

<b>Category</b>	Health & Safety		
<b>Document Name</b>	Health & Safety Statement of Arrangements		
<b>Accountable Body</b>	RADIUS Trust		
<b>Reference</b>	HS.P1.T1	<b>Date Approved/Reviewed</b>	21 <sup>st</sup> October 2016
<b>Version</b>	2.9	<b>Next Review due</b>	Autumn 17 Term

### Related Policies

Document	Reference
Health & Safety Policy	HS.P1

### Reference Material

Guidance
Health and Safety at Work Act 1974
Management of Health & Safety at Work Regulations 1999
DfE Health & Safety Advice on Legal Duties and Powers Feb 2014
HSE RIDDOR 2013

### Related Documents

Document	Reference
Health & Safety Procedures	HS.P1.02
Health & Safety Forms:	HS.P1.03
A. Health & Safety and Fire Safety Assurance Report	
B. Health & Safety and Fire Safety Detailed Review	
C. Health & Safety Inspection Log	
D. Health & Safety Inspection Checklist	
E. Health & Safety Risk/Incident Log	
F. Health & Safety Risk/Incident Form	
G. Location of First Aid Room & First Aid Boxes	
H. Staff Qualified in First Aid	
I. Staff Approved To Issue Medication	
J. Emergency Lighting Checks	
K. Fire Door Checks	
L. Fire Extinguisher Checks	
M. Means of Escape Checks	
N. Health & Safety and Fire Safety Training Record	
O. Fire Risk Assessment	
P. Risk Assessment & Action Plan	
Q. Ladder & Steps Register	
R. Vehicle Accident Report	
S. Drivers Declaration Form	
T. Drivers Assessment & Authorisation Form	
U. Hot Water Temperature Records	
V. Cold Water Temperature Records	
W. Permit To Work	
X. Fire Alarm Activation Log	



## Table of Contents

<b>Table of Contents</b> .....	<b>2</b>
<b>Introduction</b> .....	<b>4</b>
<b>Communication</b> .....	<b>4</b>
<b>Monitoring &amp; Review</b> .....	<b>4</b>
<b>Roles &amp; Responsibilities</b> .....	<b>5</b>
<b>Training</b> .....	<b>6</b>
<b>Health &amp; Safety Inspections</b> .....	<b>6</b>
<b>Health, Accident, Emergency And First Aid</b> .....	<b>7</b>
First Aid & Medication .....	7
Emergency Treatment .....	7
<b>Dealing With Unsafe Conditions</b> .....	<b>7</b>
<b>Reporting Accidents &amp; Incidents</b> .....	<b>8</b>
Accidents Involving Staff & Visitors .....	8
Accidents Involving Pupils.....	8
Serious Accidents & Dangerous Occurrences .....	8
Incident Investigation .....	8
<b>Catering And Food Handling</b> .....	<b>8</b>
<b>Control Of Substances Hazardous To Health</b> .....	<b>9</b>
COSHH.....	9
Medications, blood, bodily fluids.....	9
Aerosols .....	9
<b>Fire Safety</b> .....	<b>9</b>
Roles & Responsibilities .....	10
Routine Maintenance, Inspection & Testing .....	10
Routine Fire Safety Checks .....	10
Periodic Fire Risk Assessments .....	10
Fire Notices .....	11
Fire Instructions .....	11
Evacuation Procedures .....	11
Periodic Fire Drills .....	11
Recording of Incidents .....	11
Instruction & Training.....	11
Smoking .....	12
<b>Electrical Safety</b> .....	<b>13</b>
Electrical Installations .....	13

Installation, Repair & Maintenance Work .....	13
Portable Electrical Appliances .....	14
Use of Electrical Equipment.....	14
Inspections.....	14
<b>Tree Safety .....</b>	<b>14</b>
<b>Use And Maintenance Of Equipment .....</b>	<b>14</b>
Display Screens .....	15
Radio Transceivers .....	15
Protective Clothing .....	15
<b>Lifting And Handling.....</b>	<b>15</b>
<b>Lone Working.....</b>	<b>16</b>
<b>Use Of Vehicles .....</b>	<b>17</b>
Approved Drivers.....	17
<b>Water Supplies.....</b>	<b>19</b>
<b>Management Of Pupils.....</b>	<b>19</b>
<b>Risk Assessments .....</b>	<b>20</b>
General Risk Assessments.....	20
Activity Risk Assessments .....	21
<b>External Contractors .....</b>	<b>21</b>

## Introduction

RADIUS Trust is committed to providing a healthy, safe and pleasant environment for its pupils, employees and visitors. The Charity Office and each school are required to comply with the provisions of the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and all subsequent Regulations and Directives. Furthermore, the Trust ensures that employees at all levels, have a clear understanding of their responsibilities and accountabilities for the health, safety and wellbeing of everyone that uses Trust or school premises and the surrounding environment.

The Trust requires appropriate levels of guidance, instruction and training to be provided through management activities to promote levels of competence that allows all employees to make an informed contribution to the health and safety efforts.

The schools and the Charity Office are required to comply with the Trust's Health & Safety Policy and the arrangements set out in this document. Appropriate procedures shall be developed and maintained by senior management to promote safe working practices and provide safe environments in which to live and work. These procedures will be tested and reviewed on a regular basis to ensure they remain effective and continue to fully meet the needs of the Trust.

