

# **HEALTH AND SAFETY POLICY**

**The OHC&AT Board of Directors has agreed this Policy – 3<sup>rd</sup> March 2021.**

Jay Mercer  
Chair of OHCAT Board

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Peter Lauener  
Chair of OHC Board

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# Health & Safety Policy

## INTRODUCTION

Orchard Hill College and Academy Trust (OHC&AT) is a 'family' of providers, comprising Orchard Hill College (OHC) and Orchard Hill College Academy Trust (OHCAT), and working together to benefit our pupils, students and communities. OHC&AT is committed to providing outstanding educational opportunities for all our pupils, students and apprentices and has adopted the 'plan, do, check, act' approach as advised by HSE (please see Appendix B for details). The purpose of this policy is to ensure a safe and healthy environment for pupils and students, apprentices, staff, visitors, contractors and the general public, in all OHC&AT settings, at all times; to provide information, training and supervision necessary to ensure the above as well as robust health and safety within all OHC&AT related activities; and to ensure full compliance with the Health and Safety at Work Act 1974 and other relevant legislation.

## Statement of Policy

In pursuance of our responsibility to maintain a safe and healthy environment, OHC&AT will, so far as is reasonably practicable:

1. take steps to safeguard the health, safety and welfare of all individuals on the premises;
2. provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety
3. encourage persons on the premises to co-operate with OHC&AT in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory
4. provide and keep plant and equipment and systems of work that are safe and suitable;
5. provide such information, instruction, training and supervision as is necessary to promote the health and safety of pupils/students, apprentices, staff and visitors, enabling individuals to avoid hazards and contribute to their own health & safety
6. make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of OHC&AT arising out of or in connection with the College or Academy's activities
7. Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (e.g. a Health and Safety Officer or Representative)
8. Maintain safe arrangements for the use, handling, storage and transport of articles and substances

All staff (including volunteers and agency workers), pupils/students, apprentices, parents/carers, governors, volunteers and visitors are expected to abide by OHC&AT health and safety policies and practices.

While this policy covers many aspects of health and safety management, OHC&AT recognises that health and safety considerations intertwine with many other working practices including safeguarding/child protection, lone working, health and wellbeing, learning outside the classroom etc. The reader is therefore strongly advised to read this policy in conjunction with all those listed under Related Policies and Procedures, and to be aware of the regulations as listed under Additional Information (links) and in the individual site/centre Health & Safety Statement of Arrangements (Appendix C).

It is also based on the Health and Safety at Work Act 1974, advice from the Department for Education and the following additional legislation to the original Health & Safety at Work Act 1974:

- Management of Health and Safety at Work Regulations 1999: require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
- Workplace (Health, Safety and Welfare) Regulations 1992: cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.
- Health and Safety (Display Screen Equipment) Regulations 1992: set out requirements for work with Visual Display Units (VDUs).
- Personal Protective Equipment at Work Regulations 1992: require employers to provide appropriate protective clothing and equipment for their employees.
- Provision and Use of Work Equipment Regulations 1998: require that equipment provided for use at work, including machinery, is safe.
- Manual Handling Operations Regulations 1992: cover the moving of objects by hand or bodily force.
- Health and Safety (First Aid) Regulations 1981: cover requirements for first aid.
- The Health and Safety Information for Employees Regulations 1989: require employers to display a poster telling employees what they need to know about health and safety.
- Employers' Liability (Compulsory Insurance) Act 1969: require employers to take out insurance against accidents and ill health to their employees.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR): require employers to notify certain occupational injuries, diseases and dangerous events.
- Noise at Work Regulations 1989: require employers to take action to protect employees from hearing damage.
- Electricity at Work Regulations 1989: require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.
- Control of Substances Hazardous to Health Regulations 2002 (COSHH): require employers to assess the risks from hazardous substances and take appropriate precautions.

In addition, specific regulations cover particular areas, for example asbestos and lead, and:

- Chemicals (Hazard Information and Packaging for Supply) Regulations 2002: require suppliers to classify, label and package dangerous chemicals and provide safety data sheets for them.

- Construction (Design and Management) Regulations 1994: cover safe systems of work on construction sites.
- Gas Safety (Installation and Use) Regulations 1994: cover safe installation, maintenance and use of gas systems and appliances in domestic and commercial premises.
- Control of Major Accident Hazards Regulations 1999: require those who manufacture, store or transport dangerous chemicals or explosives in certain quantities to notify the relevant authority.
- Dangerous Substances and Explosive Atmospheres Regulations 2002: require employers and the self-employed to carry out a risk assessment of work activities involving dangerous substances.

OHC&AT follows [national guidance published by Public Health England](#) when responding to infection control issues. With regard to the ongoing coronavirus outbreak, OHC&AT follows [government guidance](#) on managing risk, health and safety in our settings and in general.

### **Statement of Intent**

The following document will be displayed on all central noticeboards in each of the OHC&AT provisions.

