



**HEALTH
& SAFETY**
TRAINING, CONSULTANCY & ASSESSMENT

2024

Health & Safety Manual



THE
**PRIESTLEY
ACADEMY
TRUST**
BE THE CHANGE

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Amendment List

Date of Last Amendment	Reason for Amendment
4 th September 2024	New Policy V4.0

Part 1 – Introduction and Statement of Intent

Introduction and Use of the Policy

This document represents the Health and Safety Policy in respect of The Priestley Academy Trust as outlined below. It defines and establishes the General Policy for Health and Safety as required by the Health and Safety at Work Act 1974 and associated legislation.

Also defined within this document are the responsibilities of management and employees, legislative guidance, and all necessary Organisation and Arrangements for health and safety. This Policy can be best used by following these suggestions:

- Read the contents list at the beginning of each Part to find the main subjects.
- Use the contents list at the beginning of Part 3 to find specific working practices.
- Ensure that all parts of this Policy are thoroughly read and understood.

Guidance on the Health and Safety Policy

This Health and Safety Policy sets out the company general policy for protecting the health, safety and welfare of employees at work and others who may be affected by the undertaking. Under Section 2 (3) of the Health and Safety at Work etc. Act 1974 the written statement must:

- State the companies' general policy on health and safety
- Describe the organisation and arrangements for carrying out the policy
- Be brought to the attention of all employees
- Be monitored, reviewed and revised as often as necessary

This Health and Safety Policy consists of three main parts:

Part 1 – Introduction and Statement of Intent

This part describes the general aims and philosophy with regards to all employees' health, safety and welfare.

Part 2 - Organisation and Responsibilities

This part involves allocating duties and responsibilities to key personnel to implement the policy effectively. Whilst the overall responsibility for health and safety rests with the Chief Executive Officer (CEO) of The Priestley Academy Trust, all individuals have responsibility for carrying out the policy.

Part 3 - Arrangements for Health and Safety

This part includes the systems and procedures in place to ensure effective control of risks and covers the main work activities undertaken by The Priestley Academy Trust.

Each subject within this part includes guidance for assistance and information on compliance with legislation that governs it and the safe working procedures to be observed by all employees. Where appropriate and necessary, notification facilities are included in the relevant section, for example, fire precautions, accident/first-aid arrangements, hazard notification records etc

Health and Safety Policy Statement

As the CEO/Trustees of The Priestley Academy Trust we are responsible for and committed to ensuring the health, safety and welfare of all employees, customers, and others that may be affected by our undertaking. We regard health and safety at work as ranking in importance with other vital activities such as customer service, quality management, security issues and contracts, and are committed to a process of continual improvement through effective leadership. At The Priestley Academy Trust, we seek to achieve the highest standards, not only because compliance with legislation is mandatory but also because it is in the trust's best interests to do so.

It is our intention that all employees read and comply with all parts of this policy for health and safety, and the requirements of the Health and Safety at Work etc. Act 1974 and other legislation as is applicable. It is our stated policy intention:

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure the safe handling and use of substances.
- To provide information, instruction and supervision for employees.
- To ensure all employees are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary and annually from the date below.
- To commit to provide all necessary resources, including financial, in order to ensure effective implementation of all the health and safety arrangements outlined within our health and safety policy.

Signed: CEO Date.....

Signed: Chair of Trustees Date.....

Environmental Policy Statement

The Priestley Academy Trust recognises that in our operations we inevitably impact on the environment, and we therefore are committed to ensure a clean, healthy environment. We will provide our customers with a safe, reliable and responsive service in an environmentally sensitive and responsible manner. We believe that a sound environmental policy contributes to our competitive strength and benefits our stakeholders, including employees, pupils and visitors by contributing to the overall well-being and health of the communities we serve.

We will:

- Comply fully with the letter and spirit of environmental laws and regulations and strive to secure fundamental reforms that will improve their environmental effectiveness and reduce the cost of compliance.
- Consider environmental factors and the full acquisition, use and disposal costs when making planning, purchase and disposal decisions.
- Work continuously to improve the effectiveness of our environmental management.
- Provide appropriate environmental training and educate employees to be environmentally responsible.
- Monitor our environmental performance regularly through rigorous evaluations.
- Seek to prevent pollution before it is produced; reduce the amount of waste at our schools and support pollution prevention by our customers and suppliers.
- Use energy efficiently throughout our operations and support the efficient use of gas and electricity by our customers and suppliers.
- Re-use and recycle wherever possible.
- Use materials that minimise harm to the environment.
- Work co-operatively with others to further common environmental objectives.
- Communicate and reinforce this policy throughout the trust.

Signed: CEO Date.....

Signed: Chair of Trustees Date.....

Part 2 – Organisation and Responsibilities

General Responsibilities

Whilst the responsibility for accident and ill-health prevention rests with the Director of Operations (DoO) of

Chief Executive Officer			
OJ Health and Safety Solutions Ltd Health and Safety Advisors			
Headteachers	Director of School Improvement	Chief Finance Officer	Director of Operations
Leadership Teams (DHTs/AHTs) Office Managers		Finance Manager	Director of Estates Governance Professional
Teachers and Support Staff		Finance Administrator	

The Priestley Academy Trust, all employees are required:

- To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work.
- To co-operate so far as is necessary to enable compliance with legislation.
- Not to recklessly misuse or interfere with anything provided in the interests of health and safety.
- To observe safety signs and use any appliance, protective clothing, convenience, plant and equipment or other means for securing their health, safety and welfare properly and in accordance with any training and instructions given.
- To report any situation that the employee considers being a serious and imminent danger and any other perceived shortcoming in the health and safety arrangements.
- To assist with accident investigations.
- To report all injuries, illnesses, dangerous occurrences and near misses.
- Health and Safety Communication

Health and safety communications should follow the organisational chart identified below.

Employees who wish to raise matters of concern including hazards and/or shortcomings in the company arrangements for health and safety are to do so to their respective Senior Leadership Team using the hazard notification form. Hazard records are provided to achieve a dual purpose:

- To stimulate a greater involvement and interest of our employees towards health and safety within their working environment.
- To provide a method of communicating hazards and unsafe conditions, together with a suggested method for recording such details and any remedial action taken.
- By maintenance of a written hazard record, evidence is provided to support the procedures that demonstrate the effectiveness of the communication channels. Hazard notification forms are available from the CEO/Trustees and DoO.

Consultation with Employees

In accordance with the Health and Safety (Consultation with Employees) Regulations 1996 the CEO/Trustees will consult directly with all employees, who should ensure any matters for consultation are brought to their attention either directly or through their Senior Leadership Team. All employees are encouraged to raise points of concern or suggestions for improvement with regards to health and safety matters in The Priestley Academy Trust.

Typical matters for consultation include:

- Health and safety information and arrangements, including emergency procedures.
- Health and safety training, and the introduction of new technologies or machinery.
- A meeting, to include health, safety and welfare matters will be held every 3 months or earlier if required, with a record kept of action points and/or comments raised. Health and safety agenda items for the meeting will normally include:
 - Examination of accident and/or disease statistics and trends.
 - Examination of safety audit reports and progress on the Safety Action Plan.
 - Analysis of information and reports provided by enforcing authority inspectors.
 - Development, introduction and monitoring of safety rules and safe systems of work.
 - Appraisal of the effectiveness of health and safety training.
 - Provision of safety and health communication and publicity in the workplace.

Information and Instructions for Employees

The poster entitled 'Health and Safety Law – What you should know' is to be prominently displayed in the main office. The headteachers are to ensure that any young persons or trainees who are working within the Trust are provided with proper supervision according to their respective roles at all times.

