



## Health and Safety Policy

Policy Group	F	Health and Safety, Premises
Title	F1	Health and Safety
Trust sub-committee		Risk & Audit
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Co-ordinated by		AET COO, Phil O'Neill



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## Appendices

### Employee Safety Responsibilities

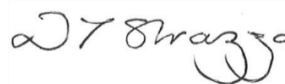
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## 1 Introduction

- 1.1 Ambition Education Trust recognises and accepts the responsibilities within its undertaking to provide a safe environment for all of its employees, contractors, visitors and members of the public. Every aspect of Ambition Education Trust must have a responsible and thorough approach to safety, with safety being integrated into all aspects of its work.
- 1.2 Ambition Education Trust, through its management team, strives to provide a safe and pleasant environment for employees, visitors, and contractors. Throughout all projects to improve and develop Ambition Education Trust, continuous improvement in safety performance will remain a priority. Ambition Education Trust will work and co-operate with all parties to develop and maintain a positive safety culture.
- 1.3 We encourage all to safeguard their own and others safety by evaluating the risks encountered and to adopt sensible precautions to remove or minimise risk. With regard to Ambition Education Trust employees, as your employer, Ambition Education Trust must carry out assessments of the risks that you may face. I encourage you to inform your manager of any safety concerns that you may have.
- 1.4 Persons entering into employment with Ambition Education Trust shall undergo induction training given by his/her line manager.
- 1.5 During the induction process, the following topics shall be covered:
  - 1.5.1 Company Commitment to Health and Safety
  - 1.5.2 An Outline of the Company
  - 1.5.3 Key Personnel
  - 1.5.4 Site Hazards and Risks
  - 1.5.5 Fire and Emergency Procedures
  - 1.5.6 Accident, Incident & Hazard Reporting
  - 1.5.7 First Aid Facilities
  - 1.5.8 Company Health and Safety Policy
  - 1.5.9 Specific Health and Safety Procedures.



Signed by  
Chief Operating Officer  
Phil O'Neill



Signed by  
Board of Trustees  
Deborah Strazza

## 2 The Philosophy of the Board

- 2.1 The Board of Ambition Education Trust is responsible, within the terms of the appropriate legislation, for the safety of its employees, students and visitors. It accepts that the avoidance of accidents involving injury and the consequential human suffering is a common interest to all. Great importance is attached to safety with the commitment to play an influential role in providing a safe working environment.
- 2.1.1 The Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. Staff will report any such incidents to the Headteacher. AET will work in partnership with the school, LA and police where inappropriate behaviour/ individual conduct compromises the Trusts aims in providing an environment in which the pupils and staff feel safe.
- 2.2 Safety should be an integrated function of management and each manager/employee should be accountable for the safety performance of his/her department/work area. The active co-operation and understanding of all employees and/or sub-contractors is a vital aspect of the organisation's safety element. The Board believes that all accidents are preventable and that their occurrence demands investigation and timely action. In particular, the Board seeks to comply with the spirit as well as the letter of current safety legislation, approved codes of practice and authoritative guidance literature.
- 2.3 Ambition Education Trust Directors will also actively ensure that it discharges its duties with regard to health and safety management by:
- 2.3.1 Accepting formally and publicly their collective role in providing safety leadership within the organisation.
- 2.3.2 Each member of the Board accepts their individual role in providing safety leadership for their organisation.
- 2.3.3 All decisions will reflect its safety intentions, as articulated in the safety policy statement of intent.
- 2.3.4 The Board recognises its role in engaging the active participation of employees in improving safety.
- 2.3.5 The Board will ensure that it is kept informed of, alert to, relevant safety risk management issues.
- 2.3.6 The Board agree that safety is a key area of management demanding the control and application of modern management techniques.

## 3 General Statement of Intent

### 3.1 Health, Safety and Welfare

Ambition Education Trust recognises that high standards of health, safety and welfare are an integral element of a successful and efficient business. The management of this key performance indicator is therefore central to our strategy for the wellbeing of both the Company and its employees. We acknowledge Health, Safety and Welfare are a management responsibility and are of equal importance to all other parts of the business. It is to be actively pursued through the continuing development of employee competence and the provision of expert advice to achieve progressive improvements in Health, Safety and Welfare performance. As a company we are committed to ensuring compliance with the requirements of The Health and Safety at Work Act etc. 1974 and other such relevant Health and Safety legislation that may from time to time be introduced. We will therefore ensure, so far as is reasonably practicable that:-

- 3.1.1 All relevant statutory requirements are observed and are treated as the minimum standards to be applied to any work activities.

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- 3.1.2 Health, safety and welfare considerations are included in our business planning and decision making. Thus ensuring a safe and healthy working environment along with safe methods of work and conditions are provided, adopted and managed.
  - 3.1.3 Adequate information, instruction, training and supervision is to be provided so that through the use of formal risk assessment and the communication of the control measures to be adopted, to eliminate or reduce risk, individuals are made aware of the potential hazards they may face as a consequence of their work and work of others.
  - 3.1.4 Plant, equipment and materials provided for work that is to be undertaken will be fit for purpose and adequately maintained so as to be free from unnecessary risk.
  - 3.1.5 Employees and Sub-Contractors are actively encouraged to participate in health and safety, raise safety concerns and submit ideas and suggestions for improving standards. Thereby facilitating co-operation between individuals, groups and the management team.
  - 3.1.6 The immediate and underlying causes of work-related injuries and near misses will be identified and the necessary preventive action implemented to prevent a re-occurrence. This will include, as a last option, the provision and use of the correct personal protective equipment to ensure employees health and safety.
  - 3.1.7 Health and safety will never be compromised for other company objectives
- 3.2 To assist in the promotion of a positive Health, Safety and Welfare culture the Company will establish objectives; develop, implement and maintain management controls; instigate sound communication of information on safety and health; monitor; audit and review matters of Health and Safety & Welfare. In pursuance to that Health, Safety and Welfare will therefore be regularly reviewed at a senior level. This Policy will be reviewed and developed periodically to ensure it remains effective and any necessary amendments will be communicated to all employees.



Signed by  
Chief Operating Officer  
Phil O'Neill



Signed by  
Board of Trustees  
Deborah Strazza

## 4 Roles and Responsibilities

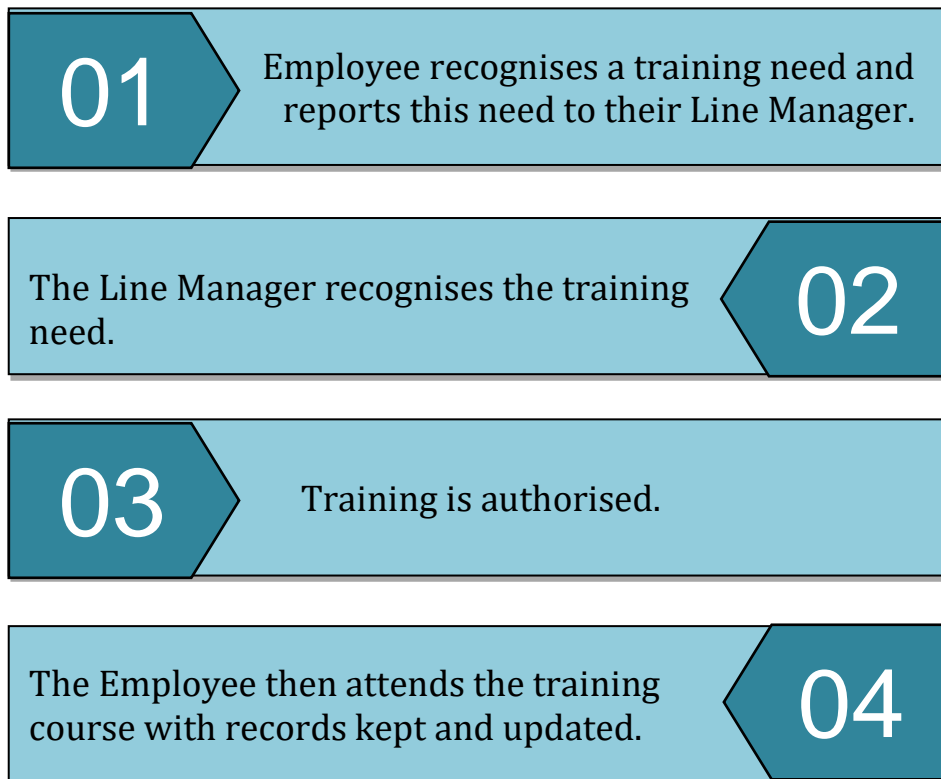
- 4.1 The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.
- 4.2 This part of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.
- 4.3 The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:
  - 4.3.1 Chief Executive Officer / Co Chief Executive Officer
  - 4.3.2 Chief Operating Officer
  - 4.3.3 Chief People & Finance Officer
  - 4.3.4 Head Teachers
  - 4.3.5 Business Manager / Operations Manager
  - 4.3.6 Premises Managers / Site Manager
  - 4.3.7 Caretakers
  - 4.3.8 Curriculum Leaders
  - 4.3.9 Teachers/Technician.