The OHC&AT Board of Directors recognise its duties under the Health and Safety at Work Act etc. 1974 and other statutory and common law duties, and accepts its responsibilities for the health, safety and welfare of its employees, pupils and students, apprentices, and those who may be affected by the operations of Orchard Hill College and Orchard Hill College Academy Trust. It regards the management of health and safety as an integral part of its business and as a management priority.

The OHC&AT Board of Directors undertakes to ensure, through its management structure, as far as is reasonably practicable, to provide safe places of work, safe equipment, safe systems of work, information, training and supervision as may be needed to create and maintain a safe and healthy professional and educational working environment.

The OHC&AT target is for zero accidents and zero work-related ill health to be achieved by applying current best practice in health and safety management. Compliance with current health and safety legislation is therefore regarded as the absolute minimum standard acceptable.

Proper management of health and safety issues is seen as an integral part of the efficient management of OHC&AT's activities, and critical to developing the educational and professional culture of the schools and College centres, establishing and maintaining a solid reputation with all stakeholders.

All staff, governors, volunteers, pupils, students and apprentices are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of OHC&AT.

All employees are expected to read the relevant sections of the Health & Safety Arrangements and Procedure document, familiarise themselves with its provisions and carry out their defined responsibilities. A copy of the Health & Safety Arrangements and Procedure document will be held in a suitable location (e.g. staff room, school office) at each OHC&AT provision and will be made available to all employees.

All employees, contractors and sub-contractors are required to cooperate with OHC&AT and their colleagues in implementing the Health and Safety Policy and shall ensure that their own work is without risks to themselves and others as far as is reasonably practicable.

OHC&AT will provide appropriate training and make available competent health and safety advice and adequate resources including time and money so that legal obligations may be met.

## **RESPONSIBILITIES**

### **Within OHC&AT**

#### **The OHC&AT Board of Directors will:**

- Ensure that this policy is reviewed annually.
- Ensure that health and safety remains a key consideration in any strategic planning across OHC&AT.
- Monitor organisational health and safety performance via Health and Safety reports, Incident & Accident reports and feedback to the Board from the Health & Safety, Child Protection and Safeguarding Portfolio Directors.

#### **The Executive Senior Leadership Team (ESLT) will:**

- Ensure that comprehensive health and safety procedures are in place throughout the organisation, and that procedures are regularly updated in response to new and emerging information around health and safety.
- Ensure that all relevant policies, procedures and information are communicated to senior leadership teams at each OHC&AT provision for dissemination to staff.
- Ensure that adequate resources are made available to meet new and emerging risks.
- Monitor health and safety performance at each OHC&AT provision through the monthly monitoring system.
- Regularly report to the Board of Directors on health and safety performance across OHC&AT.
- Receive and act upon information relating to health and safety from Principals, Service Directors, portfolio governors, the OHC&AT Health and Safety Committee and other relevant OHC&AT stakeholders.

#### **The Health & Safety Committee will:**

- Work closely with the ESLT and with staff at each OHC&AT provision to ensure that:

- all maintenance and minor work arrangements are suitable and minimise the risk of accidents or ill health;
- contractors are suitably monitored and have access to relevant information;
- regular health and safety works e.g. inspection of play equipment or fire alarm tests are carried out and recorded adequately.
- Have a broad overview of health and safety matters
- Keep OHC&AT's Health & Safety Policy and Health & Safety Statement of Arrangements under review.
- Take such action as may be required to ensure that OHC&AT fulfils its responsibilities for health and safety.
- Report regularly to the ESLT on their performance of these responsibilities.
- Ensure a safety tour of each OHC&AT site/centre is carried out at least annually and reported to the next meeting of the Health and Safety Committee. The tour shall include an inspection of any first aid or accident log.

### **Within each OHC&AT provision**

#### **Governors will:**

- Monitor health and safety performance within the College or Academy via Health and Safety reports, Incident and Accident reports and feedback from the designated Health & Safety, Child Protection and Safeguarding Representatives.

#### **Principals/Service Directors will:**

- Regularly assess the risks to health and safety of staff, pupils, students, apprentices, volunteers and visitors, ensuring workplaces remain safe and healthy environments, paying particular attention to the needs of young persons (under 18 years of age).
- Make arrangements for implementing the health and safety measures identified as necessary by this risk assessment.
- Prevent or adequately control exposure to substances that may damage health.
- Ensure that the induction and training of all staff is comprehensive and up to date.
- Ensure that appropriate equipment is in place and in good working order.
- Regularly report to governors and the Health & Safety Committee on health and safety within the College or Academy.
- Ensure that staff are kept informed of health and safety matters through regular internal communication such as briefings, bulletins and training.
- Ensure the safety and care of visitors whilst on the premises.
- Ensure injuries, diseases and dangerous occurrences are appropriately reported via systems and processes as identified in the Health & Safety Statement of Arrangements document (Appendix C)
- Participate in health and safety training as identified by ESLT

#### **Staff (including volunteers and agency workers) will:**

- Ensure they are aware of this and other related policies and procedures and put them into practice at all times.
- Report and record any incidents or accidents promptly and thoroughly.