Health and Safety Assistance

In accordance with the Management of Health and Safety at Work Regulations 1999, Regulation 7, OJ Health and Safety (OJ H&S) have been appointed to act as the 'Competent Person' for The Priestley Academy Trust. Telephone advice and assistance is offered within the retained contract. Also available at an extra cost are other additional services such as:

- Health and safety Auditing and Accident Investigation
- Provision of Risk Assessments and COSHH Assessments.
- Provision and conduct of health and safety training.
- Attendance at meetings.
- Liaison with enforcing authorities.

Risk Assessments and Safety Action Plan

In accordance with the Management of Health and Safety at Work Regulations 1999, risk assessments are to be completed by The Priestley Academy Trust and reviewed at least annually. Findings are to be reported to the headteachers who will authorise actions to remove or control risks and ensure any actions that are required are implemented. The headteachers are responsible for checking actions taken have removed or reduced the risks and a register of assessments is to be maintained. In addition, the following regulations require specific risk assessments to be carried out where they apply:

- Control of Substances Hazardous to Health Regulations 2002
- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety (Display Screen Equipment) Regulations 1992
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- The Control of Noise at Work Regulations 2005
- The Control of Lead at Work Regulations 2002

- The Control of Asbestos Regulations 2012
- Construction Design and Management Regulations 2015
- L8 The Control of Legionella
- The Control of Vibration in the Workplace 2005

Competency for Tasks

All personnel who are working in The Priestley Academy Trust will be provided with training to ensure they are competent for their respective tasks, taking into account their qualifications and experience. The Headteachers are to ensure that induction training is carried out for new employees and that all other training needs are identified, arranged and monitored. The following are examples of specific training needs that may be required for personnel working at The Priestley Academy Trust:

- First Aid
- Fire Safety
- Manual Handling
- Control of Hazardous Substances
- Use of Display Screen Equipment
- Safety Supervision
- Risk Assessment
- Use of Specialised Work Equipment

Accidents and Ill-Health

Health surveillance in the form of eye and eyesight tests for 'Users' of Display Screen Equipment will be provided for relevant employees at The Priestley Academy Trust. The Headteachers are to ensure that where such health surveillance is required, it is arranged and that appropriate records are maintained.

First aid boxes are to be kept in the main office, nominated areas around schools and trust vehicles where the Priestley Academy Trust personnel are employed. First aid personnel are nominated at Part 3 of this manual. The CEO/Trustees are to ensure all accidents and cases of work-related ill-health are recorded in the book provided in the main office, and those reportable injuries, diseases and dangerous occurrences are notified to the Enforcing Authority within the specified time scales (see Part 3 of this manual).

Accident Investigation (including near-misses) and work-related causes of sickness absence remain the responsibility of the Headteachers who may be assisted if required by O J Health and Safety Solutions Limited. Where appropriate, reports containing details of the findings of such investigations are to be produced for the attention of the CEO/Trustees who will then act upon any recommendations made to prevent a recurrence.

Policy Review and Update

The policy will be reviewed on an ongoing basis with amendments being produced as may be necessary in accordance with changes to the organisation and arrangements.

The Statement of Intent contains an annual review date, which is a fixed date upon which a full review up of the whole policy will be carried out. Once this is completed and whether changes are needed or not, a new Statement of Intent page displaying the next review date, which will normally be one year on from the last review date, will be prepared and will replace the expired page.

Updating of this policy will be carried out when:

- There are changes to the management structure or to the business name.
- Changes are made to any of the safety arrangements.
- The activities of the business change significantly.

No pages are to be removed from this policy without a replacement being inserted. This policy is to be controlled by the CEO/Trustees and is to be held in the main office.

Emergency Procedures

The Headteachers should ensure that a risk assessment is carried out and regularly reviewed to identify the emergency procedures to be followed in the event of a fire or other emergency for each location where company personnel are employed. The Headteachers are to ensure emergency escape routes are checked daily for the main office and Managers are to ensure emergency escape routes are checked daily for all school operations. Fire extinguishers are to be provided and are to be checked monthly by Senior Leadership Teams and maintained annually by service contract. Managers are to ensure they and all personnel are aware of the method of raising the alarm for school operations. Emergency evacuation procedures are to be practised on a six-monthly basis.

Responsible Persons and Monitoring

To ensure health, safety and welfare standards are maintained and improved upon, and to promote a positive health and safety culture, the following people have key responsibilities at The Priestley Academy Trust:

The person responsible for ensuring all risk assessments are undertaken is:	DOO
The person responsible for dealing with reportable accidents/incidents is:	DOO
The person responsible for fire and emergency procedures:	DOO
The person responsible for first aid provision is:	Headteacher
The person responsible for health and safety training is:	DOO
The person responsible for equipment and maintenance operations is:	Head of Estates

Health and safety is no different from any other management function, in that it is necessary to monitor and measure performance against the standards and objectives originally stated. Effective monitoring helps to develop the safety culture and provides the opportunity for practical development of new policies.

Senior Leadership Teams are required to monitor their areas of responsibility in the form of a daily walk-through inspection, which is not to be recorded unless there is a serious breach of the Health and Safety rules. More detailed inspections are to be carried out at frequent intervals and recorded on the monitoring form provided below.

The CEO/Trustees and Managers within the organisation have a personal responsibility for the Health and Safety Policy and its effective and successful implementation.

Key Responsibilities

General CEO/Trustees and Managers

1. In providing this health and safety policy the CEO/Trustees of The Priestley Academy Trust accept formally and publicly his collective role in providing health and safety leadership. The CEO/Trustees recognises that they have a personal responsibility and liability under health and safety law.
2. The CEO/Trustees and managers have an individual role in providing health and safety leadership at The Priestley Academy Trust and will ensure that their actions and decisions at work always reinforce the messages in the health and safety policy.
3. The CEO/Trustees and managers will ensure that all decisions reflect their health and safety intentions, as articulated in the health and safety policy statement. In particular, the health and safety ramifications of investment in new plant, premises, processes or services, or doing business with other organisations, will be taken into account as decisions are made. In addition, the CEO/Trustees will ensure that clients of The Priestley Academy Trust are alerted to any risks and necessary precautions associated with the services supplied.
4. The CEO/Trustees and managers must recognise their role in engaging the active participation of all employees in improving health and safety. They will actively promote and support employee involvement and consultation to ensure a partnership where employees are involved in identifying and tackling potential or actual problems.
5. The CEO/Trustees and Managers will ensure that they are kept informed of, and alert to, relevant health and safety risk management issues by the appointment of the 'CEO/Trustees' to be the head of 'Health and Safety'.

Headteachers

1. Will develop and promote a safety culture and philosophy, which permeates into all activities undertaken and reaches all personnel involved in them.
2. Will make channels of communication available to employees so that health and safety matters can be discussed and resolved.
3. Will ensure that health and safety training matters are identified and programmed for action.
4. Will ensure that all activities are covered by safe systems of working, periodically reviewing each system for accuracy and content.
5. Will ensure that fire risk assessment is carried out and all control measures stipulated within the risk assessment are carried out and updated as and when necessary.
6. Will ensure that arrangements made for first aid provisions are appropriate to the hazards and risks involved and have been brought to the attention of all employees.
7. Will ensure that all assessment duties have been undertaken and the necessary follow up actions taken, with relevant information provided to employees.
8. Will ensure all injury accidents are recorded and reported as appropriate.
9. Will ensure that all items of plant, machinery and equipment including those facilities for heating, lighting and ventilation receive appropriate maintenance.
10. Will ensure systems are in place to control purchasing of goods and materials, which are fit for purpose, safe to use and ensure that any necessary health and safety information is obtained from suppliers and passed on to those who require it.
11. Will ensure all vehicles, machinery and equipment is maintained in a serviceable condition through planned preventative maintenance systems.