## 5 Training and Competency

- 5.1 There is an ongoing requirement for safety related training for Ambition Education Trust employees to be undertaken.
- 5.2 The responsible Line Manager will ensure that an induction for all new Ambition Education Trust employees is undertaken and subsequently recorded; this induction will include relevant health and safety information and arrangements.
- 5.3 The safety training plans for individuals will be developed via a training/skills matrix which is produced by the Ambition Education Trust in conjunction with the Health and Safety Advisor and the employee's line manager
- 5.4 Persons entering into employment with Ambition Education Trust shall undergo induction training given by his/her line manager.
- 5.5 During the induction process, the following topics shall be covered:
  - 5.5.1 Company Commitment to Health and Safety
  - 5.5.2 An Outline of the Company
  - 5.5.3 Key Personnel
  - 5.5.4 Access and Egress
  - 5.5.5 Demarcation and Safe Working Areas
  - 5.5.6 Site Hazards and Risks
  - 5.5.7 Fire and Emergency Procedures
  - 5.5.8 No Smoking Policy
  - 5.5.9 Alcohol and Drugs Policy
  - 5.5.10 Accident, Incident & Hazard Reporting
  - 5.5.11 First Aid Facilities
  - 5.5.12 Company Health and Safety Policy
  - 5.5.13 Specific Health and Safety Procedures

- 5.5.14 Disciplinary Procedures
- 5.5.15 Health Surveillance.

5.6 Ambition Education Trust monitors the competency of its employees regularly to highlight any training needs. Below is the process for the identification of a training need and the subsequent implementation of this training.



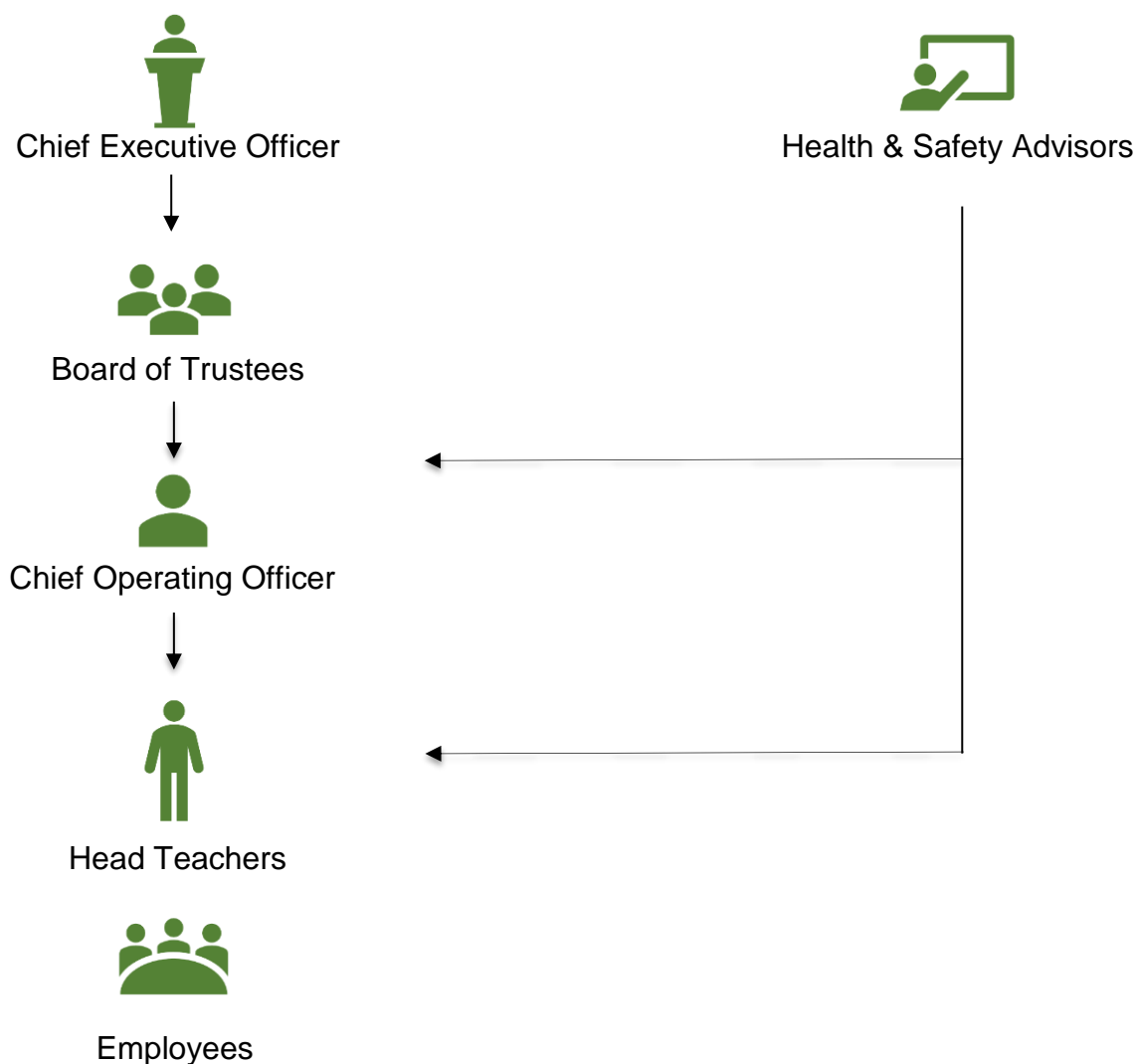
## 6 Organisation

- 6.1 Organisations need to define the responsibilities and relationships, which promote a positive safety culture, and secure implementation and continued development of the safety policy. Structures and processes are required to:
  - 6.1.1 Establish and maintain management control within an organisation; Promote co-operation between individuals and groups so that safety becomes a collaborative effort. Ensure the communication of necessary information throughout the organisation. Secure the competence of employees.
  - 6.1.2 The Board of Trustees understands that they have overall responsibility for the implementation of this Policy however day to day responsibilities for particular health and safety issues have been delegated to key personnel throughout Ambition Education Trust organisation.
  - 6.1.3 Ambition Education Trust maintains control of its business by;
    - 6.1.3.1 Obtaining the commitment of its employees
    - 6.1.3.2 Allocation of safety responsibilities to all employees
    - 6.1.3.3 Sufficiently resourcing the organisation to manage safety
    - 6.1.3.4 The setting of standards for performance
    - 6.1.3.5 Monitoring performance, by inspections and audit
    - 6.1.3.6 Investigating incidents and implementing improvements to prevent recurrence.
- 6.2 Control
  - 6.2.1 The Board of Trustees has the ultimate responsibility for the safety of its undertakings.



- 6.2.2 Ambition Education Trust delegates safety as part of the Audit and Risk committee ToFR. The committee monitors and co-ordinates safety issues affecting its undertaking and disseminating information to the school governing bodies where required.
- 6.2.3 The school SLT and School Governors will ensure that each part of the organisation is sufficiently represented.
- 6.2.4 If the Schools have a H&S group or School Governor with the responsibility of H&S they should meet at least twice a year to review H&S within the school.
- 6.2.5 The Chief Executive Officer (CEO) has overall management responsibility and is ultimately accountable for the safety within Ambition Education Trust. The CEO of Ambition Education Trust has delegated the responsibility for implementation to the Chief Operating Officer (COO).
- 6.2.6 The flow chart (figure 1) details the functional safety management within Ambition Education Trust. with specific relation to its own employees, agency employees, sub-contractors and visitors.

**Management Flow Chart  
SAFETY MANAGEMENT**



**6.3 Co-operation and Communication**

6.3.1 It is a legal requirement for the Trust to establish arrangements to communicate

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and consult with staff on issues affecting their health and safety and to take account of their views.