- Report any damage to equipment promptly.
- Understand that all OHC&AT employees have a responsibility to help maintain a healthy and safe workplace and to take reasonable care of themselves and others.
- Carry out risk assessments in accordance with the OHC&AT Risk Assessment Policy.
- Participate in health and safety training as identified and agreed with their line manager.
- Not interfere with, or misuse, anything provided for health, safety and welfare purposes.

### **Visitors and Contractors**

On arrival all visitors, including contractors and/or their workers and volunteers, must sign a record of the date and time of their arrival and, on leaving, record their time of departure in the log book found in reception. The member of staff who has organised the visit will ensure a representative is available to escort them and take responsibility for the visitor(s)/volunteer(s) whilst on site, which includes assisting in evacuation from the building during an emergency or arranging help in the event of an accident.

Visitors, volunteers and/or contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the OHC&AT representative as designated on posters within the main reception area of each building, who will investigate and report as appropriate.

All contractors must be made aware of *Appendix A: Safety Arrangements for Building Contractors* and sign the Acknowledgement and Undertaking sheet. This will be held by the Estates team on site and must be available for inspection by the Head of Estates or Head of Health & Safety. The member of staff who organised this work or contract is responsible for completing this task.

### **Other Responsibilities**

Annual Safety Audits are routinely commissioned for OHC&AT provisions, assisted by the caretaker and the Principal of the College or Academy. All reports are sent to the Principals/Service Directors and the Chief Operating Officer (COO), who then shares these with the Health & Safety Committee for monitoring purposes.

## **HEALTH AND SAFETY**

### **Accident, Incident, Violence, Near Miss reporting**

Accidents/Incidents are to be reported as soon after the event as possible using the appropriate reporting system. Any injury or near miss, however slight, suffered by staff/ students/ apprentices/ visitors/ contractors in the course of employment or whilst on OHC&AT premises must be recorded.

It is a requirement under the Management of Health & Safety at Work Regulations 1999 for all accidents/incident to be investigated. It requires employers to plan,

organise, control, monitor and review health and safety arrangements. Health and safety investigations form an essential part of this process.

Health & Safety incident, accident, near miss reporting and investigations are recorded via the SHE Assure (Capita) electronic system and monitored by the Health & Safety Committee. Reports are produced from the system to summarise the data and provide an analysis of incidents, accidents and near misses to ESLT, Senior Leadership Teams and Health & Safety Committee members.

Serious accidents or incidents must be reported to the relevant Principal, Head of Health & Safety and the onsite Health & Safety Representative immediately as indicated in the Health & Safety Statement of Arrangements document (Appendix C).

### **Asbestos**

This policy should be read in conjunction with the Asbestos Management Guidance referred to in the Health & Safety Statement of Arrangements document (Appendix C).

All sites/centres must maintain a current Asbestos Management Plan, Asbestos Risk Assessment and should have a designated Asbestos Duty Holder who will maintain, monitor and ensure all records at their allocated OHC&AT provision are suitable and sufficient.

The Principal of the individual site/centre will be responsible for ensuring the Asbestos Management plan is adhered to at all times.

Where damage to asbestos (or suspected asbestos) material has occurred the area must be evacuated and sealed, the incident recorded on the SHE Assure Health & Safety System and the designated Health & Safety representative informed who will immediately inform the Head of Health & Safety and the Head of Estates.

All sites must follow HSE guidance document INDG223 and HSE document L127 & L143, Managing and Working with Asbestos to maintain compliance with the Control of Asbestos Regulations 2012.

It is important that before the commencement of any building working (minor or major), refurbishment work or routine maintenance work a full risk assessment is carried out and the Asbestos Management plan is checked.

The Health & Safety Committee will review Asbestos Management across OHC&AT on an annual basis.

### **Building and refurbishment work**

It is important that before the commencement of any building working (minor or major), refurbishment work or routine maintenance work, a full risk assessment is carried out to assess the impact this work would have on the Asbestos Management, Fire Safety Gas and Electrical Safety. Any planned work must also meet any requirements of the Building Control. If there are any doubts, advice should be sought from the Head of Health & Safety and the Head of Estates.



The Head of Estates & Facilities and Head of Health & Safety must be informed of all works ahead of commencement.

The following websites will take you through the requirements and application process:

<https://www.gov.uk/building-regulations-approval>

<https://buildingcontrol.planningportal.co.uk/>

### **Control of Substances Hazardous to Health (COSHH)**

Principals/Service Directors/Head of Centres have overall responsibility for the Control of Substances Hazardous to Health (COSHH) procedures relating to COSHH within their respective OHC&AT settings.

Any member of staff working with substances that fall within the remit of the COSHH regulations must make themselves familiar with HSE guidance document INDG 136.

All COSHH issues relating to external contractors will be carried out in accordance with the Policy on the Safety Arrangements for Building Contractors.

