidance Note PM 32 'The safe use of portable appliances' provides guidance on this matter, including recommendations for the regular testing and examination of such appliances.

Electrical tests should confirm the integrity or otherwise of earthing and insulation.

Frequency of Examination for Electrical Equipment

Equipment/Environment	User Checks	Formal Visual Inspection	Combined Inspection And Testing
Battery operated (< 20 volts)	No	No	No
Extra low voltage: (< 50 volts a.c.) e.g. telephone, low voltage desk lights	No	No	No
Information technology: e.g. desktop computers, display screens	No	Yes 2-4 years	No, if double insulated Otherwise up to 5 years
Photocopiers, fax machines: NOT hand held, rarely moved	No	Yes 2-4 years	No, if double insulated Otherwise up to 5 years
Double insulated equipment: NOT hand-held and moved occasionally e.g. fans, table lamps, slide projectors	No	Yes 2-4 years	No
Double insulated equipment: HAND-HELD e.g. 110 volt portable tools	Yes	Monthly	3 Monthly
Earthed equipment (Class 1) e.g. electric kettles, some floor cleaners, some kitchen equipment, irons	Yes	Yes 6 months – 1 year	Yes 1-2 years
Cables e.g. leads and plugs connected to the above	Yes	Yes 6 months - 4 years depending on use	Yes 1-5 years depending on use

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Construction equipment	110 V- weekly 230 V mains - Daily/ every shift	110 V-Monthly 230 V mains – weekly	110 V - Before first use on site then 3-monthly 230 V mains - Before first use on site then monthly
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Working at Height

All work at heights must be assessed as to the risks involved, and must be carried out in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992, the Management of Health and Safety at Work Regulations 1999 and the Work at Height Regulations 2005.

The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others (e.g. facilities managers or building owners who may contract others to work at height) to the extent they control the work.

Any employee required to work at heights will receive appropriate training in the use of ladders, safety belts or harnesses and other access equipment before work commences. Regular refresher training to maintain and develop competence levels will also be provided.

All employees who operate, erect/ dismantle or assist in the operation of all access equipment or associated equipment will be adequately trained in the use of such equipment. The training is to include operator checks and instruction on what to do in the event of faulty equipment and ensures that a competent person regularly inspects all equipment and that suitable records are kept.

The Regulations require duty holders to ensure:

- all work at height is properly planned and organised by a competent person,
- all work at height takes account of weather conditions that could endanger health and safety,
- those involved in work at height are trained and competent,
- the place where work at height is done is safe,
- equipment for work at height is appropriately inspected,
- the risks from fragile surfaces are properly controlled,
- the risks from falling objects are properly controlled.

You must:

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- ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height;
- justify the reasons for the selection of height access equipment specific to each task;
- ensure that the work at height is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable;
- plan for emergencies and rescue
- take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations 1999.

Selection of Height Access Equipment

The regulations set out a simple hierarchy for managing and selecting equipment for work at height as follows:

When selecting equipment for work at height you must plan consider the following systems respectively:

1. Collective Prevention
2. Personal Prevention
3. Collective Mitigation
4. Personal Mitigation

The alternative equipment for work at height are systems that provide no protection should someone fall, for example Stilts, Ladders, Stepladders and Hop-ups. Such height access equipment (likewise personal protective equipment) must be selected as a last resort and should only be considered for short duration (<30 minutes), low risk work.

Ladders / Stepladders

The Trust will ensure that use at work (including ladders) comply with the Provision

All employees will be informed of user checks.

The Trust will take necessary steps to ensure that access equipment is inspected and maintained by competent persons.

All reasonable steps will be taken to rectify any deficiencies noted, with records being kept of maintenance schedules and reports. Employees will be



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encouraged to promptly report any defects and to cooperate with management in all aspects of equipment used at work.

Mobile Access Towers / Elevated working platforms

The Trust will ensure that all equipment that it hires, or is directly responsible for, is adequately maintained by a competent person as required by the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998 as appropriate.

Persons using Mobile Access Towers will receive training in the safe erection, dismantling, moving and use of equipment prior to first use to ensure competence.