Teachers/Managers

1. Will have a direct responsibility for implementing this policy within all activities that are under control.
2. Will have an input into developing the Trusts safety culture, setting priorities and targets in connection with risk assessments.
3. Will have a good understanding of the objectives of the organisations safety policy, ensuring that employees have sight of it, and its safety rules.
4. Will ensure effective supervision for all employees under control and those employees have received any necessary training and that records are being kept.
5. Will ensure that the channels of communication provided are understood and used, that stipulated safe systems of work are followed and will assist in the development of new safe systems.
6. Will ensure that all work areas under control are maintained in a safe condition, bringing to the attention of the Headteacher any faults that cannot be dealt with.
7. Will ensure that all work equipment is maintained in a safe condition, with particular attention being paid to vehicles, lifting equipment, storage media, tools and electrical equipment, bringing to the attention of the Headteacher any faults that cannot be dealt with.
8. Will ensure all chemicals and substances in use in areas under control are properly stored, handled, used and transported, bringing to the attention of the Headteacher any faults that cannot be dealt with.
9. Will ensure the welfare facilities provided for employees in areas under control are kept clean and are adequate for their needs.
10. Will ensure the upkeep of fire precautions in all areas under control ensuring all employees and visitors know the procedures if they discover a fire or hear the alarm.
11. Will ensure all personnel under control are aware of the first aid arrangements and who to go to for treatment.

Rules Covering Health and Safety at Work

A. Working Practices

1. Employees must not operate any item of plant or equipment unless they have been trained and authorised to do so.
2. Employees must make full and proper use of all equipment guarding.
3. Employees must report to management immediately any fault, damage, defect or malfunction in any item of equipment, implement or utensil.
4. Employees must not leave any item of plant or equipment in motion whilst unattended unless authorised to do so.
5. Employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
6. Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
7. Employees must use all substances, chemicals, liquids etc. in accordance with all written instructions.
8. Employees must return all substances, chemicals, liquids etc. to their designated safe storage area when not in use and at the end of the working period.
9. Employees must observe all pedestrian and vehicle controls in force on the premises.
10. Employees must comply with all signs and notices displayed on the premises.

B. Working Conditions/Environment

1. Employees must make proper use of all equipment and facilities provided to control working conditions/environment.
2. Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.
3. Employees must dispose of all rubbish, scrap and waste within the working area, using the facilities
4. Employees must use the correct methods when removing any articles of waste for disposal.
5. Employees must clear up spillages or liquids within the work area in the prescribed manner.
6. Employees must deposit all waste chemicals and other substances at the correct disposal points and in the prescribed manner.
7. Employees must not pollute watercourses, sewers or drains with chemicals, or substances.

C. Protective Clothing and Equipment

1. Employees must use all items of protective clothing/equipment provided as instructed.
2. Employees must store and maintain protective clothing/equipment in the approved manner.
3. Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their immediate manager.

D. Fire Precautions

1. Employees must comply with all laid down emergency procedures.
2. Employees must not obstruct any fire escape route, fire equipment or fire doors.
3. Employees must report any use of firefighting equipment to their immediate manager.

E. Employer's Transport

1. Employees must carry out daily checks of their vehicles prior to use and in conjunction with the laid down checking procedure.
2. Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
3. Employees must not carry unauthorised passengers or unauthorised loads.
4. Employees must not use vehicles for unauthorised purposes.
5. Employees must not overload vehicles above the stated capacity.
6. Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.

F. Accidents (including near-misses) and Ill Health

1. Employees, pupils and visitors must seek medical treatment for any injury they may receive, no matter how slight it may seem to be. Upon returning from treatment, they must report the incident to a manager.
2. Employees must report all accidents and dangerous occurrences to management as soon as it is practicable.
3. Employees must notify management of any incident in which damage is caused to property.

G. Rules Covering Gross Misconduct

1. An employee will be liable to summary dismissal if he/she is found to have acted in any of the following ways:
2. A serious or wilful breach of Safety Rules.
3. Unauthorised removal or interference with any guard or protective device.
4. Unauthorised operation of any item of plant or equipment.
5. Unauthorised removal of any item of first aid equipment.
6. Wilful damage to, misuse of or interference with any item provided in the interests of health, safety or welfare at work.
7. Unauthorised removal or defacing of any label, sign or warning device.
8. Misuse of chemicals, inflammable or hazardous substances or toxic substances.
9. Smoking on The Priestley Academy Trust premises.
10. Horseplay or practical jokes that could cause accidents.
11. Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
12. Misuse of any item of equipment, utensil, fitting/fixture, vehicle, or electrical equipment.

Policy Acknowledgement

This Policy is to be read by all employees, as a condition of employment, and a certificate is to be signed and dated by each employee to confirm this.

A form is provided (for all employees (at induction for new employees) to sign to acknowledge that they have had the Health and Safety Policy brought to their attention. Once completed, this form is to be retained on individual personnel files and held in the main office.

Part 3 – Arrangements for Health and Safety

Working at Height - The Working at Height Regulations 2005

Work at Height, Scaffold and Towers, Ladders and Steps, Roof work 'Work includes moving around at a place of work.' 'At height describes a place from which a person could be injured when falling from a previous fixed position, even if this is at ground level and / or below ground level.' We will avoid working at height, where it is reasonably practicable to do the work safely following a different procedure.

When we are required to work at height, we will ensure that: -

- The Working at Height Regulations 2005 are fully adhered to.
- All work at height is appropriately planned, organised, and supervised.
- Work is carried out in a safe manner.
- Falls will be prevented or, if not preventable, the consequences and / or distance of the fall will be minimised.
- Those working at height are competent to do so.
- Risks are assessed with the appropriate equipment selected and used.
- Objects are prevented from falling.
- Risks from fragile surfaces are avoided or diligently controlled.
- Equipment used at height will be inspected and appropriately maintained.
- A full emergency and rescue plan is implemented.

When ladders are used, they will be: -

- Only used by competent members of staff.
- Subject to an inspection regime with records of noncompliance stored.
- Visually inspected by personnel before use.
- Marked with a unique identifier.
- BS EN131 Standardised.
- In good condition and free from defects.
- Secured to prevent any movement.
- Pitched out to a 75° angle (4-1) with the reinforcement under the rungs.
- Rise at least one metre above a landing location.
- Free from obstruction at the base of the ladder.
- Only used by one person at time.
- Overhead cables will be identified and made safe prior to working at height.
- Avoided in adverse weather conditions if being used outside.

Members of Staff will: -

- Always maintain three points of contact.
- Not use the top three rungs when using as a work platform,
- Not 'overreach' during ladder activities.
- Not carry materials or tools when ascending or descending ladders.
- When step ladders are used, they will be: - BS EN131 Standardised.
- Ensure ladders are suitable and fit for purpose.
- Only used on level safe ground.
- Only used with light work for short durations.
- Properly 'set up' and not inclined against walls etc.
- Face the ladder when inclining.

Access Equipment

Ladders and Step Ladders – All must be BS EN131 Standardised.

Ladders are so widely used their dangers are often completely overlooked. They are frequently used within unsuitable locations where they form inappropriate working places. They are often incorrectly used and poorly maintained. The following precautions must be taken when using ladders:

- Ladders should be erected on a firm level base and supported by the stiles only.
- The top of the ladder should rest on a firm, solid surface. If the surface is unsuitable a ladder stay must be used.
- The ladder slope should be approximately 75° to the horizontal platform (1:4).
- Ladders should be secured at the top where possible or secured near the base by means of guy ropes / locking chains.
- If it is not possible to secure the ladder to prevent slipping, another person must hold the ladder at the base whilst in use.
- Only one person / staff member is permitted on a ladder at any given time.
- Ladders should not be used where any electrical hazard exists (overhead electricity cables).
- Timber ladders should be stored correctly to prevent warping and the rungs loosening.
- Timber ladders should be erected with wire tie rods beneath the rungs and should not be painted.
- Step ladders should be in good condition.
- The top step should not be used.
- Large pieces of materials and equipment should not be carried whilst climbing a ladder.
- To afford adequate handholds, ladders must extend at least 1m above any landing place or beyond the highest rung from which a person may work. If the ladder cannot provide a handhold an alternative must be found. From the stepping-off point, unobstructed and safe access to the working place must be provided.