- 6.3.2 To achieve this objective, we will:
  - 6.3.2.1 establish effective lines of communication
  - 6.3.2.2 involve and consult with staff through:
    - 6.3.2.3 individual conversations
    - 6.3.2.4 notice boards
    - 6.3.2.5 internal publications
    - 6.3.2.6 staff meetings
    - 6.3.2.7 health and safety meetings
  - 6.3.2.8 display the 'Health and Safety Law – What You Need To Know' poster
  - 6.3.2.9 consult with staff when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety.
- 6.3.3 Where it is not practical to consult with all staff directly and it would be more appropriate to communicate and consult through employee representatives, we will recognise health and safety representatives who have been appointed by a relevant trade union.
- 6.3.4 The Trust will allow all representatives an appropriate amount of time away from their normal duties in order to complete their duties as representatives. We will not hinder representatives in the execution of their normal functions as defined by law.

## 7 Planning and Implementation

- 7.1 Planning is essential for the implementation of safety policies and procedures. All members of the organisation can only achieve adequate control of risks through co-ordinated action. An effective planning system for safety requires organisations to establish and operate a safety management system which:
  - 7.2 Control risks by:
    - 7.2.1 Reacting to changing demands
    - 7.2.2 Assisting in developing and sustaining a positive safety culture.
  - 7.3 Ambition Education Trust will compile a safety plan and/or objective on an annual basis, with the implementation being delegated to relevant individuals. The progress of the plan and/or objectives is monitored and is discussed at the monthly senior management meetings.

## 8 Arrangements

- 8.1 **Accident, incident & hazard reporting**
  - 8.1.1 Ambition Education Trust aspire to maintaining a healthy and safe working environment for all its employees and students. All reasonable steps are taken to ensure staff are made aware of their responsibility for good working practices and accident prevention. However, the company recognises that incidents may occur that could result in injury or material damage.
  - 8.1.2 All accidents resulting in personal injury must be recorded on an Accident Report Form (in First Aid Room). Completed Accident Report Forms will be stored to comply with the requirements of the Data Protection Act.
  - 8.1.3 Teacher/ Business Manager, to ascertain any trends of incidents that have occurred in the school. This review will be in addition to any investigation of the circumstances surrounding each incident.
  - 8.1.4 All near misses must also be reported to the Head Teacher/ Business Manager as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.
  - 8.1.5 Employees must ensure that they are aware of the location of the accident forms.
  - 8.1.6 Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences

- Regulations 2013 (RIDDOR).
- 8.1.7 Specified injuries including the following reportable events must be reported by the quickest means practicable, usually the telephone:
- 8.1.7.1 A death or specified major injury to an employee
  - 8.1.7.2 Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.
  - 8.1.7.3 Any dangerous occurrence
  - 8.1.7.4 Any employee diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations
  - 8.1.7.5 Any employee diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen
  - 8.1.7.6 Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of > 7 consecutive days (including W/E's and holidays).
- 8.1.8 *Example: If a person has an accident on Friday and comes back to work the following Friday, then count Saturday, Sunday, Monday and Tuesday etc but this is still only 6 days; however, if their next day of work is the Monday it would count as 9 days and would be reportable.*
- 8.1.9 **Non-Consensual Violence**  
Major or over 7-day injuries to people at work arising from non-consensual violence are notifiable.
- 8.1.10 **Reporting of accidents involving students or visitors**
- 8.1.10.1 An injury to a non-employee (pupil or visitor) must be reported if that person is taken directly to hospital for treatment and that injury arose from the school's activities.
  - 8.1.10.2 Examples of 'arose from the school's activities' are:
    - 8.1.10.2.1 work organisation – supervision of a field trip
    - 8.1.10.2.2 plant or substances – lifts, machinery, experiment
    - 8.1.10.2.3 condition of premises, playgrounds, play or PE equipment
    - 8.1.10.2.4 sports activities as part of the curriculum
    - 8.1.10.2.5 playground accidents due the condition of the premises or inadequate supervision
  - 8.1.10.3 Records are to be kept for 3 years from the date of the incident.
- 8.1.11 **Investigation**  
All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:
- 8.1.11.1 to ensure that all necessary information in respect of the accident or incident is collated
  - 8.1.11.2 to understand the sequence of events that led to the accident or incident
  - 8.1.11.3 to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
  - 8.1.11.4 to identify the underlying causes that may have contributed to the accident or incident
  - 8.1.11.5 to ensure that effective remedial actions are taken to prevent any recurrence
  - 8.1.11.6 to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties

8.1.11.7 to enable all statutory requirements to be adhered to

8.1.12 The investigation will include obtaining signed, witness statements, photographs and drawings as appropriate.

## 8.2 **Fatalities and Serious Incidents**

In the event of a fatality or other serious incident at work the following procedure will be followed:

- 8.2.1 Identify the location and extent of the incident scene(s);
- 8.2.2 Identify any remaining hazards, assess the risk and make scene(s) safe;
- 8.2.3 Provide first aid treatment if required and all the appropriate emergency services, including the regulator (Incident Contact Centre) on 0345 300 9923;
- 8.2.4 Secure the scene(s);
- 8.2.5 Prevent any disturbance to the scene;
- 8.2.6 Notify senior management;
- 8.2.7 Gather evidence that does not disturb the scene or compromise privacy;
- 8.2.8 Obtain witness statements;
- 8.2.9 Follow instructions from the police or regulating body;
- 8.2.10 Ensure the next of kin is contacted by the appropriate means, dependent of the type of incident.
- 8.2.11 Follow the accident, incident and hazard reporting procedure.










## 8.3 **Risk Assessment & Safe Systems of Work**

- 8.3.1 Risk assessment is a systematic examination of what within our school can cause harm to people and it helps us determine whether we are doing enough, or further actions are required to reduce the likelihood of injury or ill health.
- 8.3.2 Our policy is to complete a risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, people, equipment and activities in order to control risks and to plan and prioritise the implementation of the identified control measures.
- 8.3.3 We will ensure that:
  - 8.3.3.1 assessments are carried out and records are kept
  - 8.3.3.2 control measures introduced as a result of assessments are implemented and followed
  - 8.3.3.3 employees are informed of the relevant results and provided with necessary training
  - 8.3.3.4 any injuries or incidents lead to a review of relevant assessments
  - 8.3.3.5 assessments are regularly monitored and reviewed
  - 8.3.3.6 suitable information, instruction and training will be provided to all persons involved in the risk assessment process.
- 8.3.4 We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process. It is the responsibility of the Head Teacher to ensure risk assessments are conducted, although in practice the actual assessment process will be delegated to the Premises Manager and are approved by the Head Teacher. When completing risk assessments, it is necessary to refer to the relevant subject guides:
  - 8.3.4.1 **Design & Technology and Food science**  
CLEAPSS Risk assessments in technology <http://dt.cleapss.org.uk/>  
BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments

- 8.3.4.2 **Science**  
CLEAPSS <http://science.cleapss.org.uk>  
CLEAPSS School Science Service Laboratory Handbook  
CLEAPSS Hazards
- 8.3.4.3 **Art**  
National Society for Education in Art & Design (NSEAD)  
<http://www.nsead.org/hsg/index.aspx>
- 8.3.4.4 'Safe Practice: in Physical Education, School Sport and Physical Activity'  
<http://www.afpe.org.uk/>
- 8.3.4.5 **Offsite visits**  
Health and Safety of Students on Educational Visits. DfE  
Outdoor Education Advisers Panel. <http://www.oeap.info/>
- 8.3.5 Safe Systems of Work procedures should be produced for tasks such as, working at Height, Hazardous Work Equipment, and lone working.

#### 8.4 **Chemicals and Substances**

- 8.4.1 The Control of Substances Hazardous to Health Regulations requires that employers assess the adverse health effects of employees and others from exposure to substances in the workplace.
- 8.4.2 Once an assessment has been carried out to quantify the risk, it is necessary to either eliminate or control to an acceptable level the exposure of the individual to that substance.
- 8.4.3 All hazardous substances used by Ambition Education Trust will be subject to a COSHH Assessment with regard to hazard to health. All hazardous substances used or stored at any Ambition Education Trust location will be detailed on the COSHH Register.
- 8.4.4 Where tasks involving employee exposure (or others) where a COSHH assessment has been undertaken these employees and others affected will be informed of the results and required controls for its safe use and where possible avoid or limit exposure.
- 8.4.5 Hazard warning markings on containers must be heeded. An explanation of the common warning signs is shown below:

Symbol	Description
	Acute Toxicity, Very Toxic (fatal), Toxic etc.
	Gasses Under Pressure
	Corrosive (causes sever skin burns and eye damage), serious eye damage
	Harmful skin irritation, serious eye irritation
	Explosive, self-reactive, organic peroxide
	Respiratory sensitiser, mutagen, carcinogen, reproductive toxicity, systemic target organ toxicity, aspiration hazard
	Harmful to the environment
	Oxidising gases, oxidising liquids, oxidising solids
	Flammable gasses, flammable liquids, flammable solids, flammable aerosols, organic peroxides, self- reactive, pyrophoric, self-heating, contact with water emits flammable gases

## 8.5 Working at Height

- 8.5.1 The Work at Height Regulations 2005 require a risk assessment to be carried out prior to starting any work at height. If, as a result of the assessment, there is no alternative to working at height, then suitable work equipment will be selected, taking into account the nature of the work. Ambition Education Trust will therefore use various different methods to achieve this
- 8.5.2 When Work at Height is to be carried out from any other form of access equipment, a risk assessment will be carried out to determine the most suitable. The risk assessment for the work will state what access equipment is to be used.
- 8.5.3 Other items of Access Equipment that could be used including ladders and Stepladders (Class 1) must only be used as the last resort and upon a site-specific risk assessment being conducted and used by trained employees only.