Persons operating/using Mobile Elevated Working Platforms shall receive formal training such as the Powered Access Licence (PAL) card before they are authorised to operate or work with such plant.

Construction (Design and Management)

The Construction (Design and Management) Regulations 2015 apply to all construction work.

Notifiable projects are those that are now both domestic and non-domestic and are planned to last for more than 30 days and have more than 20 persons on site or will involve more than 500 person days. The CDM Regulations place duties on Clients, Designers, Principal Designers, Principal Contractors and

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Contractors to plan, coordinate and manage health and safety throughout all stages of a project.

For information, the key parties (firms or individuals) who have specific duties under the regulations are:

CDM Duty Holder	Main Duties
<p>Clients are organisations or individuals for whom a construction project is carried out.</p>	<p>Make suitable arrangements for managing a project. This includes making sure:</p> <ul style="list-style-type: none"> ■ other duty holders are appointed; ■ sufficient time and resources are allocated. <p>Make sure:</p> <ul style="list-style-type: none"> ■ relevant information is prepared and provided to other duty holders; ■ the principal designer and principal contractor carry out their duties; ■ welfare facilities are provided.
<p>Domestic clients are people who have construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not.</p>	<p>Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:</p> <ul style="list-style-type: none"> ■ the contractor, on a single contractor project; or; ■ the principal contractor, on a project involving more than one contractor. <p>However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties.</p>
<p>Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> ■ construction; and ■ the maintenance and use of a building once it is built. <p>Provide information to other members of the project team to help them fulfil their duties.</p>
CDM Duty Holder	Main Duties

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<p>Principal designers are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> ■ identifying, eliminating or controlling foreseeable risks; ■ ensuring designers carry out their duties. <p>Prepare and provide relevant information to other dutyholders. Provide relevant information to the principal contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.</p>
<p>Principal contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> ■ liaising with the client and principal designer; ■ preparing the construction phase plan; ■ organising cooperation between contractors and coordinating their work. Ensure: ■ suitable site inductions are provided; ■ reasonable steps are taken to prevent unauthorised access; ■ workers are consulted and engaged in securing their health and safety; <p>and</p> <ul style="list-style-type: none"> ■ welfare facilities are provided.
<p>Contractors are those who do the actual construction work and can be either an individual or a Trust.</p>	<p>Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety. For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor. For single-contractor projects, prepare a construction phase plan.</p>

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Workers are the people who work for or under the control of contractors on a construction site.

They must:

- **be consulted about matters which affect their health, safety and welfare;**
- **take care of their own health and safety and others who may be affected by their actions;**
- **report anything they see which is likely to endanger either their own or others' health and safety;**
- **cooperate with their employer, fellow workers, contractors and other dutyholders.**

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The regulations are aimed at protecting the health, safety and welfare of everyone who undertakes construction work. They also give protection to other people who may be affected by the work.

Definition of Contractors and Self-Employed:

Anyone who directly employs, engages construction workers or controls or manages construction work is a contractor for the purposes of these Regulations. The duties on contractors apply whether the workers are employees or self-employed and to agency workers without distinction.

For all projects Contractors must:

- Check clients are aware of their duties;
- Satisfy themselves that anyone they employ or engage are competent and adequately resourced;
- Plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work on site;
- Ensure that any contractor who they appoint, or engage to work on the project, is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site;
- Provide workers under their control with any necessary information, including relevant aspects of other contractors work, and a site induction which they will need to work safely, and to report problems or to respond appropriately in an emergency;
- Ensure that any design work they do complies with regulation 11;
- Co-operate with others and co-ordinate their work with others working on the project;
- Ensure the workforce is properly consulted on matters affecting their health and safety;
- Obtain specialist advice where necessary when planning high risk work –for example alterations that could result in structural collapse or work on contaminated land.

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Planning and Managing Construction Work

Contractors should always plan, manage, supervise and monitor their own work, and that of their workers, to ensure that is carried out safely and that health risks are also addressed.

If one contractor is overseeing the work for a domestic client then they should ensure that the work of the various contractors is properly co-ordinated and that there is good co-operation and communication.