All members of staff must check ladders and other access equipment before use and report any defects.

Checks must be made on:

- Mechanical damage to metal ladders.
- Splits, cracks, warping, bruising to timber ladders.
- Movement and wear and tear to rungs.
- Missing rungs.
- Tightness of wedges and tie rods.
- Split or fraying feet.
- Wear to ropes and pulleys on extension ladders.
- Hinges, steps, and ties on step ladders.

Accident and Dangerous Occurrence Procedures

All incidents involving injuries or those that could have led to injuries being sustained (near misses) must be reported. A member of staff who has sustained an injury must report to a First Aider for immediate attention.

A member of staff who discovers an accident victim who has sustained serious injury must summon the immediate assistance of a First Aider, and at the same time using their judgement in calling an ambulance. The First Aider must ensure details of actions taken are recorded using the Internal Accident Report Form (see below), and in the Accident Book.

First Aid Provisions

In accordance with the Health and Safety (First Aid) Regulations 1981 The Priestley Academy Trust must be always covered by a trained First Aider or an Appointed Person, and the names and locations of these personnel must be prominently displayed.

First aid boxes are provided in:

- Office
- Reception
- School Welfare Facilities

In addition to administering first aid to members of staff and taking charge in an emergency, First Aiders or Appointed Persons must ensure first aid boxes are stocked with the following minimum quantities of equipment:

- A general guidance leaflet on first aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate for the work environment.
- 2 sterile eye pads.
- 4 individually wrapped triangular bandages (preferably sterile).
- 6 safety pins.
- 6 medium-sized individually wrapped sterile un-medicated wound dressings (approx. 12cm x 12cm).
- 2 large sterile individually wrapped un-medicated wound dressings (approx. 18cm x 18cm).
- 1 pair of disposable gloves.

Substances such as ointments, creams, headache tablets etc must not to be kept in the first aid box. The names and locations of First Aid personnel, and the location of Accident Books and First Aid Boxes must be prominently displayed in all work areas.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The death of any person

All deaths to staff members and non-staff members, except for suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a staff member.

Specified injuries to staff members.

- Fractures, other than to fingers, thumbs, and toes,
- Amputations,
- Any injury likely to lead to permanent loss of sight or reduction in sight,
- Any crush injury to the head or torso causing damage to the brain or internal organs,
- Serious burns (including scalding) which:
 - covers more than 10% of the body,
 - causes significant damage to the eyes, respiratory system and / or vital organs.
- Any scalping requiring hospital treatment,
- Any loss of consciousness caused by head injury or asphyxia,
- Any other injury arising from working in an enclosed space which:
 - Leads to heat-induced illness - hypothermia / hyperthermia.
 - Requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day incapacitation of a staff members

Accidents must be reported where they result in a member of staff or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a staff member being incapacitated for less than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-fatal accidents to non-staff members (e.g., pupils)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment on that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution where no injury is evident.

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include:

- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis.
- Hand-arm vibration syndrome.
- Occupational asthma.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- The collapse, overturning and / or failure of load-bearing parts of lifts and lifting equipment,
- Plant or equipment encountering overhead power lines,
- The accidental release of substances which could cause injury to any person,
- Reporting a death, a specified Injury or for most types of incidents, including:
 - Accidents resulting in the death of any person,
 - Accidents resulting in specified injuries to staff members,
 - Non-fatal accidents requiring hospital treatment to non-staff members,
 - Dangerous occurrences.

The responsible persons must notify the enforcing authority without hesitation or delay, in accordance with the reporting procedure. This is easily actioned by reporting online. Alternatively, for fatal accidents or accidents resulting in specified injuries to staff members only, you can phone 0345 300 9923.

NB: A report must be received within 15 days of the incident.

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For accidents resulting for the over-seven-day incapacitation of a staff members, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form.

Cases of occupational disease, including those associated with exposure to carcinogens, mutagens or biological agents, as soon as the responsible person receives a diagnosis, using the appropriate online form.

"Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment). The lists of specified injuries and diseases described in Section 1 only apply to employees.

Injuries to pupils

If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

How do I decide whether an accident to a pupil 'arises out of or is in connection with work'? The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors).

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity. "

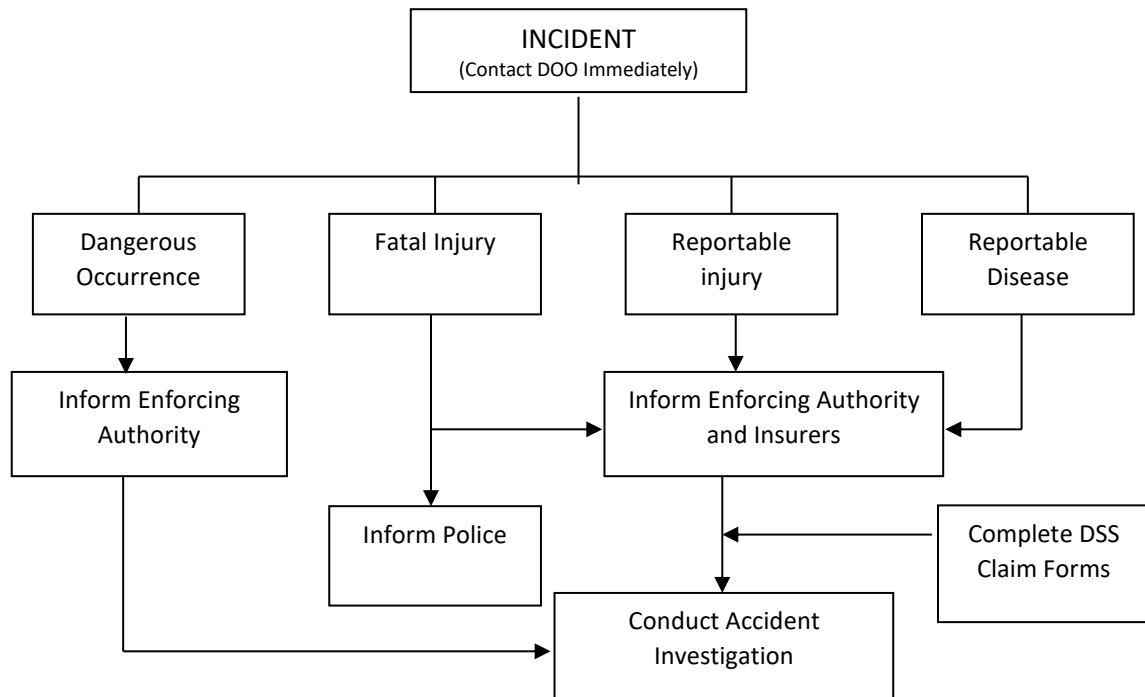
Accident Investigation

Following a serious injury accident at work and in addition to satisfying the reporting requirements under RIDDOR, it will be necessary for management to take both immediate and longer-term actions to prevent a recurrence. These include:

- Giving first aid.
- Isolating the scene.
- Identifying witnesses.
- Setting up an investigation team.
- Investigating the incident.
- Making recommendations.
- Implementing corrective actions.