## 8.6 **Electricity**

- 8.6.1 Ambition Education Trust will ensure that all electrical works comply with the Electricity at Work Regulations and understand their duties and responsibilities as detailed within these regulations.
- 8.6.2 Ambition Education Trust uses only competent persons to undertake all electrical works and strives to seek full compliance with BS7671: Requirements for Electrical Installations (Current Edition).
- 8.6.3 All portable appliances will be serviced in accordance with the Institute of Electrical Engineers Codes of Practice for Service Inspection and Testing of Electrical Equipment.

## 8.7 **Site Plant & Equipment (including Electrical Equipment)**

- 8.7.1 All plant and equipment must only be used by trained and qualified persons.
- 8.7.2 The work equipment selected will be ergonomically suitable and fit for purpose. Work equipment inspections will be undertaken relevant to the plant and equipment in use.
- 8.7.3 Inspections by operatives using any plant or work equipment, must be carried out before use on a daily basis, however these inspections do not need to be formally recorded. Formal inspections on all work equipment must be carried out at suitable frequency; this will be dependent on frequency of use and the working environment.
- 8.7.4 All relevant plant and work equipment will be the subject of statutory or periodic inspections. Electrical equipment will be the subject of regular Portable Appliance Testing. Results of portable appliance testing are to be recorded on a Portable Appliance Test Record. Employees must not use and must report faulty or defective equipment. Repairs will only be carried out, by competent and authorised persons.
- 8.7.5 To ensure that the levels of implementation of the Ambition Education Trust Health & Safety Policy continue to improve, the following initiative has been developed.
- 8.7.6 Portable Appliance Testing has been implemented to facilitate an improvement of the management of Portable Appliances (especially Portable Electrical Tooling) on all Ambition Education Trust Construction Sites.
- 8.7.7 All operatives working for Ambition Education Trust on site must have tooling that is in possession of an in-date PAT Label (within 3 Months).

## 8.8 **Manual Handling**

- 8.8.1 Before deciding to conduct an operation that requires a load to be lifted, pushed, pulled or moved by bodily force, consideration must be given as to avoiding the need to undertake a manual handling operation by using automated or mechanical equipment. Consideration to such operations can be recorded on the risk assessment conducted for the activity being undertaken.
- 8.8.2 For activities that require a detailed assessment, a Manual Handling Assessment can be completed. In conducting the manual handling assessment, the following factors must be taken into consideration;
  - 8.8.2.1 The task, i.e. what, where, when, how is the load to be moved?
  - 8.8.2.2 The capabilities of the individuals(s) who are to undertake the task
  - 8.8.2.3 The weight, shape and centre of gravity of the load
  - 8.8.2.4 The environment of where the task is to be performed
- 8.8.3 All tasks involving the movement of loads by bodily force will, where reasonably practicable to do so, be avoided, by the use of automation or mechanical aids. All personnel involved in manual handling operations will receive suitable information and training.

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

- 8.9.1 All personnel will be provided with suitable personal protective equipment (PPE) where required to do so by risk assessment. All equipment supplied will be to the relevant British



- or European standard and training given as to its proper and intended use.
- 8.9.2 It will be the employee's duty to co-operate in the wearing of the equipment when and where required, to not abuse the equipment and to ensure that any defects noted with any PPE issued is reported to the Head Teacher.
- 8.9.3 It will be the responsibility of the Head Teacher to ensure that employees wear the PPE recommended for the specific activities or tasks being undertaken as specified within the relevant risk assessment/method statement and within any site specific rules.
- 8.9.4 At all times Ambition Education Trust personnel (including both Site Management and Operatives) will be expected to wear the following PPE at all times whilst in construction locations:

PPE	Minimum Standard Adopted
High Visibility Vest	EN471 Standard
Hard Hat	EN 397 Standard
Safety Footwear (Boots)	ISO 20345 Standard; Steel Toecap, Over-Ankle & Midsole Protection
Hand Protection (Gloves)	EN388 Standard; Cut Level 3

#### 8.10 **Noise**

- 8.10.1 Personal exposure to noise levels should not exceed 80dB(A) for excess of 8 hours per day, this is a legal requirement. Steps should be taken to reduce the noise or sound pressure level to the lowest level reasonably practicable.
- 8.10.2 Wherever there is a noisy environment, where employees need to shout to communicate with a person 2 meters away this is an indicator that noise levels are being exceeded.
- 8.10.3 Where employees are exposed to noise levels exceeding 80dB(A), employees are provided with hearing protection such as ear defenders or ear plugs.
- 8.10.4 The employee has a responsibility to wear the hearing protection and the Supervisor is responsible to ensure it is worn.
- 8.10.5 Ambition Education Trust are to provide employees with information about the noise levels, the harm this could have on the employee should the protection not be worn and the disciplinary action that will be taken should the PPE not be worn. Signage shall be posted where the noise level exceeds 80dB(A), the sign is a mandatory sign, which has a blue background with a white pictogram showing a head of a person wearing ear protection.
- 8.10.6 Ear protectors must be maintained and stored as the manufacturer's instructions; any defects are to be reported to the manager.
- 8.10.7 Ear defenders and/or ear plugs are to be provided to the employee free of charge by the employer.
- 8.10.8 Ambition Education Trust will monitor that those employees are wearing their hearing protection as identified in the risk assessment.
- 8.10.9 Any noise assessments shall be undertaken and recorded by a competent person.

#### 8.11 **Vibration**

- 8.11.1 The Control of Vibration at Work Regulations 2005 are in place to protect staff against risks to their health while working with equipment.
- 8.11.2 There are 2 areas of concern, which are:
- 8.11.2.1 Hand Arm Vibration (HAV); and
- 8.11.2.2 Whole Body Vibration.
- 8.11.3 Most people who drive road-going vehicles at work are not likely to experience high levels of whole-body vibration. It is, therefore, unlikely that any action will be required with regard to whole body vibration.



- 8.11.4 Whilst Ambition Education Trust realises that exposure to vibration does occur, it should be considered as a significant risk to its employees. Therefore, this policy outlines the steps to be taken by Ambition Education Trust to ensure that the risk of suffering ill health from using handheld power tools, or hand guided machines is eliminated or minimised.
- 8.11.5 Risk control will be effected by giving careful consideration to the selection and use of new equipment and by ensuring that any use of new or existing equipment does not exceed the daily exposure limit (ELV) value of 5 m/s<sup>2</sup> A (8). In addition, where an individual's daily exposure exceeds the exposure action value (EAV) of 2.5 m/s<sup>2</sup> A (8) steps are taken to minimise exposure.
- 8.11.6 **Assessing the risk and developing an action plan for control**  
All foreseeable hazards and risks must be considered in advance, in order to determine whether an assessment is necessary, the following questions need to be considered:
- 8.11.6.1 Use impact or percussive (e.g. hammer action) tools for more than about 15 minutes per day?
  - 8.11.6.2 Use rotary action machines (e.g. grinders or sanders) for more than about an hour a day?
  - 8.11.6.3 Are there vibration warnings from tool/equipment manufacturers or suppliers for the tools being used?
  - 8.11.6.4 Have any employees been affected by vibration?
- 8.11.7 If any of these can be answered positively then an assessment is necessary.
- 8.11.8 Risk assessment will be conducted by:
- 8.11.8.1 Identification of individuals at risk
  - 8.11.8.2 Observation of specific work practices;
  - 8.11.8.3 Referring to relevant information on the probable level of vibration likely to be encountered when the equipment is used in particular working conditions;
  - 8.11.8.4 Where necessary, by measuring the level of vibration individuals are liable to be exposed to.
- 8.11.9 Consideration shall also be given to:
- 8.11.9.1 Duration of exposure, including any exposure to intermittent vibration or repeated shocks;
  - 8.11.9.2 Effect of vibration on the workplace or work equipment, including the proper handling of controls, the reading of indicators, the stability of structures and the security of joints;
  - 8.11.9.3 Information provided by the manufacturers of work equipment; Availability of replacement equipment designed to reduce exposure to vibration
  - 8.11.9.4 Specific working conditions such as low temperatures;
  - 8.11.9.5 Appropriate information obtained from health surveillance including, where possible, published information.
- 8.11.10 Using the probable level of vibration for the equipment and the duration of exposure, a calculation can be made by using the online exposure calculator at <https://www.hse.gov.uk/vibration/hav/> or via data supplied by the tooling manufacturer/supplier.
- 8.11.11 This will assist in determining the daily exposure limit value associated with the equipment and ensure use of the equipment will be kept below this value.