## Communication

All managers, senior managers and the Headteacher/Principal have a responsibility to consult with members of staff on all matters relating to health & safety. Senior managers shall keep staff advised of significant findings arising from risk assessments, accident investigations and safety audits. Furthermore, employees are urged to consult their Health & Safety Designated Person or senior management should they have any concerns regarding the health, safety & welfare of pupils, colleagues or others using the school premises.

## Monitoring & Review

The Trust requires senior managers to monitor the performance of its health & safety procedures in the following ways:

- Each school and the Charity Office shall maintain a summary [Health & Safety & Fire Safety Assurance Report \(refer to HS.P1.03 - A\)](#) to be annually reviewed, refreshed and approved by the Governing Body, or the CEO with respect to the Charity Office.
- Carry out a detailed review of Health & Safety and Fire Safety using the [Health & Safety & Fire Safety Detailed Review Form \(refer to HS.P1.03 - B\)](#)
- Produce a detailed analysis of the findings of periodic reviews and safety audits carried out by the schools
- Produce an analysis of inspection reports from enforcing authorities
- Active involvement in the investigation of accidents & serious incidents
- Unannounced health & safety tours of school premises & inspection of records
- Encouraging honest and open discussions with staff in relation to health & safety issues

Based upon the input of the summary Health & Safety & Fire Safety Assurance Report, the Governing Body for schools will provide direction or review procedures and working practices as appropriate. The Governing Body will report to the Trust Board on health & safety issues at least annually in order that Trustees can be assured that current policies and procedures continue to meet the aims & objectives of the Trust as Accountable Body in law.

## Roles & Responsibilities

Role	Duties & Compliance
<b>Trust Board &amp; Committee</b>	<ul style="list-style-type: none"> <li>• Ensure that an appropriate a Health &amp; Safety Policy is in place and have arrangements for implementation of the policy.</li> <li>• Ensure that the policy is reviewed annually to ensure compliance.</li> </ul>
<b>Trust CEO</b>	<ul style="list-style-type: none"> <li>• Familiarisation of with the Health and Safety at Work Act 1974, the Management of Health &amp; Safety at Work Regulations 1999 and other health &amp; safety legislation and codes of practices which are relevant to the work of the Trust</li> <li>• Ensure that the policy is promulgated and that managers have procedures, method statements and systems of work which adhere to the Trust's Policy requirements.</li> <li>• Provide leadership, advice and guidance to senior accountable managers as necessary.</li> <li>• Ensure that the Board is kept informed of major health &amp; safety issues and serious health and safety related events.</li> </ul>
<b>Senior Managers</b>  <b>(Headteacher/ Principal / CEO)</b>	<ul style="list-style-type: none"> <li>• Translate the Trust policy into procedures, method statements and systems of working which prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.</li> <li>• Provide/ensure adequate training to ensure employees are competent to undertake tasks and duties commensurate with their allocated job roles.</li> <li>• Engage and consult with employees on day-to-day health and safety conditions and provide advice.</li> <li>• Ensure appropriate access to and arrangements for occupational health.</li> <li>• Implement emergency procedures (evacuation in case of fire or other significant incident).</li> <li>• Ensure that the statutory Health and safety law poster is displayed.</li> <li>• Ensure that the premises within their responsibility have clear location arrangements for first-aid boxes and accident book (s).</li> <li>• Ensure that accidents and ill health at work triggering the requirements of the RIDDOR regulations (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) are fully complied with.</li> <li>• Ensure that arrangements are clear, understood by employees for the implementation of H&amp;S and fire safety reviews.</li> <li>• Appoint a competent Health and Safety Designated Person and provide appropriate training.</li> <li>• Appoint a competent person as Fire Safety Designated Person and provide appropriate training.</li> </ul>
<b>Health &amp; Safety Designated Person</b>	<ul style="list-style-type: none"> <li>• Liaise with senior managers to ensure School / Charity office Health &amp; Safety procedures are up to date and regularly reviewed.</li> <li>• Facilitate routine Health &amp; Safety checks and monitor records.</li> <li>• Escalate concerns regarding Health &amp; Safety to senior management.</li> </ul>
<b>Health &amp; Safety Team</b>	<ul style="list-style-type: none"> <li>• Supports the Health &amp; Safety Designated Person.</li> <li>• Is led and convened/coordinated by the H&amp;S Designated Person.</li> </ul>
<b>Fire Safety Designated</b>	<ul style="list-style-type: none"> <li>• Liaise with senior managers to ensure School / Charity office Fire Safety procedures are up to date and regularly reviewed.</li> </ul>

Role	Duties & Compliance
<b>Person</b>	<ul style="list-style-type: none"> <li>Facilitate routine Fire Safety checks and monitor records.</li> <li>Escalate concerns regarding Fire Safety to senior management.</li> </ul>
<b>Fire Safety Team</b>	Supports the Fire Safety Designated Person and is accountable for the roles and responsibilities assigned.
<b>Governing Body</b>	Require regular management reports on compliance with the Trusts Health and Safety Policy including assurance of the fidelity of arrangement for robust implementation of procedures, systems and arrangements.
<b>All Employees</b>	Take reasonable care of themselves and for the health & safety of others. All staff are required to be familiar with and adhere to the Trusts health and Safety Policy and relevant procedures and systems of working. Employees are also expected to report safety concerns to line management supervisors or other senior managers as necessary.