All chemicals and harmful substances will be suitably risk assessed and stored to minimise the risk. These assessments will be stored on the SHE Assure Health & Safety system alongside the safety data sheet and staff who are working with the chemicals/substances should familiarise themselves with the information prior to use. Where appropriate, OHC&AT provisions will follow CLEAPSS guidance in relation to the use and storage of chemicals when used in practical science and technology.

The Academy or College will adhere to CLEAPSS guidance document 'L93: Managing Ionising Radiations Radioactive Substances in Schools/Colleges' (2013). All OHC&AT sites are members of the CLEAPSS educational services: <https://www.cleapss.org.uk/>

### **Curriculum safety**

OHC&AT recognises that some curriculum areas represent an increase in risk; these areas hold specific health and safety policies and arrangements, which are regularly reviewed and communicated to the relevant staff. Although not exhaustive, the principal subject areas are:

- Design and Technology
- Drama and Theatre Arts
- Physical Education
- Science
- Outdoor Education
- ICT
- Offsite Visits

Where these subjects are practised, the subject teacher/leader will be responsible for ensuring risk assessments are in place and a safe working environment is maintained. This is regularly monitored by the Principal via learning walks/observations. Consider the use of a classroom checklist to cover generic hazards within the learning environment.

All staff are encouraged to ensure that pupil/student/apprentice health and safety, and the transferable skill of risk assessment and control, forms an integral part of the curriculum. The curriculum in this context will cover risks to mental and physical health and physical safety.

All workplace equipment, Design and Technology Equipment and Motor Mechanics/skill and workshop equipment must be registered on the OHCAT central insurance register and the equipment must be serviced to meet manufacturers' recommendations. In addition to servicing all equipment must receive its **statutory checks (see later section)** as specified by either the HSE or the RPA.

OHC&AT has contracted the services of an Outdoor Educational Advisor and OHC&AT provisions are members of the CLEAPSS science services; both of these services are available to all Academy and College sites and are provided for the use of curriculum staff. Details are available from the Health & Safety homepage on the OHCAT intranet.

Allergy awareness classes are encouraged.

### **Estate management inspections – premises & buildings**

Internal and external inspections must be regularly completed in order to monitor physical standards of the workplace, with a general focus on accident prevention. A log must be kept of all inspection activity, detailing:

- Time and date of inspection
- Name of staff member carrying out the inspection
- Activity undertaken
- Any issues identified
- Required next steps to address any issues, together with the name of the person identified to carry out those actions.

Accurate records of inspection form part of the annual health and safety audit and must be maintained in order to evidence compliance.

Any major failure of infrastructure or safety system must be reported immediately to the Head of Estates. The following is a guideline for best practice:

- Daily – if the Caretaker/ Premises Team sweep the site before opening each day, this is an easy way to check for hazards which have developed overnight /the weekend. A simple checklist could be initialled against each day and the Premises Manager could sign off the sheet weekly.
- Weekly or Monthly – a more detailed check on the school's premises. This could be completed by the Premises Team/ Caretaker or Business Manager, for example. It may also be helpful to split larger sites into "zones" and do one

zone a week, or you could split into Departments and ask Head of Departments for example to assist you with the inspection.

- Termly – this should be a detailed check on the facilities and premises, perhaps carried out in conjunction with senior members of staff (e.g. Principal or Deputy Principal and/ or the Governors). This should involve a more ‘hands on’ approach, including more stringent checks that appropriate documentation is present and in use.
- Annual – detailed checks on all aspects of the site form part of the audit system which is currently carried out by an external provider.

Site teams should make themselves familiar with the following guidance:

<https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety>

### **Infection prevention and control**

OHC&AT follows national guidance published by Public Health England when responding to infection control issues.

### **Manual handling**

All staff must make themselves aware of the contents of the OHC&AT Manual Handling Policy. This policy is designed to ensure that:

- There is clear understanding of the measures that must be taken by both managers and staff to reduce the risk of injuries being incurred when undertaking manual handling of both people and objects.
- All pupils/students, apprentices, staff and other parties are safe from injury caused by carrying out, or being party to, any manual handling activities.
- Safety and comfort for the individual is maximised.
- All staff recognise the importance of respecting a person’s dignity and wishes at all times when carrying out manual handling procedures.
- All staff are aware of the correct procedures involved in manual handling and adhere to these at all times.
- All staff are aware of the process to communicate manual handling procedures to others.
- All staff are aware of and adhere to the procedures that need to be followed in the event of a ‘near miss’ (any situation where any persons, particularly pupils, students or apprentices, are exposed to unnecessary risks which are liable to result in injury) and/or accidents/incidents relating to manual handling.
- Legal requirements are met.

The policy has been written with reference to the following legislation: Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, Health and Safety at Work Act (HASWA) 1974, and the Provision and Use of Work Equipment Regulations (PUWER) 1998.