## 8.12 **Monitoring & Reviewing Performance**

- 8.12.1 Regular reviews of health and safety performance based upon information from risk assessments, accident records, ill-health records, safety inspections and training allow a constant development and improvement in health and safety management. An annual review of health and safety performance will take place to ensure that a range of key performance indicators are set and achieved.
- 8.12.2 Ambition Education Trust is committed to proactive measurement of its health and safety performance to ensure continuing improvement. This will include:
  - 8.12.2.1 Site inspections, undertaken daily, weekly and monthly by the Caretaker/  
Premises/Site Managers.
- 8.12.3 The inspections carried out by Ambition Education Trust personnel will be recorded using a Safety Inspection Report. It is important that any issues identified during inspections are recorded in sufficient detail, the persons responsible for rectifying the issues must also be noted. When the issues noted during the inspection have been completed, the date of completion must also be entered.

## 8.13 **Fire & Emergency Evacuation**

- 8.13.1 A fire risk assessment in accordance with The Regulatory Reform (Fire Safety) Order 2005 will be completed at all workplaces by a competent fire risk assessor (this may be an external contractor).
- 8.13.2 Appropriate measures will be implemented at all workplaces, including adequate:
  - 8.13.2.1 means of fire detection
  - 8.13.2.2 raising the alarm in the event of a fire
  - 8.13.2.3 firefighting equipment
  - 8.13.2.4 installation of emergency lighting.
- 8.13.3 Appropriate measures will be implemented for regular maintenance, servicing and testing of fire prevention equipment.
- 8.13.4 Procedures will be produced at all workplaces detailing action to be taken in the event of a fire, including on discovering a fire, hearing a fire alarm, evacuation routes and assembly points.
- 8.13.5 An appointed person (Fire Warden/Marshall) will regularly inspect the designated evacuation routes for obstructions. Where disabled persons use the workplace, specific arrangements will be made to ensure they can escape in an emergency.
- 8.13.6 All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures (action to be taken, fire alarm, types and use of fire equipment). These procedures will be practiced regularly, and records will be maintained.
- 8.13.7 Fire Marshals will be appointed and trained in fire prevention and evacuation procedures.
- 8.13.8 The key actions required to ensure fire safety is effectively managed are:
  - 8.13.8.1 complete and review annually a fire risk assessment
  - 8.13.8.2 arrange for fire safety checks to be completed and recorded for the following:
    - 8.13.8.2.1 fire evacuations (drills)
    - 8.13.8.2.2 fire alarm tests
    - 8.13.8.2.3 fire escape route checks
    - 8.13.8.2.4 extinguisher checks
    - 8.13.8.2.5 emergency lighting tests
    - 8.13.8.2.6 post fire evacuation notices
  - 8.13.8.3 develop personal emergency evacuation plans (PEEP) for people with specific needs
  - 8.13.8.4 provide fire safety training
  - 8.13.8.5 service the fire alarm, emergency lighting and sprinkler system as appropriate
- 8.13.9 The Trust does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so.

8.13.10 Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points and re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

8.13.11 Employees are encouraged to report any concerns regarding fire procedures, so the school can investigate and take remedial action if necessary.

#### 8.14 **First Aid & Head Injuries**

8.14.1 Ambition Education Trust will ensure that the requirements of the Health and Safety (First Aid) Regulations are met as a minimum. The arrangements made for summoning first aid will be clearly displayed throughout any premises under the control of Ambition Education Trust they will also be communicated to new employees as part of the induction process. Any changes in the arrangements will be clearly communicated and made available for all.

8.14.2 First aid boxes and other equipment required for treatment of injured/ill parties shall be provided, as required at any premises under the control of Ambition Education Trust, the locations of which (as well as who the first aider's are etc.) shall be communicated to new employees as part of the induction process. Where first aid boxes have been provided, suitable checks should be made using the First Aid Checklist.

8.14.3 A written usage log shall be kept of any first aid provisions that are used, to ensure good monitoring and identify when any stores require replenishing, which shall be the responsibility of the first aider to manage. Any changes in the arrangements will be clearly communicated and made available for all.

#### 8.14.4 **Head injuries**

8.14.4.1 Injuries to the head need to be treated with particular care. Where symptoms indicating serious injury are NOT present, head injury cards are to be given to the injured party by the first aider attending to take home with them.

8.14.4.2 Any evidence of following symptoms may indicate serious injury and an ambulance must be called:

8.14.4.2.1 unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open)

8.14.4.2.2 confused; strange or unusual behaviour – such as sudden aggression

8.14.4.2.3 any problems with memory

8.14.4.2.4 persistent Headache

8.14.4.2.5 disorientation, double vision, slurred speech or other malfunction of the senses

8.14.4.2.6 nausea and vomiting

8.14.4.2.7 unequal pupil size

8.14.4.2.8 pale yellow fluid or watery blood coming from ears or nose

8.14.4.2.9 bleeding from scalp that cannot quickly be stopped

8.14.4.2.10 loss of balance

8.14.4.2.11 loss of feeling in any part of body

8.14.4.2.12 general weakness

8.14.4.2.13 seizure or fit

#### 8.14.5 **Blood and Body Fluid Spillages**

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g. Blood borne viruses and diarrhea and vomiting illnesses, such as norovirus. A spillage kit is available in each school to deal with blood and body fluid spillages, the kit is located in the Site Office.

### 8.15 **Welfare**

Suitable and sufficient welfare facilities will be provided for all employees, these will include toilets, washing facility, rest accommodation and where appropriate drying rooms.

### 8.16 **Asbestos**

- 8.16.1 Under the Control of Asbestos Regulations, Ambition Education Trust recognises and accepts its duty to manage asbestos in non-domestic premises.
- 8.16.2 Ambition Education Trust has an explicit duty to assess and manage the risks from asbestos. The Site Manager is ultimately responsible for the production and implementation of an asbestos management plan within its own business premises (should one be required).
- 8.16.3 The Ambition Education Trust Asbestos Management Plan shall be controlled by the Site Manager, who will ensure that the management of asbestos is compliant with current legislation.
- 8.16.4 In order to manage the risk from asbestos, the Duty Holder shall ensure that a suitable and sufficient assessment is carried out as to whether asbestos is or isn't liable to be present within its own premises.
- 8.16.5 Where works are to be undertaken in premises under the control of other persons (such as contract works), information needs to be obtained as to the known location(s) of Asbestos Containing Materials (ACM's). The contractor may be required to undertake its own investigation and must make this information available to a representative of Ambition Education Trust if any asbestos removal is to take place.
- 8.16.6 In the absence of any information (such as asbestos registers, survey reports, etc.) relating to ACMs within any of Ambition Education Trust client's premises, it shall be assumed that asbestos is present and therefore appropriate controls, dependent upon the activity shall be identified and implemented.
- 8.16.7 Where, during works associated with any site or project, it is considered that other asbestos containing materials may exist, the Ambition Education Trust office shall be informed immediately, and the work(s) suspended until the Client has been informed and remedial action has been agreed.
- 8.16.8 The Control of Asbestos Regulations (Regulation 10) states that every employer must provide adequate instruction, information and training to employees who are, or maybe exposed to asbestos. In accordance with this Regulation, Ambition Education Trust shall ensure that all staff who may come into contact with asbestos shall attend an Asbestos Awareness course that covers the following:
  - 8.16.8.1 The properties of asbestos, its health effects and the interaction of asbestos and smoking
  - 8.16.8.2 The type of materials likely to contain asbestos
  - 8.16.8.3 What work could cause asbestos exposure and the importance of preventing exposure
  - 8.16.8.4 How work can be done safely and what equipment is needed
  - 8.16.8.5 Emergency procedures
  - 8.16.8.6 Hygiene facilities and decontamination
- 8.16.9 Such training shall be undertaken at regular intervals to ensure any staff, that regularly have the risk of becoming exposed to asbestos, have the most up to date training and knowledge.