## Training

Each School and the Charity Office is required to establish sufficient and appropriate employee training to support relevant competencies and duties.

Training in Health & Safety and Fire Safety related topics shall be provided to staff, where appropriate, as an integral part of the overall training programme. Employees with individual requests for Health & Safety and/or Fire Safety training should in the first place consult their line manager or Headteacher/Principal.

## Health & Safety Inspections

An inspection should be carried out by designated staff members of their areas of responsibility at least once per half-term. This is a visual check to identify any potential hazards. Details of the check should be recorded on a [Health & Safety Inspection Checklist \(refer to HS.P1.03 - D\)](#).

The Headteacher/Principal or senior manager will delegate areas of responsibility for routine health & safety inspections to staff as appropriate. A list of staff responsible for specific areas is given in the [Health & Safety Inspection Log \(refer to HS.P1.03 - C\)](#) and shall be displayed available to all employees – normally in a staff room.

It should be noted that the [Health & Safety Inspection Checklist](#) is no more than a simple guide or aide-memoir. The Trust as employer expects all employees to observe precautions relating all potential hazards.

### Identified Hazards

Once a Health & Safety check has been completed, if a hazard is identified by an individual, it becomes their responsibility to attempt to resolve the problem. Any action taken to mitigate the potential risk should be recorded in the [Risk Assessment & Action Plan \(refer to HS.P1.03 – P\)](#).

It is important that the action taken by the person carrying out the inspection is recorded. If this action has removed the risk completely, no further action is required.

If the individual's efforts do not remove the risk entirely or permanently, they must follow the procedures for Dealing with Hazards and take steps to ensure that appropriate action is taken.

## Health, Accident, Emergency And First Aid

### First Aid & Medication

The following forms are to be maintained by each School or the Charity Office with respect to First Aid & Medication:

Arrangement	Template Form	HS.P1.01 Ref
Details of the location of the First Aid Room & First Aid Boxes and Accident Book	<a href="#">Location of First Aid Room, First Aid Boxes &amp; Accident Book</a>	G
A notice listing staff qualified in First Aid to be displayed in the Staff Room or general office	<a href="#">Staff Qualified in First Aid</a>	H
A list of staff approved to issue medication	<a href="#">Staff Approved to Issue Medication</a>	I
Health & Safety Law Poster	Available from <a href="http://www.hse.gov.uk/pubns/books/law/poster.htm">http://www.hse.gov.uk/pubns/books/law/poster.htm</a>	N/A

Each School/Charity Office is required to identify a named member of staff to:

- Maintain a first aid box containing only First Aid requisites and a list of contents.
- Regularly check the contents of the First Aid box by and replenish at least once per term.
- Ensure the administration of medications is only carried out by Staff who have demonstrated competency according to the Trust's policy on the Administration of Medication - Competency Check List and in accordance with the Trust's policy on Handling Medicines.

In addition, with respect to schools, special medication for pupils to be kept in a designated safe area and specific procedures followed when administering any medication.

### Emergency Treatment

In the event of an illness or injury as a result of an accident appropriate School/Charity Office procedures are to be maintained and adhered to.

### Dealing With Unsafe Conditions

All employees have a responsibility for health & safety and must be proactive in their work to assist in maintaining a safe environment for all. It is not sufficient to rely on scheduled inspections as risks can occur at any time. All staff must take immediate action to deal with any health & safety risk that is brought to their attention.

Each School / Charity Office is required to identify procedures for:

- Stage 1: Low Risk
- Stage 2: Medium Risk - including recording the risk in a [Health & Safety Risk/Incident Form & Log \(refer to HS.P1.03 – E & F\)](#) and [Risk Assessment & Action Plan \(refer to HS.P1.03 – P\)](#)
- Stage 3: High Risk (including recording the risk in a [Health & Safety Risk/Incident Form & Log \(refer to HS.P1.03 – E & F\)](#) and [Risk Assessment & Action Plan \(refer to HS.P1.03 – P\)](#)

## Reporting Accidents & Incidents

### Accidents Involving Staff & Visitors

All accidents to employees, visitors or members of the public must be recorded on the prescribed [Accident Book](#).

### Accidents Involving Pupils

Details of accidents involving pupils, which necessitates emergency treatment, are to be recorded in the [Accident Book](#), pupil specific [Incident Book](#), held in a secure area and the school's procedures adhered to.

For accidents resulting in hospital treatment being required, the Headteacher/Principal is to ensure that appropriate notifications are made in accordance with the Trust's Notification Policy and RIDDOR requirements.

### Serious Accidents & Dangerous Occurrences

Senior managers are required to ensure that serious accidents, dangerous occurrences or reportable diseases that fall within the scope of RIDDOR are notified on the [Health & Safety Risk/Incident Form & Log \(refer to HS.P1.03 – E & F\)](#), providing the relevant information for a RIDDOR report to be completed by an appropriate senior manager. Reportable accidents are to be clearly identified in the School/Charity Office procedures.