Site Induction, Information and Training

Contractors must not start work on a construction site until they have been provided with basic information. This should include information about any particular risks associated with the project, including information about existing structures where these are to be demolished or structurally altered, and from designers about any significant risks associated with the design.

Contractors must ensure, so far as is reasonably practicable, that every worker has:

1. A suitable induction
2. Any further information and training needed for the particular work.

Inductions are a way of providing workers with specific information about the particular risks associated with the site and the arrangements which have been put in place for their control.

Induction will need to be provided by the Contractor, or by arrangement with the main contractor on site.

Induction is not intended to provide general health and safety training but should include a site-specific explanation of the following:

- Top management commitment to health and safety;
 - The outline of the project;
 - The individual's immediate Line Manager and any other key personnel
- Any site specific health and safety risks, for example in relation to access, transport, site contamination, hazardous substances and manual handling;
- Control measures on the site, including:
 - Any site rules
 - Any permit-to-work systems
 - Traffic routes
 - Security arrangements

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- Hearing protection zones
- Arrangements for personal protective equipment, including what is needed, where to find it and how to use it
- Arrangements for housekeeping and materials storage
- Facilities available, including welfare facilities
- Emergency procedures, including fire precautions, the action to take in the event of fire, escape routes, assembly points, responsible people and the safe use of any fire-fighting equipment
- Arrangements for first aid;
- Arrangements for reporting accidents and other incidents;
- Details of any planned training, such as 'toolbox' talks,
- Arrangements for consulting and involving workers in health and safety, including the identity and role of any:
 - appointed trade union representatives
 - representatives of employee safety
 - safety committees
- Information about the individual's responsibilities for health and safety.

Reporting Incidents

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 requires the 'responsible person' to notify any death, reportable injury, disease or dangerous occurrence to the relevant enforcing authority. The responsible person is the employer or, for the self-employed, the contractor or principal contractor.

Contractors must also:

- Check that a Principal Designer has been appointed and HSE notified before they start work;
- Co-operate with the principal contractor, Principal Designer and others working on the project or adjacent sites;
- Tell the principal contractor about risks to others created by their work;
- Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work;
- Comply with any reasonable directions from the principal contractor, and with any relevant rules in the construction phase plan;
- Inform the principal contractor of any problems with the plan or risks identified during their work that have significant implications for the management of the project;

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- Tell the principal contractor about accidents and dangerous occurrences;
- Inform the principal contractor when the construction phase plan cannot be complied with;
- Provide information for the health and safety file.

Contractors must co-operate with the principal contractor, and assist them in the development of the construction phase plan and its implementation.

Contractors must promptly inform the principal contractor about risks to other site workers or members of the public resulting from their work.

Contractors must also provide information about RIDDOR incidents to principal contractors.

Site inductions should be provided by the principal contractor.

Where contractors are involved in design work, including for temporary works, they also have duties as designers.

Stability of Structures

The Trust will ensure that all practicable steps shall be taken, including the provision of training and equipment to prevent danger to any person, to ensure that any new or existing structure or any part of such structure which may become unstable or in a temporary state of weakness or instability due to the carrying out of construction work does not collapse.

The Trust will ensure use temporary support or temporary structures in accordance with their design and must be installed to be able to withstand any foreseeable loads which may be imposed on it, and must only be used for the purposes for which it is so designed, installed and maintained. All temporary propping/ stabilising works will be undertaken by or supervised by a competent person.

Demolition

All demolition must be properly planned and managed. A detailed method statement/demolition plan will be drawn up detailing methods used, plant, safe systems of work such as work at height, pre-weakening, special requirements to deal with health hazards, precautions and sequence of work.

Preliminary information will be sought on the following:

- Location and disconnection of incoming services;
- Existence of hazardous substances (asbestos, lead etc.);
- Any additional structural hazards such as pre-stressed steel or post-tensioned concrete, fire-damaged building, cantilevered balcony etc..