## Display screen equipment

Every DSE user will have a risk assessment completed to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of line managers to ensure relevant staff complete assessments but it is encouraged for all DSE users to complete the online training to carry out their own workstation assessment, forwarding the completed assessment to their line manager. Information on completing DSE training is available from the OHC&AT Training Department.

Principals/Service Directors will periodically organise, within their respective provisions, a review of DSE user risk assessments, at least annually, or when there have been any significant changes to the workstation. A review of the original assessment must be undertaken as soon as is practicable by the line manager when an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE.

Further information and support on this subject can be obtained from OHC&AT HR.

## Equipment (including electrical equipment)

The Provision and Use of Work Equipment Regulations 1998 (PUWER) provides employers with the general duty of ensuring work equipment is safe for use, and is maintained and installed correctly. PUWER also specifies that work equipment is accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices. Inspections – Equipment All equipment which is not covered by **statutory inspections (see later section)** should be maintained to the manufacturer's guidelines. This can normally be found within the "Instruction & Information" leaflet issued with the piece of equipment, or on the manufacturer's website. You should contact the manufacturer directly if you have any questions regarding the maintenance of the piece of equipment

All equipment and apparatus must be suitably installed, inspected and maintained; this should form part of a regular maintenance programme and be included within the relevant RA. All tests and maintenance must be recorded with records available for inspection. Staff members will check equipment before use, and any faults will be reported to the Principal or senior manager. Equipment known to be faulty must not be used, even for short durations.

Pupils, students, staff and apprentices will be instructed on the safe use of equipment and suitably supervised dependent on the task and the equipment being used. The use of the equipment must be covered by a suitable and sufficient RA.

All staff have a responsibility to visually check equipment before use and to report damage or failure. Damaged or faulty electrical items or other items of workplace equipment including D/T, Motorskills or vocational skills equipment should be removed from use immediately and made known to the site manager at the relevant setting and/or the Principal. In the case of IT equipment, notification should also be made to the OHC&AT IT team.

No member of staff should attempt to repair an electrical item, or other equipment, including changing fuses or plugs.

All electrical equipment will receive portable appliance testing (PAT) carried out by an external contractor on a bi-annual basis. The onsite staff who have been suitably trained to carry out Portable Appliance Testing (PAT) will apply a risk-based approach as recommended by the HSE, monitoring plugs of appliances, checking, labelling and signing as appropriate between external checks. If site staff do not carry out PAT, then a competent contractor is used.

PAT testing is carried out as appropriate for the equipment and its usage. Electrical appliances from staff homes should not be used in College/Academies unless they have been PAT tested and approved by suitably trained personnel.

The College/Academy's electrical installations are tested every five years (fixed wire testing) and appropriate certificates held in central health & safety folders.

Please refer to the Fire Policy for additional information on electrical safety.

### **External contractors**

Contractors will only be admitted to OHC&AT premises in accordance with the Safety Arrangements for Building Contractors (see Health & Safety Statement of Arrangements document – Appendix C).

### **Fire**

This should be read alongside the OHC&AT Fire Safety Policy and associated Appendices.

OHC&AT operates a Fire Log at each College centre/Academy, containing all fire related documentation which is held in a centrally accessible location. The log will include records on all fire safety checks including alarm tests, maintenance, emergency lighting and fire risk assessment and action plans. Checks are done on a daily/ weekly/ monthly/ termly or annual basis and are monitored by the Head of Estates or the local School Business Manager/Officer Manager.

Each centre must have a suitable and sufficient Fire Risk Assessment in place (see Fire Policy for details) together with a Fire Evacuation Plan.

Central compliance checks on fire safety are held centrally by OHC&AT.

The Principal at each OHC&AT provision is responsible for ensuring, as part of staff training/induction, that everyone is aware of procedures in the event of a fire threat or other need to evacuate the premises.

### **First aid**

OHC&AT will ensure there is a sufficient level of first aid coverage for the activities being carried out by staff and pupils/students/apprentices. This will include suitably

trained first aiders and adequate first aid supplies which are regularly checked and stocked.

A list of trained first aiders can be obtained from the administrator/school office of the relevant OHC&AT provision.

Please refer to the First Aid Policy for further details.

### **Food hygiene**

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and especially after using the lavatory;
- Tell your line manager of any skin, nose, throat, or bowel problem, prior to handling food;
- Ensure cuts or sores are covered with correct waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Never cough or sneeze over food;
- Clean as you go. Keep all equipment and surfaces clean;
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);
- Ensure waste food is disposed of properly. Keep the lid on the rubbish bin and wash your hands after putting waste in it;
- Avoid handling food as far as possible;
- Tell your line manager and report to a member of the facilities team of any defects or concerns regarding the facilities – e.g. uncleanness, refrigeration malfunction, cracked food preparation surfaces.

### **Gas leak/bomb threat**

In the event of a gas leak, bomb threat or other critical incident, refer to the Arrangements and Procedure document. If necessary, the Critical Incident Business Continuity Plan should be followed.