Certain diseases are notifiable under RIDDOR (Reporting Of Injuries, Diseases & Dangerous Occurrences Regulations 2013) and the Headteacher/Principal should seek advice from the CEO if in any doubt. The HSE website provides up to date information on reportable incidents and diseases.

### Incident Investigation

Since all accidents and dangerous occurrences are recorded, it is possible to investigate the likely causes of the incident in order that lessons may be learnt that may help to avoid future similar incidents. The School/Charity Office shall document and adopt clear procedures for the following:

- Minor Accidents To Staff & Visitors
- Accidents Involving Pupils
- Serious Accidents & Dangerous Occurrences

*Risk Assessments must be reviewed after any accident or injury.*

### Catering and Food Handling

The kitchen in itself is a dangerous area and should only be used for the preparation and cooking of food by qualified staff, who are competent in the use of the equipment within and the safe and hygienic handling of food stuffs. Each School is required to clearly identify procedures for situations on which non-catering staff, such as residential care staff, are required to use the kitchen.

### Asbestos Management Plan (AMP)

Each School/Charity Office is required to maintain an Asbestos Management Plan (AMP) and have a designated person who is adequately trained to allow them to safeguard themselves and others when carrying out work that may disturb asbestos.



Senior managers are to ensure that a record of all Asbestos-Containing Materials (ACM's) is maintained, reviewed and refreshed at least annually. A [Risk Assessment & Action Plan](#) (refer to HS.P1.03 – P) is to be undertaken for all ACM's identified.

## Control Of Substances Hazardous To Health

### COSHH

Members of staff are likely to encounter, in the course of their work, a wide range of hazardous substances. COSHH regulations lay down essential requirements for the storage and control of hazardous substances.

In relation to substances potentially hazardous to health, the School and Charity Office is required to identify a member of staff responsible with specific duties for ensuring that the COSHH principles are adhered to.

### Medications, blood, bodily fluids

Each school and Charity Office is required to identify a member of staff responsible for ensuring that stock and prescribed medications are ordered, stored and disposed of in accordance with the guidelines set out by the Health Authority and the Trust's Handling of Medicines Policy is adhered to. Gloves are to be worn when dealing with any bodily fluids.

### Aerosols

Each school is required to maintain clear guidelines regarding the use and storage of aerosols.

## Fire Safety

Each School / Charity Office are required to produce and maintain fire safety procedures to:

- Minimise the risk of an outbreak of fire
- Provide for early warning in the event of a fire & ensure safe evacuation
- Ensure adequate provision of appropriate fire fighting equipment
- Ensure that all staff, pupils and visitors are aware of the Fire Safety Procedures

Forms required to record fire safety activities are:

Arrangement	Template Form	HS.P1.03 Ref
Fire risk assessment	<a href="#">Fire Risk Assessment</a>	O
List of identified risks and action plan	<a href="#">Risk Assessment &amp; Action Plan</a>	P
Fire Safety Log Sheet: Checklist of emergency lighting checks	<a href="#">Emergency Lighting Checks</a>	J
Fire Safety Log Sheet: Checklist of all fire doors	<a href="#">Fire Door Checks</a>	K
Fire Safety Log Sheet: Checklist of all fire extinguishers	<a href="#">Fire Extinguisher Checks</a>	L
Fire Safety Log Sheet: Checklist of means of escapes	<a href="#">Means of Escape Checks</a>	M
Record of all staff fire safety training	<a href="#">Fire Safety Training Record</a>	N
Record of fire alarm activations due to fire drills, false alarms or otherwise	<a href="#">Fire Alarm Activation Log</a>	X

## **Roles & Responsibilities**

Senior managers are required to:

- ensure that staff, pupils and visitors are aware of the Fire Safety Procedures and that they are complied with.
- ensure that all fire alarm activations no matter the origin are recorded.
- ensure that a provision for funds is included in the school's budget for routine inspection, testing & maintenance of fire safety equipment and for relevant staff training.
- facilitate the implementation of procedures and monitor their effectiveness, reporting any significant shortcomings at the earliest opportunity to the Governing Body.
- report on fire safety issues to the school's Governing Body at least once per term.
- appoint a Fire Safety Designated Person with an agreed specific description of roles & responsibilities to ensure fire safety procedures are adhered to.
- identify and trains staff who have specific roles & responsibilities in relation to Fire Safety (Fire Safety Team).

## **Routine Maintenance, Inspection & Testing**

- All fire detection/alarm systems are to be regularly serviced and maintained in accordance with BS5839 Part 1 and regularly tested.
- Emergency lighting systems tested monthly and regularly serviced and maintained by a qualified engineer.
- All portable fire fighting equipment will be inspected termly and serviced annually by a qualified engineer.
- Full records of all maintenance, inspection & testing are to be kept, along with details of any changes, modifications or additions.

## **Routine Fire Safety Checks**

Senior managers are required to identify a member of staff responsible for carrying out termly Fire Safety Checks. The checks will include all physical fire safety provisions.

All results are to be recorded in the corresponding Fire Safety Log Sheets and retained for future inspection. If any significant defects are found the [Risk Assessment & Action Plan \(refer to HS.P1.03 - P\)](#) must also be completed.