### 8.17 **Waste Disposal**

- 8.17.1 Where waste is generated during the course of Ambition Education Trust activities then that waste shall be disposed of in a controlled, safe and responsible manner.
- 8.17.2 Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then suitable arrangements will be devised and implemented.

8.17.3 Any such arrangements will take into consideration current environmental legislation and its requirements. Ambition Education Trust will comply with relevant requirements of any waste plans produced.

8.18 **Swimming Pool**

n/a

## 8.19 Educational Visits

- 8.19.1 The school policy is to ensure that the safety of students, employees and others is managed to minimise risk as far as practicable and in developing its procedures is guided by the guidance and procedures issued by the Department for Education and the Outdoor Education Advisers Panel's Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom. All offsite visits will be planned following this guidance available via <https://oeapng.info>
- 8.19.2 The LA's Offsite Visits Advisor is notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas.
- 8.19.3 This is done via the use of Evolve, the online notification and approvals system. Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required.
- 8.19.4 The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s), who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Head Teacher.
- 8.19.5 To achieve its objective to ensure safety the school will ensure that:
- 8.19.5.1 all visits are approved by the Senior Leadership Team (SLT) as appropriate
  - 8.19.5.2 a person is nominated to coordinate educational visits and that person will be trained in the role of Trips and Visit Coordinator
  - 8.19.5.3 Group leaders are trained and experienced to lead a visit
  - 8.19.5.4 all visits are planned
  - 8.19.5.5 risk assessments are completed, where appropriate
  - 8.19.5.6 all employees are briefed prior to each visit
  - 8.19.5.7 emergency arrangements are established for all visits
  - 8.19.5.8 the ratio of adults to students is appropriate and proportionate to the needs of the visit
  - 8.19.5.9 adequate insurance is in place
  - 8.19.5.10 adequate child protection measures are in place
  - 8.19.5.11 parents are notified of all visits and given the opportunity to withdraw their child from any particular school trip or activity
  - 8.19.5.12 consent is obtained from parents for all visits
  - 8.19.5.13 arrangements are made for students with medical or special needs
  - 8.19.5.14 adequate first aid is available
  - 8.19.5.15 contingency plans are made
  - 8.19.5.16 safety during visits is monitored and reviewed
  - 8.19.5.17 visits incorporating an activity that will involve caving, climbing, trekking, skiing or water sports, the provider must hold a license as required by the Adventure Activities Licensing Regulations 2004.

## 8.20 Lockdown

Lockdown Procedures:

- 8.20.1 Only the Head Teacher (or most senior person on site in their absence) can instigate the lockdown procedure
- 8.20.2 the lockdown will be highlighted to staff by:**
  - 8.20.2.1 a continuous pulsing sound of the fire alarm
- 8.20.3 Staff and pupils must remain in the school building and all doors leading outside must be locked/shut
- 8.20.4 All pupils/staff to stay in their classroom or move to the nearest classroom.
- 8.20.5 Office staff to remain in their office.
- 8.20.6 All outside activity to cease, pupils and staff return to the nearest building.
- 8.20.7 External doors to be locked, where possible.
- 8.20.8 Classroom doors locked (where a member of staff with a key is present) or

- barricaded.
- 8.20.9 Windows locked, blinds drawn, internal door windows covered, if possible (so an intruder cannot see in).
- 8.20.10 Pupils and staff to sit quietly out of sight and where possible in a location that would protect them from gunfire, (bullets can go through glass, brick, wood and metal). Consider locations behind substantial brickwork or heavy reinforced walls.
- 8.20.11 Lights, smartboards and computer monitors turned off, staff mobiles to be set to silent, with no vibrate.
- 8.20.12 In the event of air pollution, chemical, biological or radiological contaminants issue, air vents, fans heating and air conditioning systems much be closed or turned off.
- 8.20.13 To signify end of lockdown:**
- 8.20.14 The site team will knock on every room door and state the known coded sentence to indicate that the threat is over.

**Additional information**

- 8.20.15 contractors on site should report immediately to the Premises Manager's office
- 8.20.16 visitors to remain with the person they are visiting and accompany them to a suitable location.

**8.21 Legionella**

- 8.21.1 All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.
- 8.21.2 The Trust will:
- 8.21.2.1 carry out a Legionellosis Risk Assessment
  - 8.21.2.2 prepare a written scheme/plan for preventing or controlling the risk of Legionella
  - 8.21.2.3 implement and manage the scheme/plan
  - 8.21.3.4 keep records for a minimum of 5 years.
- 8.21.3 Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the Caretaker/ Premises / Site Manager.
- 8.21.4 At risk systems include the hot and cold-water storage and distribution system.
- 8.21.5 To achieve control of legionella bacteria the school will implement the following:
- 8.21.5.1 **Avoidance of Conditions Favoring Growth of Organisms**  
As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.
  - 8.21.5.2 The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and buildup of bio films and sediments will be controlled, and tanks will be lidded.
  - 8.21.5.3 **Monitoring and Recording**  
Temperatures of identified water outlets and calorifiers will be checked and recorded (monthly) to ensure temperature controls to prevent bacterial growth are maintained.
  - 8.21.5.4 Six monthly temperature checks of stored water:
    - 8.21.5.4.1 stored cold water tanks are inspected for compliance and safety on an annual basis by an approved contractor and tank water temperature recorded.



- 8.21.5.5 Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
  - 8.21.5.5.1 Disinfection
  - 8.21.5.5.2 quarterly disinfection of shower heads will take place to remove any scale and bacteria.

#### 8.21.6 **Emergency Procedures**

Emergency procedures will be established for the discovery of Legionella bacteria. If during routine sampling/inspection of hot and cold-water systems Legionella bacteria is discovered in any systems likely to provide a medium for the spread of infection (e.g. water aerosol spraying equipment) these will be shut down and the situation reported immediately to the caretaker/ Premises Manager.

#### 8.21.7 **Training**

The Trust will provide training to the Caretaker/ Premises Manager responsible for the day to day management of the water systems at each school.

### 8.22 **Young Persons**

No persons between 16 and 18 years of age will be permitted onto any Ambition Education Trust office or site without the following:

- 8.22.1 written permission from the person's parent or guardian.
- 8.22.2 written permission from Ambition Education Trust.
- 8.22.3 written permission from the Trust (for site work).
- 8.22.4 completion of a specific risk assessment for the activities that are to be undertaken by the young person.
- 8.22.5 all of the above are only for activities which have no statutory restrictions based on age.
- 8.22.6 task Specific Risk Assessments.

### 8.23 **New & Expectant Mothers**

- 8.23.1 There are specific requirements to take particular account of risks to a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding.
- 8.23.2 Female employees of childbearing capacity should be informed of any potential risks identified if they are, or could be pregnant or breastfeeding. An explanation should be made of the steps that will be taken to ensure that new and expectant mothers are not exposed to the risks that could cause them harm.
- 8.23.3 Risks to new and expectant mothers could include:
  - 8.23.3.1 Manual handling of loads; pregnant workers are especially at risk from manual handling injury. There can also be risks for those who have recently given birth, e.g. after a caesarean section.
  - 8.23.3.2 Movements, postures and fatigue; fatigue from standing and other physical work may put pregnant workers at risk. They may also experience problems working at height, e.g. stepladders, or in tightly fitted workspaces or with workstations which do not adjust sufficiently to take account of increased abdominal size.
  - 8.23.3.3 Work with certain substances.

### 8.24 **Display Screen Equipment (DSE)**

- 8.24.1 Users of DSE shall review their workstation against parameters detailed on a Display Screen Equipment User Assessment to achieve an ideal working situation and report any non-conformity to their line manager/ Head Teacher for corrective actions where possible.
- 8.24.2 This document is to be sent to the Health and Safety Advisor upon completion, it will also identify habitual users. The Health and Safety Advisor will then complete the Display Screen Equipment and Workplace Assessment Action Sheet. The combined completion of these two documents will then establish the necessary remedial action for each workstation, if required.