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The flow chart below is produced to assist with actions to be taken following a serious incident:



All minor accident / incidents will be investigated by the senior leadership team using the Internal Accident Report Form. This form will subsequently be sent to our safety advisor to be reviewed to ensure all remedial actions are relevant.

Buildings and Facilities Maintenance Work

General Precautions

Work at heights such as cleaning roofs, guttering, replacing glass type duties are not to be undertaken by maintenance personnel without the correct signage, barriers erected to prohibit access by unauthorised persons, safe access provided - including edge protection, roof ladders, and where necessary, fall arrest equipment. A risk assessment must be completed with senior management authorisation obtained prior to work commencing. The cleaning of facilities such as sanitary conveniences, floors, high shelving type duties are only to be conducted by competent persons who must take appropriate steps to safeguard others from slipping or tripping etc. during the cleaning operations. Electrical maintenance work is not to be undertaken unless the mains supply is switched off and the isolating switches have been locked in the OFF position. Warning signs must be posted, and electrical maintenance work may only be authorised by the senior leadership team.

Control of Contractors

The academy has a responsibility for the actions of contractors who are working within The Priestley Academy Trust, and all contractors must be made aware of and comply with the health and safety policy. No maintenance work must be undertaken by outside contractors without the contractors first obtaining:

- A health and safety policy.
- Risk assessments, safe systems of work, method statements and required permits.
- Adequate health and safety resources including competent persons, safe plant, and equipment.

Asbestos

The Trust recognises its responsibilities under the Control of Asbestos Regulations 2012 and associated Approved Codes of Practice (ACOP's) and guidance notes.

The Trust will:

- Ensure all members of staff that may be exposed to asbestos have regular refresher asbestos awareness training,
- Take reasonable steps to locate materials likely to contain asbestos,
- Assume that any material contains asbestos unless there is evidence that it does not,
- Keep an up-to date written record / register of the location of these materials,
- Monitor the condition of these materials,
- Assess the risk of exposure from asbestos and presumed asbestos materials,
- Prepare and implement a management plan to control asbestos hazards.

Members of staff working at a The Priestley Academy Trust school should stop work immediately and contact the senior leadership team in the first instance if they are in any doubt as to the possible presence of asbestos. Collection and disposal of asbestos will be co-ordinated by the senior leadership team using a suitably registered contractor.

Risk Assessments

The Trust is aware that the undertaking of risk assessments is a legal obligation on all employers under the Management of Health and Safety at Work Regulations 1999. The assessments must be suitable and sufficient to ensure the safety of all members of staff and third parties as is reasonably practicable to do so.

What is Covered?

The required risk assessments include those specific to the premises and work activities in addition to those procedures for the undertaking of those assessments required by virtue of certain statutory requirements.

Objectives

The objective of the whole risk assessment process must clearly identify hazards and then to establish the potential of that hazard, in its existing environment, to result in harm to members of staff and pupils (this potential is the risk).

Residual Risk - Hazards

These will be identified and assessed either by a school assessment procedure or in certain instances by further developing the risk assessment information provided by designers. When the risks have been assessed, preventative action will be taken to avoid, combat or adequately control the risk. The adequate controls mentioned above will be established by the production of method statements detailing how the activity will be safely undertaken with the established controls for health and safety.

The Hierarchy of Risk Control

The following steps will be taken when attempting to assess and control risks which have been identified as being hazardous to sections of the work.

Firstly, consider if the identified hazard can be avoided by a variation in design or procedures of planned work.
AVOID THE RISK

(Hazard = A source of energy with the potential to cause harm!).

If the hazard cannot be avoided then it must be combated at its source, ensuring that, essentially through design and planning, the risk is sufficiently reduced to a minimum.

Combat at Source!

(Risk = Likelihood and severity of the potential to cause harm!).

If the hazard cannot be combated at source, then the emphasis should be on the safe management and control of the risk. Safe systems of work will be adopted in school before any activity takes place. CONTROL THE RISK (Method statement essential for safe system of work). Any hazard that cannot be removed through design or adequate management controls will be controlled by means of personal protection equipment. (The use of PPE must be the last resort)

The Use of Generic and Site-Specific Risk Assessments

Risk assessments have been developed using information gained and experience of the same day to day work activities. The assessments cover the typical hazards and risks that one could reasonably expect to be found during all daily work activities undertaken. These assessments form a foundation for the academy to develop more office and school specific assessments including actual task information and workplace details.

The academy has established procedures to respond to unforeseen hazards, which may become apparent during construction or refurbishment work undertaken. The established procedures will be contained in individual Academy health and safety plans, the site health and safety file and head office records.

Control of Substances Hazardous to Health

General Precautions

A central register must be maintained with details of all hazardous substances in use in The Priestley Academy Trust. Safety data sheets must be obtained from suppliers for all substances that are hazardous to health. In accordance with the Control of Substances Hazardous to Health Regulations 2002 (as amended 2004) an assessment must be carried out and recorded on all chemicals being used by The Priestley Academy Trust.

Substances are only to be stored in suitable, properly labelled containers, and kept secured in a marked metal locker. Decanting of liquids must be carried out in well-ventilated areas, and only into suitable, marked containers. Containers that leak, or are suspected of leaking, must be segregated, sealed, and returned to the suppliers for disposal.

Members of staff using hazardous substances must be provided with information about the use, storage, fire precautions and first aid for all the substances.

When using hazardous substances, all members of staff must ensure for each chemical or substance being used, they:

- Find out what harm, if any, it may cause.
- Find out how it can cause harm and its hazardous routes of entry.
- Find out what workplace precautions are necessary - and use them.
- Find out what first aid measures are appropriate - and learn them.
- Find out how to check for any symptoms of harm.
- Make the checks for symptoms of harm or have them done by a trained person.
- Properly dispose of left-over materials and substances.
- Do not smoke, eat, or drink whilst using the hazardous substances.

Occupational Dermatitis

This condition may be caused by repeated contact with certain substances, or as a reaction to a specific 'trigger' substance. Symptoms include redness, itchiness, scaling and blistering. All members of staff should follow the following preventative measures:

- Maintain good personal hygiene standards including washing and drying hands properly.
- Use a moisturising cream before and after work.
- Wear gloves and other protective equipment as prescribed.
- Read the labels on all substances being handled and follow instructions carefully.
- Conduct regular self-inspections and report skin problems.

Assessments

The Priestley Academy Trust academy management will ensure COSHH assessments are carried out and reviewed on an annual basis. The COSHH assessments will be distributed to all members of staff who encounter any substance during their employment with The Priestley Academy Trust.

Sub-contractors will be expected to conduct their own COSHH assessments for any substances they bring onto our schools or our offices. Our assessments will also be readily available for them to use.

Electrical Safety

Many electric shocks occur because surfaces that should not be charged become charged. Examples of why this happens include:

- Incorrect wiring.
- Damage to cabling or to the equipment itself.
- Misuse of electrical equipment.
- Members of staff are not to misuse electrical equipment and must report any damage to electrical equipment as soon as it is noticed. Only competent electricians must work on electrical faults. If electrical failure is suspected, switch off at the mains and put a 'fault' sign on the switch, and report the problem.

Several risk control measures are used to reduce the likelihood of surfaces staying live. These include the use of fuses and Residual Current Devices (RCDs). Where such risk control measures are fitted or are a requirement of a safe system of work, they should always be used, and used in the manner specified. Members of staff are expressly forbidden to use nails or silver paper etc. to replace fuses (see also Portable Electrical Appliances below), and all appliances must be fitted with a fuse in accordance with the following ratings:

- Up to 720 Watts – 3 Amp
- 720 Watts to 1200 Watts – 5 Amp
- Over 1200 Watts – 13 Amp

Electric Shock

The symptoms of electric shock include unconsciousness, stoppage of breathing, no pulse and potential contact burns. Treatment must not be given until the power supply has been isolated and switched off. If the power supply cannot be switched off, do not touch the casualty. If the voltage is medium or low, stand on dry non-conducting material and use a dry stick to remove the casualty from the supply. If high voltage is present, wait until the apparatus has been isolated from the supply. Immediately summon the assistance of a trained first aider and evacuate the casualty to hospital as soon as possible. A copy of the placard "Electric Shock Action" must be prominently displayed.