These routine checks will also provide an opportunity to observe other uncontrolled hazards such as sources of ignition and fuel. Such hazards that cannot be eliminated at the time must be reported to the senior manager.

## **Periodic Fire Risk Assessments**

The Fire Safety Designated Person will ensure a detailed review is conducted at least annually using the [Fire Risk Assessment \(refer to HS.P1.03 – O\)](#). Any significant fire hazards will be observed and recorded. For each hazard, the risk should be assessed, existing controls noted and any further action required, recorded on a [Risk Assessment & Action Plan \(refer to HS.P1.03 - P\)](#).

The [Risk Assessment & Action Plan](#) showing all identified risks and any additional action required by whom and when, will be made available to all staff. It is the responsibility of the Fire Safety Designated Person to ensure that any recommended further action is completed.

The following key areas should be considered in the risk assessment:

- Identifying fire hazards or reducing risk
  1. Sources of Ignition (Look for signs of ‘near misses’)
  2. Sources of Fuel (Consider construction/contents of room)
  3. Sources of Oxygen

*Remember, gaps in walls and around doors allow smoke and heat to spread quickly through a building.*

- Fire detection and warning
- Means of escape
- Means of fighting fire
- Maintenance & testing
- Up to date records
- Emergency Plan

### **Fire Notices**

Fire Notices, specific to each School / Charity Office, shall be prominently displayed. These will advise occupants of the actions to be taken in the event of a fire.

### **Fire Instructions**

Procedures for alerting the Fire & Rescue Services are to be displayed adjacent to key telephones in each building.

### **Evacuation Procedures**

Signs indicating evacuation procedures and escape routes shall be prominently displayed in each building. Each School / Charity Office will designate a safe area as an ‘Assembly Point’ and ensure that the location of this is prominently advertised. When the fire alarm sounds, staff are required to ensure that they and all occupants leave the building in accordance with current procedures.

### **Periodic Fire Drills**

Each school will conduct a minimum of two unannounced fire drills per term (where an auto-dial system has been provided, the emergency services must be pre-advised of the intended drill). The alarms are to be activated by a senior member of staff and the Evacuation Procedures above are expected to be followed.

The date & time of the drill, the time taken to evacuate the building and any other observations are to be recorded using the [Fire Alarm Activation Log \(refer to HS.P1.03 – X\)](#) and made available at inspections by the Fire & Rescue Services.

### **Recording of Incidents**

All incidents and ‘false alarms’ are to be fully recorded using the [Fire Alarm Activation Log \(refer to HS.P1.03 – X\)](#) and made available at inspections by the Fire & Rescue Services.

### **Instruction & Training**

Senior managers are required to have procedures in place to:

- ensure that the induction programme for all new pupils and staff includes suitable and sufficient instruction on fire safety procedures.
- ensure a programme of periodic ‘refresher’ training and regular reviews is provided to identify additional training needs.

- ensure all staff are trained in fire prevention, hazard identification and evacuation procedures.
- ensure specific staff are trained in the operation of the fire alarm systems and use of portable fire fighting equipment.
- ensure a record of all staff training is maintained ([refer to HS.P1.03 - N Fire Safety Training Record](#)).

## **Smoking**

These arrangements protect all staff, pupils and visitors from exposure to second-hand smoke and to assist compliance with the smoke-free legislation made under the Health Act 2006. It applies to all staff, pupils, consultants, contractors, clients, customers or members of the public and visitors.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

The Trust has a duty to ensure, so far as is reasonably practical, the health and safety and welfare at work of all our staff and pupils.

The Trust operates a no smoking Policy inside all buildings and vehicles.

Staff are recognised role models and **MUST NOT**:

- Smoke in front of pupils at any time.
- In any school vehicles.
- In any accommodation or transport used by the pupils when on school journeys or trips.

Smoking for these purposes includes the use of cigarettes, cigars, pipes, electronic cigarettes (or e-cigarettes) and any other type of smoking.

### Aim

Through the implementation of these arrangements and related procedures each school and the Charity Office aims to:

- Have a healthier workforce
- Have cleaner premises
- Provide a good role model for our pupils
- Ensure a better image for the School / Charity Office
- Increase compliance with our health & safety responsibilities

All staff are obliged to adhere to, and support the implementation of these arrangements.

### Implementation

The governing body or CEO will determine whether to permit smoking on site. Such a decision will be taken following appropriate consultation with staff and in the case of each school, based upon the advice of the school's senior management team.

Where staff are permitted to smoke on-site, the School / Charity Office will prescribe Designated Smoking Areas. These smoking areas must be situated so that they are discreet and not in view of visitors and children. This precludes private vehicles when on site.

Each School / Charity Office are required to supply a receptacle for smoking materials in Designated Smoking Areas. All litter including cigarette butts must be placed in the container provided. Smoking in other areas of the School / Charity Office grounds or buildings is strictly prohibited.

Staff who are resident on-site and their visitors will be permitted to smoke within the grounds of their accommodation (but not within the accommodation itself) provided this is not in view of pupils or visitors to the school.

Staff who wish to smoke, must do this in their own time either outside their normal hours of work or during designated breaks, such as your lunch break. Staff are not permitted to take additional smoking breaks during the day.