Work in Occupied Premises

Where work undertaken by the Trust involves working in or on an occupied residential dwelling, then additional site specific risk assessments will be undertaken to assess whether there is any further risk to the employee from occupants or others who may be in the vicinity. Advice will be sought from the client to identify any known potentially aggressive, vulnerable or difficult tenants.

If working in occupied premises poses significant risk, work will only be undertaken when additional safety and security measures have been introduced. If an employee, at any time, feels that he or she is in an unsafe environment, work shall cease until the issue has been resolved. Employees will be familiar with lone working emergency arrangements when dealing with tenanted property works.

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Lone Working

The Trust recognizes their responsibility to ensure all employees are not put at risk of injury while at work including lone workers. A risk assessment will be carried out on all employees who are likely to work alone away from the Trust's premises. Controls relative to the risk will be implemented, such as two way communication through a call back system.

When employees are working on client premises, arrangements are made to ensure the client affords adequate emergency cover to the employee. Where there are none available on site, the Trust will make arrangements to ensure their employees have access to the nearest emergency services facilities and ensure they have a mobile phone or other means of contacting the emergency services and Line Managers.

Lone working is not permitted on construction sites. Unless an exclusion is identified through risk assessment for small works e.g. small remedial or reactive maintenance works.

Drugs, Alcohol and Violence

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Drugs and Alcohol

The Trust has a policy of zero tolerance with regard to alcohol and non-prescription drugs. This is particularly relevant in the use of Trust vehicles and machinery, but refers equally to consumption on the premises. Non-compliance with these requirements may lead to instant dismissal and anyone deemed to be under the influence on arrival at work will be sent home without pay.

Violence

No act of aggression is permissible to any other employee, member of public or customer. The Trust's Disciplinary Procedure will be applied to anybody not adhering to this policy. Employees who may witness any potentially hazardous event are to report the matter immediately to their Line Manager .

Driving Vehicles

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Any employee driving a vehicle on behalf of the Trust must fulfil the criteria required by the insurance relevant to that vehicle. They should also hold a current and valid driving licence and seek permission from the key holder before driving the vehicle.

Before driving any vehicle the employee is responsible for checking it for obvious defects and basic roadworthiness and reporting anything that cannot be corrected on the spot. When driving the vehicle the employee must be in accordance with Road Traffic Legislation and the Highway Code at all times.

If they are involved in any accidents, damage however minor, or road traffic violations, this must be reported immediately to their Line Manager . Any faults or concerns arising during use must also be reported on return, and fuel tanks should be left as found. Any employee failing to comply with these requirements may be dealt with within the Disciplinary Procedure.

Mobile Telephones and In-Car Technology

The Road Vehicles (Construction and Use) Regulations 2003 apply to the users of mobile telephones when driving.

All users of mobile telephones must not use a hand held phone when driving. "Hands-free" phones are acceptable providing that the phone does not have to be held in the hand at any time when in use. The user must exercise proper control of the vehicle at all times.

There is a danger of driver distraction being caused by in-vehicle systems such as route guidance and navigation systems, congestion warning systems, PCs, multi-media, etc. Do not operate, adjust or view any such system if it will distract your attention while you are driving; you must exercise proper control of your vehicle at all times. If necessary find a safe place to stop first.

Stress

Stress is the adverse reaction people have to excessive pressures or other types of demand placed on them. Work-related stress is a major cause of occupational ill health, poor productivity and human error. That means increased sickness absence, high staff turnover and poor performance in the organisation and a possible increase in accidents due to human error.

There are ways to manage work-related stress (as found in Managing the causes of work related stress HSG218). Safety committees will be used to consult employees on matters that concern their health or safety at work. Top Management will encourage an 'Open Door' Policy where employees are encouraged to voice concerns over work-related stress.

The employer will assess the risk of stress-related ill health arising from work activities and take action to control that risk.

Audit

The Trust Organisation and Arrangements are the subject of regular audits, at least annually, to ensure that the Policies, Organisation Structure, Planning and Implementation, Performance Standards and Performance Review are in compliance with current legislation and reflect good industry practice.

The Head Teacher will identify a topic or location for audit, with agreed terms of reference, so that each year the whole structure and facilities of the Trust is subject to an audit.