Electrical Appliances

In accordance with the Electricity at Work Regulations 1989 regular checking and correct maintenance of electrical equipment must be carried out to minimise the risk of both electric shock and fire hazards. In addition, all members of staff must conduct visual checks of electrical equipment before use and report damage when they find it. Examples of the sort of defects or damage commonly found include:

- Cracked plugs and missing screws.
- Worn or loose cables including exposed wires, taped joints.
- Damaged casings.
- Evidence of overheating.
-

Damaged equipment should be reported and not used until a competent person has repaired it.

To prevent fires through overheating of electrical equipment:

- Where possible, switch off electrical equipment when it is not in use.
- Use only suitably fused multi-socket extension cables.
- Do not cover electrical equipment that may get hot.
- Do not use fuses higher than the recommended rating.
- Do not use damaged electrical equipment.
- Do not store flammable materials near to any electrical equipment that gets hot or may get hot.

Wherever possible, risks associated with the use of electricity must be eliminated. Cordless tools or tools which operate from a 110v supply system that are earthed will eliminate or reduce the risk of injury and must be used. Trip devices such as RCDs must be used to ensure the current is promptly cut off if contact is made with any live part. Tools and equipment must be suitable for the working conditions – DIY tools or domestic plugs are not designed to stand up to every day heavy work. If work must be carried out in flammable atmospheres, appropriate specially designed (spark proof) electrical equipment must be used, and specialist advice sought where necessary.

Where main leads to sockets may be damaged, they must be positioned where they are least likely to be damaged, for example by running at ceiling height, or protected inside impact resistant conduit / trunking.

Regular testing and maintenance of all portable electrical equipment must be carried out and all portable appliances must receive formal visual inspections and earth bond / insulation testing at least annually. A register of all portable appliances must be maintained, and appliances must be identified with a sticker to confirm the most recent inspection date. Privately owned electrical equipment is not to be used unless it has been officially accepted for use and entered into the register.

Fire Safety

Risk Assessment

A fire safety risk assessment must be completed for each of our schools, in accordance with the Regulatory Reform (Fire Safety) Order 2005 taking into account the size and layout of the workplace, the work activities carried on, including any equipment and substances used, and the maximum number of persons (members of staff and non-members of staff) likely to be present at any one time.

Appropriate measures for detecting, alarming, and fighting fire, considering the hazards associated with the work activities and premises, must be provided to ensure the safety of members of staff in the event of a fire.

A fire safety policy must be maintained and must contain details of:

- Firefighting appliance and systems maintenance.

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- Fire evacuation practices.
- Fire alarm maintenance and testing.
- Emergency lighting maintenance and testing.
- Escape route maintenance and checking.
- Fire safety – extinguisher and marshal training.

General Fire Precautions

- Never block fire escape routes or fire exits.
- Never wedge or prop fire doors open.
- Know the fire alarm sound, the escape routes, and the assembly point.
- Know the evacuation procedure for any part of The Priestley Academy Trust.
- Know where the fire alarm call points / buttons are, and the location of firefighting equipment.

Minimise the risk of fire starting by:

- Controlling sources of heat or ignition.
- Not allowing build-up of possible fuels such as wastepaper, packing materials, flammable liquids etc.
- Not allowing heat sources and fuels to encounter one another.
- Smoking only in designated areas.
- Being alert to the threat of arson.

Action on Discovering a Fire

If any fire breaks out, sound the alarm.

Do not try to extinguish fire using firefighting equipment unless it is a small fire, and you have been trained to use the equipment required, and it is safe to tackle the fire.

Otherwise, leave the building or the location of the fire and report to the predefined assembly point.

Fire Action Procedures

The following fire action procedures must be carried out by the senior person present:

- Upon discovering, hearing the fire alarm, or being notified of a fire, the senior person present will telephone the emergency services by dialling 999.
- When the Exchange Operator answers, ask for the FIRE SERVICE.
- When connected to the Fire Service, state slowly and distinctly:
 - "THIS IS The Priestley Academy Trust
 - List Site Address and Number for Office/ Responsible Person
 - WE HAVE A FIRE".
 - Do not replace the receiver until this information has been correctly acknowledged.
- Remove the visitor's book (where appropriate) and evacuate the building by the nearest available exit and proceed to the assembly point.
- Initiate a roll call for members of staff and visitors.
- Liaise with the Senior Fire Officer, giving information concerning:
 - Location of fire.
 - Missing Members of staff / visitors.
 - Location of dangerous chemicals / substances.
 - Location of services isolation points.
 - Liaise with the Senior Fire Officer before entering the building.
 - Ensure that all discharged fire extinguishers are replaced.

Manual Handling

Definitions

The Manual Handling Operations Regulations 1992, as amended in 2002 ('the Regulations') apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling, or carrying. The load may be either inanimate - such as a box or a trolley or animate - a person or an animal. This guidance gives useful practical advice for employers, managers, safety representatives and individual members of staff how to reduce the risk of injury from manual handling. A load is defined as any item or object that is being transported or supported, including a person or animal. Injury from manual handling operations does not include injury caused by the inherent properties of substances that may spill from or contaminate the surface of the load. Common injuries include sprains and strains, amputations, cuts, and bruises, back and muscle injuries. General safe manual handling procedures include storing heavy objects lower down in racks, keeping high racking for light objects, adopting the correct lifting procedure, wearing the correct clothing and PPE, and using mechanical assistance wherever possible. In addition to the information given below regarding good handling, all members of staff are reminded not to move heavy or awkward loads unless:

- Mechanical handling aids can be used, or
- Assistance from another person is available, and
- The correct manual handling techniques are used.
- A specific risk assessment must be carried out and recorded for all manual handling tasks where there is a risk of injury.

The Regulations require employers to:

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

Our main aim at The Priestley Academy Trust must remove the need for manual handling altogether. However, in some circumstances this cannot be achieved, and, in this instance, we will train members of staff good handling techniques.

Good Handling Techniques

Some important points for safe handling using a basic lifting operation as an example:

- Plan the lift. Where is the load to be placed? Use appropriate handling aids if possible. Is help required with the load? Remove obstructions such as discarded wrapping materials. For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench to change grip.
- Position the feet apart, giving a balanced and stable base for lifting (tight clothing and unsuitable footwear increase hazards). Leading leg as far forward as comfortable.
- Adopt a good posture. When lifting from a low level, bend the knees. Do not kneel or over flex the knees. Keep the back straight (tucking in the chin). Lean forward over the load, if necessary, to obtain a good grip. Keep the shoulders level and facing in the same direction as the hips.
- Get a firm grip. Keep the arms within the boundary formed by the legs. The best position and type of grip depends on the circumstances and individual preference, but it must be secure. A hook grip is less tiring than keeping the fingers straight. If there is a need to vary the grip as the lift proceeds, it should be done as diligent as possible.
- Keep close to the load. Keep the load close to the trunk for as long as possible. Keep the heaviest side of the load next to the trunk. If a close approach to the load is not possible, slide it closer to the body before trying to lift.
- Don't jerk. Lift smoothly, keeping control of the load.