Smoking and Smoking materials constitute as a fire risk and a hazard to the health of individuals, including smokers and non-smokers. Staff should ensure that their personal smoking materials are stored safely.

These arrangements and related procedures will be drawn to the attention of all new staff members on recruitment/induction.

Appropriate “No smoking” signs will be clearly displayed at the entrances to and within the premises and signs will comply with legislative requirements.

In respect of all School / Charity Office vehicles there will be a sign in the vehicle which; displays the international “No smoking” symbol; states that the vehicle is no smoking and that it is an offence to smoke or knowingly to permit smoking there.

#### Non-compliance

Failure to comply with the Trust “No smoking” requirements is a disciplinary offence and will be dealt with in accordance with the Trust’s disciplinary procedure. Where the smoking creates a clear health and safety hazard, then such behaviour constitutes gross misconduct and could render the employee liable to summary dismissal.

If a volunteer, pupil, consultant, contractor, member of the public or visitor does not comply with this policy, they will be warned that they are committing an offence, requested to immediately refrain from smoking and, if they refuse, they will be asked to leave (or will be ejected from) the premises.

## **Electrical Safety**

15% of serious injuries caused by electricity occur within schools and colleges. These Trust wide arrangements are set out to ensure that the requirements of The Health & Safety at Work Act, European regulations and other UK legislation are fully met within each School / Charity Office and in particular that:

- Installation, repair and maintenance work is carried out by a competent person
- Equipment is safe and subject to a program of periodic inspection & testing
- Appropriate safety procedures exist for all electrical equipment in use.

### **Electrical Installations**

Electrical installations at the each School / Charity Office will be subject to full inspection, testing and certification by a NICEIC approved contractor (every 5 years for commercial & 10 years for domestic properties). The senior manager is required to identify and organise an interim partial or full inspection as a result of specific situations.

The senior manager is required to identify a staff member who is responsible for inspections and actions to be taken.

### **Installation, Repair & Maintenance Work**

Under no circumstances must any member of staff or pupil carry out any repair or modification to any electrical installation or equipment without the express written permission of the appropriate senior manager. This includes operations such as changing & fitting of plugs & fuses and opening cases of electrical appliances.

All other electrical installations, repairs and maintenance work will be carried out by a qualified electrician approved by the senior manager.

### **Portable Electrical Appliances**

Portable electrical appliance are defined as those which can be moved whilst in operation or connected to the supply. Portable appliances are usually connected to the mains via a flexible lead and 13 amp plug although certain Class II non-moveable appliances will also be covered by these arrangements.

Equipment is subject to a scheduled program of user checks, formal visual inspection and combined inspection and testing. The Trust requires records of electrical equipment subject to formal inspection and testing to be maintained by each School / Charity Office.

### **Use of Electrical Equipment**

Electrical equipment is not to be connected (including new equipment) to the mains until approved by a designated competent person authorised with such responsibility by the senior manager.

The competent person will be responsible for ensuring that:

- The equipment meets current EU regulations and
- The equipment is in safe working order and
- The user is competent to use the equipment safely

*All electrical equipment approved for connection to the mains within schools or the Charity Office will be labelled as inspected and approved by an approved competent person.*

### **Inspections**

Each School / Charity Office is required to document procedures for user checks and formal inspections including recording such checks.

### **Tree Safety**

In order to fulfill its duty of care to pupils, staff and members of the public, the Trust requires senior managers to designate a competent person with specific duties to implement procedures for tree safety.

### **Use and Maintenance of Equipment**

Senior managers are required to identify and train staff on the use and maintenance of the following equipment:

- General
- Garden machinery & equipment
- Ladders & Stepladders

In addition, with regards to Ladders & stepladders:

- appoint a designated member of staff to maintain a record of all ladders and stepladders on a [Ladder & Steps Register \(refer to HS.P1.03 - Q\)](#) and routine checks of those in use throughout the school every six months.
- ensure staff are aware that the use of any other access equipment requires written approval and must only be used by trained personnel.
- Provide instruction and training to persons who use ladders & stepladders (Working at Height Regulations 2005).

- In order to comply with the Working at Height Regulations 2005 specific protocols are to be documented and adhered to for selection, use, storage, care and maintenance of ladders and stepladders.

## Display Screens

The Trust requires each School / Charity Office to comply fully with its obligations under the DSE (Display Screen Equipment) Regulations 2002 and users who have any concerns regarding their use of the equipment provided should discuss the matter with their line manager.

Senior managers are required to provide guidance to staff regarding the use of display screens including:

- Getting comfortable
  - Keying in
  - Using a mouse
  - Reading the screen
  - Posture and breaks
1. In line with HSE regulations, staff who habitually use DSE as a significant part of their normal day to day work, are entitled to request a refund from their employer for any eye test by an optometrist (or Doctor). Staff may also be able to request a refund for any lenses purchased, but this request will only be granted if the eye test shows that you need special corrective appliances (normally spectacles) that are prescribed for the distance the screen is viewed at. If an ordinary prescription is suitable for your DSE work, the Trust/School is not obliged to pay for your spectacles (lenses or frames). The Trust recommends that a maximum of £25 is refunded to a staff member for an eye test, and a maximum of £60 is refunded towards the cost of the new spectacles.