### **Glazing**

Each OHC&AT site must hold an up to date Glazing Survey and regularly monitor glazing as part of the premises inspection programme. The Premises Manager/Caretaker at each provision is responsible for monitoring glazing and for bringing areas of concern to the attention of the Principal and/or the OHC&AT Head of Estates.

Glazing management will be monitored by the Health & Safety Committee and reviewed on an annual basis as part of the overall compliance monitoring process.

### **Housekeeping and caretaking**

Housekeeping and caretaking is regularly monitored by the OHC&AT Head of Estates and the relevant Principal to ensure a good level of cleanliness and security in all



OHC&AT premises.

Premises officers will regularly check each provision to ensure hazards are removed and a safe working environment is maintained.

### **Hygiene and waste disposal**

Principals/Service Directors are responsible for ensuring the Infection Control Policy is made available to staff and processes are adhered to in their respective provisions.

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Clinical waste will be disposed of in line with the Waste Framework Directive via approved contractors.

Personal hygiene is actively promoted in all OHC&AT provisions and anti-bacterial and clinical wipes are provided as appropriate.

### **Lettings**

This policy applies to lettings. Those who hire any aspect of an Academy or College site or any facilities therein will be made aware of the content of the OHC&AT Health and Safety policy, and will have responsibility for complying with it. Please refer to the Community Use Policy for further details.

### **Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Staff should refer to the Lone Working Policy if any of the above activities are undertaken, or participation in a potentially dangerous activity e.g. working at height, is to be undertaken by an individual. Any member of staff undertaking lone working must have a Lone Worker Risk Assessment in place; this must be signed off by the staff member's line manager.

### **Play equipment**

External and internal play and physical education (P.E.) equipment should be regularly serviced by external contractors. A checking and maintenance programme is applied by all staff prior to any use of equipment and faulty equipment is immediately decommissioned.

## **Personal Protective Equipment (PPE)**

The provision, training and correct use of PPE is governed by the Protective Equipment at Work Regulations 1992. OHC&AT has duties concerning the provision and use of PPE whilst staff and pupils/students are working or attending College centres or Academy sites.

The following guidance document provides an oversight on how individual sites can meet the requirements under the current PPE regulations:

<https://www.hse.gov.uk/pubns/indg174.pdf>

PPE should be used as a last resort. Wherever there are risks to health and safety that cannot be adequately controlled in other ways, the Personal Protective Equipment at Work Regulations 1992 require PPE to be supplied.

The Regulations also require that PPE is:

- properly assessed before use to make sure it is fit for purpose;
- maintained and stored properly;
- provided with instructions on how to use it safely;
- used correctly by employees.

## **Risk assessment**

All staff should familiarise themselves with the OHC&AT Risk Assessment Policy and adhere to their responsibilities in this regard.

## **Safety tours**

The Health and Safety Committee shall actively monitor health and safety performance and promote a positive culture by organising annual tours and inspections of premises, reporting back to ESLT. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour will include inspection of the first aid and accident records.

## **Security**

Each OHC&AT provision has a designated contractor or staff member who is responsible for the opening and closing of the site.

Visitors to all OHC&AT premises will be requested to sign in upon entry and sign out upon exit. While on the premises, visitors must wear a Visitor badge and be accompanied by a member of OHC&AT staff.

All stakeholders, especially staff, are encouraged to be aware and to report where they believe visiting adults may not have the correct or appropriate identification.

OHC&AT does not tolerate violence towards staff. Please refer to the Families and Visitors Code of Conduct for further details.

All sites must have an updated Site Security and Safeguarding Risk Assessment and checklist in place. This should be reviewed not less than annually and forms part of the Shelter in Buildings (Lockdown) procedure.

### **Smoking and e-cigarettes**

Smoking and the use of E-cigarettes anywhere on OHC&AT premises and grounds is not permitted.

Staff, volunteers and visitors are not allowed to smoke in any OHC&AT vehicle.

### **Statutory Inspections (SIs)**

Statutory inspections are inspections required by the law. This means certain regulations made under the Health and Safety at Work etc. Act 1974 have specified when an item of equipment or system must be inspected. The following provides an overview on the statutory inspections most likely to apply to schools; please note this list is not exhaustive and the school is responsible for ensuring all equipment it owns and manages is maintained within the legal requirements. If further guidance is required, please contact the Head of Estates.

Do not confuse general servicing with a “Record of Thorough Examination” – these are different and your inspection record will specify which type of inspection was carried out.

*Lifting Equipment Legislation:* Lifting Operations and Lifting Equipment Regulations 1998 (“LOLER”) LOLER covers a wide range of lifting equipment and accessories – the most relevant for schools would normally be:

- Passenger lifts;
- Goods lifts; and
- Mobile elevating work platforms.

The frequencies of inspection are (as specified by LOLER Regulation 9):

- In the case of lifting equipment for lifting persons or an accessory for lifting, at least every 6 months;
- In the case of other lifting equipment, at least every 12 months;
- In either case, in accordance with an examination scheme;
- Each time an exceptional circumstance which is liable to jeopardise the safety of the lifting equipment has occurred; and
- Before lifting equipment is put into service for the first time, unless it has not been used before and has an EC declaration of conformity made not more than 12 months before being put into service, this will include any Motor Workshop equipment i.e. vehicle hosts, trolley jacks.