- 8.24.3 DSE assessments shall be periodically reviewed, usually within a 12-month period, however there are circumstances, where an assessment may be needed to be reviewed earlier. A review will also be required should the employees' personal characteristics change in any way.
- 8.24.4 Adequate health and safety training is to be provided. The objective of the training will be to reduce the risk of physical (musculoskeletal) problems, visual fatigue and mental stress. The training should include:
  - 8.24.4.1 A simple explanation of the causes and risks of harm whilst using DSE equipment and workstations.
  - 8.24.4.2 The desirability of comfortable posture.
  - 8.24.4.3 Correct use of the adjustment mechanisms on equipment, particularly furniture.
  - 8.24.4.4 Arrangement of workstation components to facilitate good posture.
  - 8.24.4.5 The need for regular cleaning of screens and other equipment, and inspections to identify defects.
  - 8.24.4.6 The need to take advantage of breaks and changes of activity.

## 8.25 **Contractors**

- 8.25.1 When working on school premises it is considered that contractors are joint occupiers for that period and therefore, we have both joint liabilities in "common areas". In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.
- 8.25.2 The following factors will be considered as part of our procedures for vetting contractors:
  - 8.25.2.1 sight of the contractor's own safety policy, risk assessments, method statements, permits to work, etc as applicable
  - 8.25.2.2 clarification of the responsibility for provision of first aid and fire extinguishing equipment
  - 8.25.2.3 details of articles and hazardous substances intended to be bought to site, including any arrangements for safe transportation, handling, use, storage and disposal
  - 8.25.2.4 details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
  - 8.25.2.5 clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
  - 8.25.2.6 confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
  - 8.25.2.7 evidence showing that appropriate Employers and Public Liability Insurance is in place
- 8.25.3 Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.
- 8.25.4 Similarly, we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.
- 8.25.5 We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to the Caretaker/ Premises Manager immediately.

## 8.26 **8.26.1 Lone & Out of Hours Working**

- 8.26.1.1 There is no prohibition for working alone but there are duties under the Health and Safety at Work act and the Management of Health and Safety at Work Regulations, namely, to provide a safe system of work and to carry out a risk assessment where there is a foreseeable significant risk.
- 8.26.1.2 Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance is risk assessed to

- determine if the activity is necessary.
- 8.26.1.3 Staff working outside of normal school hours must obtain permission of the Head Teacher and sign in and out of the school premises.
- 8.26.1.4 Staff working in school beyond 6.00pm should ONLY work in the staff room where the duty caretaker will be aware of them and where they have means to summon help in an emergency.
- 8.26.1.5 School staff responding to call outs: nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- 8.26.2 **Requirements of lone workers**
- 8.26.2.1 It is important that lone workers are considered for any known medical conditions which may make them unsuitable for working alone. Consideration should be given to routine work and foreseeable emergencies which may impose additional or specific risks.
- 8.26.2.2 Lone workers must be suitably experienced, have suitable instructions and if necessary, training on the risks they are exposed to and the precautions to be used.
- 8.26.2.3 The school shall ensure adequate supervision is provided. The adequacy of the supervision will depend on the level of the risk, types and duration of exposure.
- 8.26.2.4 Adequacy of supervision may involve some of the following:
- 8.26.2.4.1 periodic checks on lone workers i.e. visual
- 8.26.2.4.2 periodic contact with lone worker i.e. telephone
- 8.26.2.4.3 general or specific alarms for emergencies
- 8.26.2.4.4 checks on lone workers to ensure they have returned to the school on completion of extracurricular activities.
- 8.26.3 **Opening/Closing School**
- 8.26.3.1 When the last person has left the building and notified the caretaker (or other named person), they should then secure the building. This includes the closing of all fire doors and leaving on any emergency and exterior lights.
- 8.26.3.2 When the Caretaker/ Property Manager (or other named person) arrives in the morning he must make a quick examination of the exterior of the building to make sure that there are no signs of a break-in or of anyone having been in the building. If the Caretaker/ Property Manager is in any doubt he should contact the Police/security firm and should never enter the building if he is unsure of his safety.
- 8.26.3.3 Key holders are also advised to inform someone when they are attending an alarm call out.
- 8.26.4 **Emergency Considerations**
- 8.26.4.1 Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established, and the people concerned trained in using the procedures.
- 8.26.4.2 Emergency Procedures may need to cover:
- 8.26.4.2.1 fires resulting from the process or work being undertaken
- 8.26.4.2.2 if a person has an accident what needs to be done to recover them, especially important in laboratories
- 8.26.4.2.3 actions to be taken in case of a chemical spill
- 8.26.4.2.4 actions to be taken in the event of power failure (for example where the person is
- 8.26.4.2.5 reliant on power for their safety systems or for egress from a

building (e.g. power operated doors).

**8.27 Work Experience**

Should Ambition Education Trust accept delegates for work experience purposes, completion of an individual and task/ activity specific Risk Assessment prior to the delegates being exposed to any working activities or environment must be completed by a competent person.

**8.28 Concern with Regard to Health & Safety Issues**

If any Ambition Education Trust employee or sub-contractor has any concern with regard to their health and safety, or that of others, they should inform the Head teacher/ Line Manager/ Supervisor immediately (or as soon as it is safe to do, dependent upon the circumstances) and if he or she is not available, then they must report to an alternative person in authority.

**8.29 Temporary Staff & Volunteers**

8.29.1 The school will take the necessary measures to ensure the health and safety of any staff members employed on a temporary or voluntary basis.

8.29.2 To achieve this, the school will provide temporary or voluntary staff with the following information prior to starting work:

8.29.2.1 details of the qualifications and skills required to do the work safely

8.29.2.2 the requirements of the safeguarding policy

8.29.2.3 any risks to health and safety identified by workplace risk assessments

8.29.2.4 the preventive measures to be taken

8.29.2.5 safe working procedures

8.29.2.6 the action to be taken in the event of an emergency.

8.29.3 The competence of temporary or voluntary staff will be assessed to ensure they are capable of working safely.

8.29.4 Trainee teaching staff or student teachers will additionally be required to complete the proper DBS checks before they are permitted to start work.

**8.30 Visitors**

It is important to provide the relevant information to visitors. The contents of the information will depend on the circumstances (e.g. regular and accompanied visitors) at the particular premises, but is likely to include:

8.30.1 directions and in-house rules including signing in, smoking, parking, etc.

8.30.2 restricted areas and their identification

8.30.3 procedure for obtaining assistance (it is to be remembered that the provision of first-aid to visitors is not mandatory) and reporting problems and defects

8.30.4 means of recognising the emergency alarms

8.30.5 emergency procedure

8.30.6 first aid arrangements and reporting accidents, incidents and near misses

8.30.7 welfare facilities.

**8.31 Driving & Minibus Driving**

8.31.1 Ambition Education Trust is committed to reducing the risks our employees face and create when driving for work. We expect that all employees play their part, whether they use a company vehicle, their own or a hire vehicle.

8.31.2 The Chief Executive Officer must ensure:

8.31.2.1 They lead by personal example

8.31.2.2 They do not expect staff to answer calls whilst driving

8.31.2.3 That employees understand their responsibilities not to use hand-held mobile phone while driving

8.31.2.4 That employees switch phones to voicemail, or switch them off, while driving, or ask a passenger to use the phone

- 8.31.2.5 That employees plan their journeys to include rest stops which will also provide the opportunity to check messages and return calls
- 8.31.2.6 That work practices do not pressurise staff to use a mobile phone while driving.
- 8.31.3 Employees who drive for work must:
  - 8.31.3.1 Never use a hand-held mobile phone while driving
  - 8.31.3.2 Plan journeys so they include rest stops when messages can be checked, and calls returned
  - 8.31.3.3 Ensure their phone is switched off and can take messages while they are driving, or allow a passenger to use the phone, unless a suitable hands-free device has been fitted
  - 8.31.3.4 Ensure that if using a 'hands free kit' with their mobile phone, that they still do not dial numbers from their phone, only use this equipment to answer incoming calls.
- 8.31.4 **School Minibus(s)**
  - 8.31.4.1 The law requires that a minibus must:
    - 8.31.4.1 be correctly licensed
    - 8.31.4.2 be adequately insured
    - 8.31.4.3 be well maintained
    - 8.31.4.4 have a valid MOT certificate (if more than one-year-old).
  - 8.31.4.2 The school will ensure that appropriate safety procedures are established for the minibus in line with the ROSPA Advice for Minibus Safety and their code of practice. A copy of the full code of practice is available at <https://www.rospa.com/>

## 9 Measuring Performance

- 9.1 Measurement is essential to maintain and improve safety performance. There are two ways to generate information on performance:
  - 9.1.1 Active systems, which monitor the achievement of plans and the extent of compliance with policy and safety procedures
  - 9.1.2 Reactive systems which monitor accidents, ill health and incidents
  - 9.1.3 Effective procedures are needed to capture both sorts of information.
- 9.2 Ambition Education Trust monitors safety performance in a number of ways:
  - 9.2.1 **Proactive**
    - 9.2.1.1 School premises checks and safety inspection
    - 9.2.1.2 Work equipment checks and inspection
    - 9.2.1.3 Fire safety arrangements (means of escape etc)
    - 9.2.1.4 Audit of policy and statutory compliance.
  - 9.2.2 **Reactive:**
    - 9.2.2.1 Following up reports of dangerous occurrences
    - 9.2.2.2 Accident and incident statistics
    - 9.2.2.3 Incident/accident investigation
    - 9.2.2.4 Near miss reporting
    - 9.2.2.5 Insurance claims.
- 9.3 Regular reports on employee and student matters including any safety issues are presented to Health and Safety Committee meeting (Trustees and Governors) and reviewed with actions being allocated if and when necessary to rectify any shortcomings identified.
- 9.4 Performance against safety responsibilities identified in the below appendices, these are reviewed on a regular basis (within performance review) between the jobholder and Head Teacher/ Line Manager and corrective action taken if necessary.