## Radio Transceivers

Where issued, radio transceivers are an aid to health & safety in that they enable communication in an emergency. Senior managers are required to provide guidance to staff regarding the use, care and maintenance of radio transceivers.

## Protective Clothing

Each School / Charity Office are required to provide personal protective equipment suitable for the wearer and the task and appropriate instruction and training as to its use.

## Lifting And Handling

Senior managers are required to provide advice to reduce and in some cases the prevent MSDs (Musculoskeletal disorders), which can arise from bad or untrained practice in manual handling.

The regulations require the School / Charity Office to:

- **Avoid** the need for hazardous manual handling so far as is reasonably practicable
- **Assess** the risk of injury from hazardous manual handling that can't be avoided
- **Reduce** the risk of injury from hazardous manual handling so far as reasonably practicable

## **Lone Working**

The purpose of these arrangements is to ensure that all staff who work alone are aware of basic safety in order to minimise personal risk either within each School / Charity Office, when making home visits or visits to any other organisation. Health & Safety procedures are required to include guidelines for:

- Lone Working On Site
- Lone Working Off Site
- Emergency Situations
- Identifying Risk
- Home Visits
- The "Buddy System"



## Use of Vehicles

Senior managers are required to clearly communicate procedures for:

- Staff Vehicles (including parking, using private vehicles for the business of the School / Charity Office)
- School / Charity Office Vehicles (including maintenance)
- Drivers of school vehicles

## Approved Drivers

### Staff Vehicles

Approval to use private vehicle on School / Charity Office business will be dependent upon verification that the vehicle is legally insured for business use and the driver holds a valid licence for that vehicle.

1. In order to be approved to use a private vehicle on School / Charity Office business, staff or volunteers must;
  - a) Provide an original current UK driving licence, valid for the vehicle to be used.
  - b) Provide an original current certificate of insurance, relating to the vehicle to be used and endorsed 'for business use'.
  - c) Provide evidence that the vehicle to be used carries a valid road fund licence and, if required to have one, a current MOT certificate.
  - d) Complete & sign a [Driver's Declaration Form \(refer to HS.P1.03 - S\)](#), giving an undertaking that they will immediately advise the School / Charity Office if, for any reason, they become ineligible to drive.
2. Even though already recorded on the personnel record, the original licence must also be checked at the time of the application to drive to ensure that the details held are correct and to note any current penalties. The School / Charity Office Administrator will;
  - a) Be responsible for checking these documents.
  - b) Copy the documents and retain authenticated copies on file where they are not already held by HR.
  - c) Record the details of the documents, including the dates of expiry.
  - d) If all is in order, advise the member of staff that they are authorised to drive a private vehicle on School / Charity Office business for a fixed period of time, ending on the earliest expiry date of the submitted documents.
  - e) Advise the driver of the relevant Trust policies and School / Charity Office procedures & protocols.
  - f) Ensure that updated documents are provided before the expiry dates are reached and renew the authorisation to drive as appropriate.

### School / Charity Office Vehicles

Approval to drive School / Charity Office vehicles will be dependent upon the size of the vehicle (number of seats), class of licence held, age and experience of the driver.

1. In order to drive a School / Charity Office Vehicle, staff & volunteers must;
  - a) Provide an original current UK driving licence, valid for the vehicle to be used.
  - b) For vehicles of 8 seats or more, undergo a short driving assessment by a competent member of staff (any manager who has been authorised to drive all sizes of School / Charity Office vehicle)

- c) Complete & sign a [Drivers Declaration Form \(refer to HS.P1.03 - S\)](#), giving an undertaking that they will immediately advise the School / Charity Office if, for any reason, they become ineligible to drive.
2. The School / Charity Office will;
- a) Be responsible for checking the driving licence against the details recorded by HR and note any recent penalties.
  - b) Record the result of the driving assessment on [Driver's Assessment & Authorisation Form \(refer to HS.P1.03 - T\)](#).
  - c) Advise the member of staff the size of vehicle they are approved to drive.
  - d) Hold the original [Drivers Declaration Form \(refer to HS.P1.03 - S\)](#) on file.
  - e) Advise the driver of the relevant Trust Office policies, School / Charity Office procedures & protocols.
3. The Competent member of staff (any manager who has been authorised to drive all sizes of School / Charity Office vehicles) will;
- f) Conduct a short driving assessment in the chosen vehicle and record the result of the driving assessment on [Driver's Assessment & Authorisation Form \(refer to HS.P1.03 - T\)](#).
- a) Assess the competence of the driver according to the size of the vehicle;
    - I. 8 -11 seats
    - II. 12 seats or more
  - b) Advise the Administrator to update the records
  - c) Sign the authorisation and obtain signatures from a senior manager and the driver

#### Journeys with Pupils

The Trust requires each School to maintain and communicate clear procedures before commencing a journey, at the end of a journey and in the event of an accident or breakdown.

It is the driver's responsibility to ensure that the vehicle is in a safe roadworthy condition. All drivers must be approved by the School / Charity Office (See Approved Driver Procedures above).