*Local Exhaust Ventilation Legislation:* Control of Substances Hazardous to Health Regulations 2002 In addition to regular maintenance and servicing in line with manufacturers’ recommendations, a “thorough inspection” is required every 14 months to ensure it is fit for purpose. Records must be kept for at least 5 years. Most likely to be found with D/T rooms and workshops.

Pressure systems Legislation: Pressure Systems Safety Regulations 2000, a written scheme of examination by a competent person is required for most pressure systems (exempt systems are listed in the Regulations). Pressure systems can include steam boilers, hot water boilers (generally over 100 degrees), air conditioning plants and compressed air systems (fixed and portable). Schemes will vary in frequency but most recommended intervals are identified as being between 14 and 26 months. It is recommended that schools refer to the manufacturer's guidance to confirm equipment identifies as a pressure system/ vessel and then appoint a competent individual to design the examination scheme.

## **Stress**

OHC&AT is aware that stress can be an issue for all professions.

There is an OHC&AT stress risk assessment that is reviewed annually. The assessment gives details of the controls put in place to help all staff manage stressful situations and provides information on where further help and guidance can be obtained. OHC&AT also operates mental health and wellbeing policies for both staff and students which are designed to support the development and maintenance of good mental health and wellbeing, with measures including trained mental health first aiders on site, signposting to further resources, employee assistance programmes, targeted CPD, HR policies and procedures to support work/life balance e.g. flexible working, etc.

Where an individual member of staff has been identified as suffering from stress, an individual stress risk assessment will be carried out with them with support from the OHC&AT HR Team.

## **Suspicious packages**

If a member of staff is suspicious of a bag or package they should immediately inform their line manager or a member of senior management who will make a decision about evacuating the building.

If no one is available to report to and a member of staff has concerns, they should contact the police immediately.

Please refer to the Critical Incident Business Continuity Plan for further details.

## **Training**

OHC&AT ensures that all staff are provided with adequate information, instruction and training to perform their roles. Training requirements are discussed during induction, professional development reviews and one to one supervision. Training records are kept and reviewed by the Training School and the HR Department, as well as individual provisions.

## **Transport**

All pupil/student journeys within Trust or College vehicles must be covered by a

suitable and sufficient Risk Assessment.

Pupils/students should only travel in authorised risk assessed vehicles, if any other journey is undertaken it should be authorised by the Principal or Head of Learning Centre.

All staff should familiarise themselves with the OHC&AT Travel and Subsistence Policy and adhere to their responsibilities in this regard.

### **Tree safety**

As well as responsibilities under the Health and Safety at Work etc. Act 1974, an occupier of land where a tree stands has responsibilities under the Occupiers Liability Acts 1957 and 1984. An occupier of land on which a tree stands will normally be liable for any personal injury or other damages caused by a tree breaking or falling where the tree is hazardous because of decay or structural weakness and shows external signs of being in such a condition. It should be noted that within the provisions of the previously mentioned Acts the court expects occupiers to be prepared for children to behave less carefully than an adult, for example, by climbing trees which may have weak branches. It is important that a “suitable and sufficient” risk assessment should be carried out on the trees on the school site. An effective system for identifying the risks posed by trees should meet the requirements set out in the management of Health and Safety at Work Regulations 1999 and the associated ACOP.

The HSE in circular 'Management of the risk from falling trees' suggest that a suitable risk assessment for trees should address the following: An overall assessment should be undertaken of risks from trees, particularly identifying groups of trees by their position and degree of public access. This will enable the risks associated with tree stocks to be prioritised and help identify any checks or inspections needed. As a minimum, trees should be divided into two zones: one zone where there is frequent public access to trees (eg in and around picnic areas, schools); and a second zone where trees are not subject to frequent public access. As a rough guide trees subject to frequent public access are those that are closely approached by many people every day. Individual records for individual trees are unlikely to be necessary if zones and the trees in the zones are clearly defined. For trees in a frequently visited zone, a system for periodic, proactive checks is appropriate. This should involve a quick visual check for obvious signs that a tree is likely to be unstable and be carried out by a person with a working knowledge of trees and their defects, but who need not be an arboriculture specialist.