## 10 Audit & Review

- 10.1 Organisations can maintain and improve their ability to manage risks by learning from experience through the use of audits and performance reviews. The audit provides a systematic and independent check of compliance with the system and can also provide a comparison with “best practice”.
- 10.2 Ambition Education Trust will undertake an independent audit (at least annually) at each school of its performance against the policy and statutory compliance on a regular basis and instigate appropriate actions against recommendations.
- 10.3 This policy will also be reviewed to take into consideration the findings of relevant audits, relevant changes in legislation, and relevant changes within the business organisation or any other circumstances that would suggest review is required.

## Appendices

### 1 Employee Safety Responsibilities

#### 1a Chief Executive Officer/Co-Chief Executive Officer

##### Individual Responsibilities in Health & Safety (H&S) Matters

- a. provide a lead in developing a positive Health and Safety culture throughout the Trust
- b. any decisions reflect the Trusts Health and Safety intentions
- c. ensure adequate resources are available for the implementation of Health and Safety
- d. ensure an effective management structure for the implementation of Health and Safety is established
- e. promote the active participation of employees in improving Health and Safety performance.

#### 1b Chief Operating Officer

- a. ensure the Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- b. develop a health and safety plan of continuous improvement and monitor progress against agreed targets
- c. provide suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- d. ensure senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met
- e. create a positive health and safety culture and ensure that senior management develop a pro-active safety culture which will permeate into all activities undertaken and reach all personnel
- f. implement a system of communication and consultation with employees
- g. ensure effective training programmes have been put into place
- h. review the Health and Safety performance of the Trust annually and plan safety improvements for the following year.

#### 1c Head Teachers & Business Managers

##### Individual Responsibilities in Health & Safety (H&S) Matters

- a. Provide a lead in developing a positive Health and Safety culture throughout the school
- b. any decisions reflect the Trusts Health and Safety intentions
- c. provide adequate resources are available for the implementation of Health and Safety
- d. ensure an effective management structure for the implementation of Health and Safety is established
- e. promote the active participation of employees in improving Health and Safety performance
- f. review the Health and Safety performance of the school annually and plan safety improvements for the following year
- g. ensure health and safety objectives are set across the whole school and for each department
- h. maintain standards of health and safety which are set across all areas
- i. ensure personal protective equipment is provided and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement
- j. a health and safety plan of continuous improvement is created and monitored for progress against agreed targets
- k. a risk management programme is developed and implemented across the school
- l. ensure senior management are competent to fulfil their health and safety responsibilities and that effective training programmes have been put into place
- m. introduce a system of communication and consultation with employees
- n. ensure matters raised by the Health and Safety Committee (Trustees and Governors) are considered

for action

- o. ensure monitoring systems are in place to ensure the effectiveness of the schools' risk controls
- p. review health and safety policies and procedures in light of the results of internal and external audits
- q. ensure an annual report on the safety performance of the school is presented to the Trust Board and board of Governors.

### **1d Deputies & Heads of Department**

#### **Individual Responsibilities in Health & Safety (H&S) Matters**

- a. implement the Health and Safety Policy
- b. supervise their staff to ensure that they work safely
- c. communicate and consult with staff on health and safety issues
- d. ensure health and safety rules are followed by all
- e. encourage staff to report hazards and raise health and safety concerns
- f. ensure issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- g. ensure that any safety issues that cannot be dealt with are referred to the Caretaker/ Property Manager for action
- h. ensure safe systems of work are developed and implemented
- i. ensure that accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- j. ensure hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- k. ensure the completion of written risk assessments of teaching practices and activities including equipment and substances.

### **1e Caretakers/Premises Managers/Site Managers**

#### **Individual Responsibilities in Health & Safety (H&S) Matters**

- a. actively lead on the implementation of the Health and Safety Policy
- b. where necessary, provide supervision of staff to ensure that they work safely
- c. ensure safe methods of work are implemented
- d. ensure students, staff and visitors are informed of their own personal safety and ensures awareness of the health and safety procedures is in place
- e. complete regular reviews of risk assessments
- f. ensure accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported to the Business Manager
- g. ensure there is clear communication and consultation with staff on health and safety issues
- h. encourage staff to report hazards and raise health and safety concerns
- i. ensure issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented
- j. introduce a plan to maintain equipment used so that it is in a safe condition
- k. maintain records and ensure statutory examinations are planned and completed on time
- l. ensure personal protective equipment is worn and maintained
- m. ensure that any safety issues that cannot be dealt with are referred to the Head Teacher/ Business Manager for action
- n. ensure that hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- o. implement any agreed safety standards, particularly those relating to housekeeping
- p. ensure all relevant safety documents including DfE Guides, etc. are maintained and made available to all employees

- q. observe and where possible ensure health and safety rules are followed by staff and students
- r. complete regular health and safety inspections as required by the Head Teacher/ Business Manager.

### **1f Employees**

#### **Individual Responsibilities in Health & Safety (H&S) Matters**

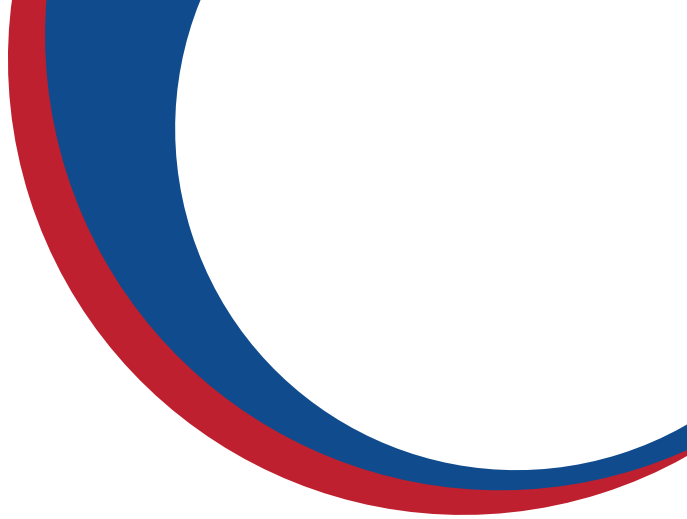
- a. take reasonable care of their own safety
- b. take reasonable care of the safety of others affected by their actions
- c. observe the safety rules
- d. comply with the Health and Safety Policy
- e. conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- f. dress sensibly and safely for their particular working environment or occupation
- g. conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- h. use all safety equipment and/or protective clothing as directed
- i. avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- j. maintain all equipment in good condition and report defects to their supervisor
- k. report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- l. report all accidents to their supervisor whether an injury is sustained or not
- m. attend as requested any health and safety training course
- n. observe all laid down procedures for processes, materials and substances used
- o. observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

### **1g Health & Safety Advisor**

#### **Individual Responsibilities in Health & Safety (H&S) Matters**

- a. Provide positive leadership for Ambition Education Trust on H&S issues and promote the adoption of the H&S best practice
- b. Monitor the effectiveness of the H&S management system and make recommendations for improvement as appropriate
- c. Ensure that there are appropriate processes in place for promptly alerting the business to significant accidents and incidents. Where appropriate, be involved in the investigation and ensure that the findings are reported and recorded.
- d. Review accident and incident reports and investigation reports, identify any trends and ensure that there is an appropriate response to prevent future recurrence.





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