## Water Supplies

The senior manager of each School / Charity Office is required to identify a member of staff to take steps to reduce the risk of contamination of the school's water supplies and the risk of scalding, including:

- Routine Water Temperature Checks – recorded on [Water Temperature Records \(refer to HS.P1.03 – U & V\)](#)
- Cleaning and descaling shower heads
- Legionella Risk Assessment (recorded using the [Risk Assessment & Action Plan – refer to HS.P1.03 – P](#))
- A schematic drawing of all the hot and cold water systems, water tanks, calorifers, pipe work, taps showers, heating, ventilation, refrigeration and air conditioning plant in all the buildings.
- Internal Control Measures
  - a. Taps
  - b. Showers
  - c. Toilets
  - d. Cold Water Tanks
  - e. Calorifers/ Hot Water Tanks
  - f. Hot Water Systems
  - g. Cold Water Systems
- External Control Services
  - h. Air conditioning equipment and evaporative condensers are serviced annually.
  - i. Boilers and heating plant are serviced annually.
  - j. The calorifers/hot water tanks are checked and de-scaled.
  - k. The heating system is serviced
- An annually certified test of water samples

Furthermore, an external agency will carry-out sampling and analysis of water supplies at five year intervals or more frequently if there is reason to believe that the above control measures have not been effective and potential contamination is suspected.

### Records

Records are to be kept of all water system checks and risks identified, actions put into place and reviewed regularly.

### Positive Water Samples

The Water Consultant will notify the senior manager immediately if a water sample is contaminated providing a detailed report and recommended course of action.

## Management of Pupils

All staff must be aware of the risks associated with working with severely emotionally and behaviourally disordered young people. By the nature of their special needs their behaviour can be unpredictable and hence, potentially dangerous.

Each school is required to produce clear guidelines for professional and support staff who work directly with pupils.

## Risk Assessments

### General Risk Assessments

A General Risk Assessment of all areas will be undertaken at least once per year or more often if changing circumstances suggests that the previous assessment is no longer valid. Risk Assessments must also be reviewed after any accident or injury.

#### Identified Hazards

A hazard is something with the potential to cause harm and hazard identification is the crucial first step of any risk assessment. Only significant hazards should be identified; trivial hazards should be ignored. Hazards should not be confused with unsafe conditions, which should be dealt with immediately (see section on 'Dealing With Unsafe Conditions').

A tour of the area is essential and a review of accident and incident records may prove helpful in identifying potential hazards. Working methods, procedures, task analysis, equipment manuals and data sheets could also be consulted.

#### Persons at Risk

Consider who may be harmed and how. As well as staff and pupils, there may be other groups who spend time in the area (visitors, contractors etc.). Consider special groups (young persons, pregnant women, disabled) and try to take account of unusual or unexpected behaviour.

#### Evaluation of Risk

Risk is defined as the combination of the severity of harm with the likelihood of its occurrence. Thus, risk can be quantified as follows

Level of Harm	Likelihood of Occurrence		Outcome	Severity	
Harm is certain or near certain	High	3	Death or major injury	Major	3
Harm will often occur	Med	2	3 day injury or illness	Serious	2
Harm will seldom occur	Low	1	Minor injuries or illness	Minor	1

Risk = Likelihood x Severity		
High	6 - 9	You should not start work until the risk has been reduced. You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action. If it is not possible to reduce the risk even with unlimited resources, you must stop all work.
Med	3 - 4	You must try to reduce the risk, but should carefully measure the cost of prevention. You should use measures to reduce the risk within a defined time period. If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures.
Low	1 - 2	You don't need to take action or keep documentary records. Monitoring is necessary to make sure that the controls are still effective.

### Risk Control

During the assessment, it will be noted that some of the risk posed by the hazard has already been addressed or controlled. The purpose of the risk assessment therefore, is to identify the remaining risk (this is called Residual Risk).

The existing controls should be recorded. Should a residual risk remain, additional controls should be proposed to reduce this risk as far as is reasonably practicable.

### Recording the Findings

The findings of the assessment are recorded on the [Risk Assessment & Action Plan \(refer to HS.P1.03 - P\)](#) so that it can be referred to during future assessments. The findings should be made available to staff who work in the area.

It is the senior managers responsibility to monitor performance of the Risk Assessment.

### Monitoring & Review

It is the responsibility of the senior managers to ensure that any recommended actions have been fully implemented and that the controls imposed remain effective. The assessment should also be reviewed periodically, particularly when working conditions, procedures, equipment or staff have changed.

### **Activity Risk Assessments**

All staff have a duty to ensure that persons in their charge (pupils, staff, volunteers etc.) remain safe whilst on school premises or when taking part in activities off-site (school trips, visits etc).

Each school is required to carefully assess the risks posed by the activity and take appropriate action to mitigate these risks. The results are recorded on the [Risk Assessment & Action Plan \(refer to HS.P1.03 - P\)](#) and completed forms retained for future reference.

### **External Contractors**

Contractors being accepted for any works with potential risk within the School/Charity Office buildings and grounds are required to comply with the Trust's Health & Safety Policy, arrangements and School/Charity Office procedures and regulations, a [Permit To Work \(refer to HS.P1.03 – W\)](#) must be completed prior to any work being carried out if evaluated to be medium or high risk.

Each School/Charity Office is required to detail the procedures for accepting external contractors including the receipt of a certificate of indemnity insurance.