- Move the feet. Don't twist the trunk when turning to the side.
- Place down, and then adjust. If precise positioning of the load is necessary, place it down first, and then slide it into the desired position.
- All members of staff must report any manual handling tasks where it is not possible to meet the above requirements, and any physical condition that affects their ability to lift safely.

Personal Protective Equipment (PPE)

Introduction

The requirements for protective clothing and equipment should be identified by risk assessments and in accordance with the Personal Protective Equipment at Work Regulations 2002 (as amended 2022). These will include the requirement to protect the head, eyes, hearing, hands, feet, and body from a variety of hazards. Where Members of Staff are using PPE, they must:

- Use the PPE as instructed.
- Maintain all PPE in an efficient state.
- Store PPE correctly when not in use.
- Report any defect or loss as soon as possible.
- Appropriate PPE must be readily available in accordance with the risk assessments.
- PPE is normally only to be used as a 'last resort' where risks cannot be controlled by other means.
- Provision of PPE, information, instruction, and training to limb (b) if required.

Types of PPE

The following PPE must be provided where hazards exist:

- **Safety hats** – risk of injury through falling objects, particularly when working near scaffolding, lifting plant and cranes.
- **Footwear** – to prevent injury from falling objects or from over-run of lift trolleys, where special slip-resistance is required, in flammable atmospheres where the build-up of static electrical charges creates a risk of explosion, where there is a risk of sharp objects piercing the sole.
- **Goggles and safety spectacles** – risk of injury through flying objects (such as using a nail gun or abrasive wheel), sparks (disc-cutting), or handling chemical substances such as acids, alkalis and other corrosive or irritant substances, during welding operations where intense light may otherwise cause damage to the eye.
- **Outdoor clothing** – warm clothing when working outdoors in low temperatures or in cold-stores, protection against intense heat and / or flame-retardant clothing when working with welding equipment, cut-resistant clothing when using a chain saw, or lifejackets when working near bodies of deep water.
- **High visibility clothing** – banks men, signallers, personnel involved in lifting operations, when working in the vicinity of moving traffic, and visitors.
- **Gloves** – handling chemical substances where there is a risk of dermatitis or of damage to skin tissue, during school maintenance and outdoor work, where there is a risk of cuts or abrasions, where articles may be hot, cold, or slippery, where there is a risk of electrical shock, or when using vibratory tools.

Suitable and adequate information, instruction, training, and supervision must be provided for all Members of Staff to ensure PPE is properly used, stored, and maintained.

Provision and Use of Work Equipment

Introduction

The Provision and Use of Work Equipment Regulations 1998 require extensive precautions to be taken to ensure the continued safety of members of staff whilst operating or maintaining work equipment of all types. Only competent persons who have been trained and are adequately supervised are permitted to use plant and machinery.

Only competent person should conduct maintenance work on the machines and equipment's. Isolation procedure should be implemented where necessary.

All plant and machinery operators are reminded that it is their responsibility to:

- ✓ Always work and behave safely.
- ✓ Obey all academy health and safety rules.
- ✓ Ensure machinery is properly guarded when used.
- ✓ Ensure the working area is kept clean, clear, and tidy.
- ✓ Know what to do in an emergency.
- ✓ Take action following an accident or near miss incident.

The following general precautions must be observed by all members of staff operating plant and machinery:

- Report all defects or faults with machinery as soon as possible.
- Always wear the correct PPE and suitable clothing, remove jewellery, tie hair back and fasten clothing correctly.
- Always ensure the machine is switched off, isolated, and immobilised before carrying out cleaning or maintenance operations.
- Always use the correct tool for the job, ensure the tool is in good condition, and use it the right way.

Hired Equipment

All plant and equipment hired for use for The Priestley Academy Trust operations must be thoroughly checked for serviceability before use. All members of staff must ensure they are fully conversant with operating controls and procedures and have received instruction before using hired equipment.

Members of staff who have responsibility for the collection or receipt of hired equipment must ensure they are in possession of operating manuals, service and maintenance details, and records of thorough examination and testing where applicable, before accepting the equipment.

Training and Capability

All safety, health & environment training required as an element of competency and / or to satisfy a legal requirement will be provided.

Allocation of tasks

Managers will take account of a members of staff's capability and their competence when tasks are allocated to them.

Provision of Induction Training

All new members of staff will receive safety, health & environment induction training that explains:

- The safety, health & environment responsibilities associated with their position and role within the academy,
- Any specific hazards and controls required in relation to their role,
- Specific safety, health & environment information, and arrangements relevant to their position
- Emergency information such as the location of fire exits, first aid kits etc.

The new starter SHE Induction shall be signed by the relevant member of the senior management team and / new starter to ensure that the above is satisfied.

The completed checklist shall be held within the academy training file and relevant contact details in the personnel file.

Provision of Specific SHE Training

As part of the induction and annual appraisal arrangements, the requirements for safety, health & environment related training of all new and existing members of staff must be assessed by the senior leadership team.

Where an individual is exposed to new or increased risks then the senior leadership team will be responsible for ensuring that they receive appropriate safety, health & environment training, including when they are: -

- Being transferred or promoted into a new position.
- On the introduction of new work equipment or a change of use of existing work equipment.
- On the introduction of new technology.
- On the introduction of a new system of work or a change in an existing system or work.
- On changes in personal circumstances – illness or disability.

SHE will also identify training needs because of future changes in legislation and these needs will be communicated to appropriate members of staff.

Temporary Members of Staff

Temporary staff members and their employers (or employment agencies) must be informed of any special skills, qualifications or requirements that are needed to enable them to function safely and without risk to health, prior to their starting work. Any requirement for health surveillance must be similarly notified.

Induction training (as above) must be carried out for all temporary members of staff.

Transport Safety

General Precautions

All school traffic must follow marked circuits and parking is only to take place in authorised areas. Emergency egress points must be kept clear. Where applicable, parking bays and walkways must be clearly marked with barriers erected to separate people and vehicles.

All members of staff must observe the following precautions for safety with moving vehicles:

- Do not walk or stand in areas or roadways designated for vehicle use.
- Use pedestrian routes when these are available.
- Treat vehicles using school roadways as vehicles on the public highway.
- Do not ride in or on a vehicle unless it is fitted with passenger accommodation.

There can be problems with reversing vehicles, especially if the driver has a restricted view of the back of the vehicle:

- Minimise the need for vehicles to reverse.
- Have someone watch the vehicle back.
- Never stand behind a vehicle when it is reversing.

The following precautions must be observed whilst refuelling or recharging vehicles:

- Ensure refuelling and recharging takes place in well-ventilated areas.

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- Keep sources of heat away from refuelling or recharging points.
- No smoking.

A register of all vehicles operated by The Priestley Academy Trust must be maintained to ensure they are regularly serviced and in a roadworthy condition.

Road Safety

All members of staff engaged on driving operations must hold a current full licence for the class of vehicle being driven and must have received vehicle familiarisation training as may be required. Appropriate records must be maintained to ensure this.

All drivers are reminded that they must conform to the requirements of the Highway Code and Road Traffic Legislation, and to drive in a professional and defensive manner to avoid road traffic accidents. Emphasis must be placed on ensuring the safety of all passengers carried and that loads are properly secured.

Academy Vehicles

At a very minimum it is suggested that if vehicles are regularly parked on the public highway that the driver should purchase and maintain some form of anti-theft device and remove his radio, radio / telephone etc., from the vehicle. Similar care should also be exercised when parking the vehicle on daily duties if it must be left for a long period unattended. Vehicles fitted with alarm systems and immobilisers should be always active.