Duty holders should ensure that any system that is put in place for managing tree safety is properly applied and monitored. A short record made of when an area or zone or occasionally an individual tree has been checked or inspected with details of any defects found and action taken. A system for obtaining specialist assistance/remedial action when a check reveals defects beyond the experience and knowledge of the person carrying out the check. A system to enable people to report damage to trees, such as vehicle collisions, and to trigger checks following potentially damaging activities such as work by the utilities in the vicinity of trees or following severe gales. Occasionally a duty holder may have responsibility for trees that have serious structural faults but which they decide to retain. Where such a condition is suspected

and the tree also poses a potentially serious risk because of its proximity to an area of high public uses, a specific assessment for that tree and specific management measure are likely to be appropriate. Once a tree has been identified as having a structural fault that presents an elevated risk, action should be planned and taken to manage the risk. Any arboriculture work required should be carried out by a competent arboriculture consultant. The Duty holder should not be encouraged to fell or prune trees unnecessarily. Inspection of individual trees will only be necessary where a tree is in or adjacent to an area of high public use, has structural faults that are likely to make it unstable and a decision has been made to retain the tree. Monitoring to ensure that the arrangements are implemented in practice.

Trees should be visually checked to ensure there is no evidence of broken or dead branches or other potential hazards by the Premise Officer/site manager of the Academy/College centre. This visual checks should be incorporated into the daily, weekly and monthly checks that are carried out. Any concerns must be immediately reported to the Principal of the site and the risk assessment updated accordingly with control measures put in place.

As a minimum the RA must be updated yearly or after strong winds or storms by a member of the premises team. In addition, it is recommended that a competent arboriculture contractor inspects all surfaces and features every 3 years and this report is included within the updated RA. However, the exact maintenance scheme should be agreed with the contractor.

Trees may be protected by a tree protection preservation order and prior to any works being instructed to maintain a tree, checks should be made with the local Borough.

The OHC&AT Head of Estates can support with the help of tree management.

For detailed guidance please refer to:

[https://www.hse.gov.uk/foi/internalops/sims/ag\\_food/010705.htm](https://www.hse.gov.uk/foi/internalops/sims/ag_food/010705.htm)

<https://www.forestresearch.gov.uk/research/common-sense-risk-management-of-trees/>

## **Water quality**

The Principal is responsible for ensuring effective monitoring of water quality for their provision in line with the Legionella Policy. Each site must have an appointed Duty Holder to oversee the checks as detailed within the policy, a suitable and sufficient Risk Assessment. Legionella checks are part of the regular OHCAT Buildings Compliance programme and will be monitored regularly.

The Health & Safety Committee annually monitors all water checks to ensure these are carried out at each location, liaising with Principals/Service Directors to ensure practice is kept to a high standard.



## **Working at height**

Staff who have not received ladder training are not permitted to work at height (i.e. using ladders/step-stools/chairs) to put up displays. Ladders, step-stools and other access equipment are kept on a ladder register and regularly inspected and maintained. Records on who has received ladder training is kept by the Training Department. All Working at Height operations are required to have an up to date risk assessment.

## **APPENDICES AND ANNEXES**

Appendix A: Safety Arrangements for Building Contractors

Appendix B: Plan, Do, Check, Act

Appendix C: Health and Safety Statement of Arrangements

Appendix D: Shelter in Buildings Procedure

Annex A: Site security and safeguarding risk assessment checklist

Annex B: Recommended absence period for preventing the spread of infection

Annex C: Allergy record sheet

## **POLICY REVIEW DETAILS**

<i>Version:</i>	1.4
<i>Reviewer:</i>	Stephen Goodsell, Lynn Barratt
<i>Approval body:</i>	Family Board
<i>Date this version approved:</i>	3 <sup>rd</sup> March 2021
<i>Due for review:</i>	Autumn 2021

## **RELATED POLICIES & DOCUMENTATION**

Administration of Medication and Prescribed Substances in College Policy

Child Protection, Adult Protection and Safeguarding Policy

Community Use Policy

Critical Incident/Business Continuity Plan

Educational Visits Policy

Emergency Procedures

Family and Visitors Code of Conduct

Fire Policy

First Aid Policy

Infection Control Policy

Legionella Risk Management Policy and Procedure

Lone Working Policy

Manual Handling Policy

Missing Child Policy (Academies)

Missing Student Policy (OHC)

Positive Behaviour Policy (Academies)

Positive Behaviour Policy (OHC)

Risk Assessment Policy  
Risk Management Policy  
Safety Arrangements for Building Contractors  
Staff Code of Conduct  
Staff Mental Wealth, Health & Wellbeing Policy  
Student Mental Wealth, Health & Wellbeing Policy  
Supporting Pupils in Schools with Medical Needs Policy  
Vehicle and Driver Policy  
Visiting Speaker Policy  
Whistleblowing Policy

#### **ADDITIONAL INFORMATION (links)**

Health & Safety Executive (HSE) – <http://www.hse.gov.uk/>  
Health & Safety at Work act – <http://www.hse.gov.uk/legislation/hswa.htm>  
RIDDOR – <http://www.legislation.gov.uk/ukxi/2013/1471/contents/made>  
RIDDOR – A Brief Guide - <http://www.hse.gov.uk/pubns/indg453.pdf>  
Construction (Design and Management) Regulations (CDM) –  
<http://www.hse.gov.uk/construction/cdm/2015/index.htm>  
Control of Substances Hazardous to Health (COSHH) –  
<http://www.hse.gov.uk/coshh/>