Workplace Health Safety and Welfare

Housekeeping

Poor housekeeping creates many hazards at work. All members of staff are reminded not to create hazards for other people by working in ways that result in a workplace being untidy, overcrowded, or obstructed. The following general precautions must be taken:

- Properly dispose of rubbish in the correct receptacles.
- Keep corridors and aisles clear.
- Clean up spilt liquids promptly.
- Keep benches and work tops uncluttered.
- Ensure access to fire equipment is not obstructed.
- Keep exits, entrances and stairways free from obstructions.
- Stack storage items carefully so that they cannot fall, and place heavier items at lower levels.
- Report damage or defects in walkways, doors, lighting etc.
- Keep warning notices clear.
- Operate a "clean-as-you-go" system of work.

In addition, all members of staff are reminded not to create hazards for other people by working in ways that result in an unhygienic or an unclean workplace. This is particularly important where there is a risk of infection, or chemicals are being used which are hazardous to health.

Lone Working

Lone staff members are those who work by themselves without close or direct supervision. They are found in a wide range of situations including where people work outside of normal hours such as in warehouse operations or security.

In the event of a situation arising where The Priestley Academy Trust members of staff are required to work alone, the following general hazards must be addressed in conducting risk assessments prior to work starting:

- Does the workplace present a special risk to the person?

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- Can one person safely handle all the equipment involved in the work?
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Are young staff members especially at risk if they work alone?
- Is the person medically fit and suitable to work alone?
- What training is required to ensure competency in safety matters?
- How will the person be supervised?

Procedures must be put in place to monitor lone staff members to ensure they remain safe. These may include:

- Supervisor's periodically visiting and observing people working alone.
- Regular contact between the lone staff members and supervisor using either a telephone or radio.
- Automatic warning devices that operate if specific signals are not received periodically from the lone staff members.
- Other devices designed to raise the alarm in the event of an emergency, and which are operated manually or automatically by the absence of activity.
- Checks that a lone staff member has returned to their base or home on completion of a task.

Actions to deal with persons who becomes ill, has an accident, or other emergency.

Slip and Trip Hazards

All members of staff must adopt the following precautions for avoiding slips, trips and falls whilst working on the level:

- Walk on designated walking routes; do not take short cuts.
- Wear appropriate footwear at work, high heels and shoes with smooth soles can be dangerous.
- Avoid walking on uneven surfaces, even if this means going a longer way round.
- Avoid areas where there are spills of oil and water.
- Avoid poorly lit areas.
- If working at height, all Members of Staff must ensure appropriate access equipment is used. Swivel chairs and tables are never appropriate access equipment. What is appropriate will depend on the task but could be anything from a hop-up to a large ladder or scaffold.

Welfare Facilities

In accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 the senior management team is responsible for ensuring the provision and administration of welfare facilities, including:

- Sanitary conveniences and washing facilities.
- Drinking water.
- Accommodation for clothing and facilities for changing.
- Facilities for rest and to eat meals.

Members of staff who find problems with the welfare facilities provided must report them as soon as possible.

Office Health and Safety

All offices must be maintained in a tidy condition, in particular:

- Do not allow trailing leads to create tripping hazards.
- Clear up spills immediately.
- Replace or repair worn floor coverings.
- Do not block passageways.
- Close filing cabinet drawers after use and load heavier files in lower drawers.
- Empty wastepaper bins daily.

Display Screen Equipment

The Priestley Academy Trust are committed to comply with all relevant duties and responsibilities as laid down within the Health and Safety (Display Screen Equipment) Regulation 1992. (D.S.E).

Operators of D.S.E. will be given every opportunity to discuss difficulties experienced whilst they are using the equipment.

It is Trust Policy to offer members of staff who use D.S.E. as a major part of their working day, the opportunity to undergo an eyesight inspection. The school/Trust, at an optician of academy choice, will pay for the inspection. If the examiner concludes that spectacles are required specifically for use to view the D.S.E. screen the academy will offer to pay the cost of a basic pair of spectacles or, if the user so wishes, a contribution to the cost of a non-basic pair of spectacles.

It must be stressed that eye defects which may be identified during the examination which are not D.S.E. related will not be eligible for academy assisted funding. Where workstation deficiencies are identified during the D.S.E. risk assessment plans will be put in place to remedy the situation as appropriate. In line with Regulation 4 of the D.S.E. Regulations, where practical, work routines will be structured to ensure regular breaks for non-D.S.E. work are included within the work schedules.

Regarding Regulation 4 and the requirements for workstations, every effort will be made by The Priestley Academy Trust to ensure that workstations meet the guidelines detailed within the schedule, with reference to lighting, absence of glare, temperature, ventilation, and seating.

The following general precautions must be taken by all Members of Staff using computers in The Priestley Academy Trust:

- Type while in the correct posture, for example, without having wrists at an acute angle and with the elbows roughly level with the keyboard.
- Take frequent short breaks during extended periods of keyboard use, 10 minutes every hour to complete other tasks such as filing etc.
- Look out for early symptoms of Upper Limb Disorders, including “tingling” in the fingers after keyboard use, aches and pains in the wrists and arms. Report any symptoms.
- Use an adjustable chair set up properly to provide back support, and at the correct height.
- Position the screen properly to ensure there is no glare or reflection, it is at “eye height” and it is not too far away or too near.
- If spectacles are needed to see the screen clearly, always wear them when the screen is used.
- Eyes should be tested regularly and in accordance with the Health and Safety (Display Screen Equipment) Regulations 2002, eye and eyesight tests, spectacles for use with DSE will be provided free of charge to all “users” of such equipment.

Violence

Verbal abuse, threats or assaults can cause stress and anxiety as well as physical injury. All members of staff should report any incident of this nature, or any suspicious activity, and are reminded to adopt a non-confrontational attitude when dealing with clients or other individuals.

Smoking Policy

The Priestley Academy Trust operates a no smoking policy in the workplace. Members of staff who wish to smoke may do so only in designated smoking areas and must ensure smoking materials are properly extinguished.

Drugs and Alcohol

The Priestley Academy Trust's policy on alcohol is intended to be a positive approach towards maintenance of the highest standards of safety in the workplace. It is also intended to benefit the health & safety of everyone.

Any member of staff who feels that they may have a problem relating to drugs or alcohol should immediately seek help from the senior management team. This information will be treated in the strictest confidence. All Priestley Academy Trust Schools will endeavour to offer any assistance available at the time.

- Members of staff must not attend work whilst under the influence of alcohol or drugs.
- Members of staff must not consume alcohol or drugs on the premises.
- Members of staff must not return to work after lunch breaks under the influence of alcohol or drugs.
- CONSUMPTION OF ALCOHOL IN BREACH OF THIS POLICY IS A DISMISSABLE OFFENCE.

Contractors

It is the responsibility of the contractor / sub-contractor to ensure that their members of staff adhere to, and co-operate with, legislative and school rules in- regards to health and safety whilst working on School premises. It is also the responsibility of the contractors / sub-contractors to ensure that the health, safety, and welfare of all members of staff, students, visitors, and others is not put at risk from their work activities and practices, and that safe systems of work are always adhered to.

Where contractors must conduct work on a school site, they will be asked to provide evidence of health and safety competence in advance. Copies of risk assessments, COSHH assessments, method statements, or similar documentation, must be submitted and approved by the person responsible, as confirmation that risks to health and safety are being properly managed. All contractors will report to the prearranged designated person prior to commencing work.

The activities of contractors whilst they are on site will be monitored to ensure that their methods or work are safe, and do not put the safety of school members of staff or pupils at risk.

Visitors

The member of staff responsible for the visitor is also responsible for that visitor's safety and welfare and will ensure that all health and safety rules and procedures are followed.

Visiting other Locations

School members of staff are required to take all reasonable precautions to ensure their own health and safety when visiting other locations. They are required to observe the safety procedures of the host organisation, and to avoid any hazardous situation.