



**Quality First** Education Trust

# **Health and Safety Policy**

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# 1. Introduction

In accordance with the Health and Safety at Work etc Act 1974, there is a duty on all employers "to ensure, so far as is reasonably practicable, the health, safety and welfare at work" of all their employees.

The underlying aim of good health and safety management is to make sure that people's safety is not put at risk and that their health is not damaged. Attention to health and safety is not just about obeying the law and being socially responsible. It also makes good business sense and has positive benefits to the organisation, such as reducing staff absence and improving efficiency.

In addition to employees, our Trust needs to consider pupils, visitors and contractors.

## 1.1 Who this policy is for

This policy is for all staff within the Quality First Education (Q1E) Trust. It is to be adopted by all schools. Each school in the Trust will adopt the Q1E health and safety policy, and if/where necessary, establish its own individual policies in addition where Trust-wide policies do not cover the school requirements. Any Q1E Trust-wide policies must not be amended, either to add to or remove, in any way.

## 1.2. Frequency and method of review

This health and safety policy will be reviewed annually or more frequently where there have been significant changes to the Q1E Trust. The Q1E Trustees will ensure that there are arrangements in place for the effective review and development of this policy. Schools may make review proposals via the Local Governing Body (LGB) to the Q1E Trust Staffing and Safeguarding Committee.

## 1.3 The Quality First Education Trust's approach to health and safety management

Q1E is committed to:

- Complying with all legislation
- Taking effective action '*so far as is reasonably practical*' to ensure the health, safety and welfare of all staff, pupils, visitors, contractors and any other person affected by its activities (including staff working at home, where this has been agreed)
- Allocating appropriate levels of resources to ensuring health and safety
- Encouraging and supporting a positive health and safety culture
- Adequately monitoring and reviewing the implementation of this policy
- Constantly improving health and safety standards and performance
- Taking into account the views/priorities of staff
- Integrating health and safety into management and decision-making processes
- Developing, approving, maintaining and monitoring the implementation of clear policies that are based on the identification and control of risks.

## 2. Roles and responsibilities

### 2.1 Role and responsibilities of the Trust Board

As the employer of staff, the Q1E Trust has the overall responsibility for the health, safety and welfare of all staff and pupils in our schools. The Trust Board is accountable for ensuring the Trust and all its schools comply with the law (including ALL relevant H&S legislation) and the Trust's governing documents. In practice many duties relating to health and safety will be delegated to LGBs or school staff, but accountability remains with the Board. The Trust Board will:

- Designate a Trustee with oversight of health and safety
- Maintain a Staffing and Safeguarding committee at which health and safety will be a standing agenda item. The committee will meet termly. School-based health and safety committees and/or the LGB will report to this central committee.
- Authorise this Trust-wide policy and monitor its implementation in schools
- Monitor any school-specific policies and local health and safety arrangements that may be in place, in addition to this Trust-wide policy
- Be responsible for provision of sufficient resources to maintain health and safety standards – including, where appropriate, the authorisation of priority attention to health and safety issues.
- Set up a system to ensure that accidents and 'near-misses' are fully investigated across the Trust and appropriate action taken to reduce the likelihood of their occurrence.
- Ensure an annual health and safety report is published for the Q1E Trust.

### 2.2 Role and responsibilities of the Chief Executive

The Chief Executive will

- Ensure that one full audit is completed of each site annually.
- Be responsible, as the Chief Accounting Officer, for the provision of sufficient financial resources to maintain compliance to all health and safety legislation.
- Complete an annual health and safety report for the Board of Trustees.

### 2.3 Role and responsibilities of the Local Governing Body

Each school in the Trust has a Local Governing Body (LGB). The LGBs are not the employers of staff, but play an important role in ensuring strategic direction and will work in close partnership with the school's headteacher and Senior Management Team to support and promote good health and safety management. The LGB will:

- Designate a 'link' local governor for health and safety.
- Discuss health and safety as a standing item on meeting agendas.
- Report to the Q1E Trust Staffing and Safeguarding Committee regarding any health and safety matters which require escalation or need to be brought to the Trust's attention.
- Promote co-operation between management and employees on matters of health, safety and welfare at work, as part of ensuring a positive health and safety culture.
- Study accident and absence statistics (including absence levels due to stress) in order that unsafe conditions, acts and practices can be identified and consideration given to the formulation of policies and guidance to eliminate the hazard and/or reduce the risk.
- Assist in the development of safety guidance and safe systems of work.
- Monitor the effective implementation of Q1E Academy Trust wide health and safety policies and procedures, and develop additional local policies and arrangements that will safeguard the health and safety of everyone on site.
- Monitor the effectiveness of the safety content of employee training.
- Monitor any action taken following trade union and management site inspections.
- Ensure suitable and sufficient risk assessments of buildings and work activities are undertaken and a written record of the assessments are kept and appropriate control measures required are implemented '*so far as is practicable*'.

- Ensure regular termly safety inspections are undertaken, and ensure that inspection reports, including those from trade union health and safety representatives, are considered and acted upon.
- Ensure sufficient funding is allocated for health and safety e.g., in respect of training, protective equipment, any remedial work/service and maintenance of building.
- Ensure that effective consultation takes place with staff on health and safety matters
- Where necessary, the LGB will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.
- Ensure an annual health and safety report is published.

## **2.4 Role and responsibilities of the headteacher**

Although overall accountability for health and safety lies with Q1E Trust, the headteachers are responsible for the day-to-day health and safety of staff and pupils in individual schools (though they will delegate some functions to other staff, in particular school business managers and premises managers).

The headteacher in each Q1E school (or their delegated person) will:

- Ensure local policies and arrangements are agreed and reviewed annually, in addition to the Trust-wide policy, to safeguard the health and safety of everyone on site.
- Report any Accidents/Incidents/Near Misses as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Complete an accident/incident/near miss investigation where appropriate and implement actions required to eliminate/reduce the risks to the health and safety of people and buildings/equipment etc.
- Ensure suitable and sufficient risk assessments of work activities are undertaken, that a written record of each assessment is kept and that the assessments are reviewed annually or upon change of circumstances.
- For high-risk activities, ensure safe systems of work are identified via a risk assessment.
- Ensure adequate and appropriate first-aid provision.
- Ensure information and advice on health and safety is acted upon and circulated to staff and governors.
- Ensure regular inspections are carried out with reports submitted to the Governing Body and Q1E Trust central team.
- Ensure an annual report is provided to the Governing Body.
- Ensure there is co-operation with Q1E Trust in meeting its legal requirements in respect of monitoring of health and safety practices and procedures.
- Ensure staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- Ensure staff are provided with equipment and other resources to enable their work to be undertaken safely.
- Ensure those with delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.
- Ensure there is co-operation, with, and provision of necessary facilities for trade union health and safety representatives.
- Ensure any delegation of tasks (e.g. to premises staff) is appropriate.
- Ensure that the school has appropriate systems for the effective communication of health and safety matters throughout the school;
- Provide the necessary information, instruction and training to all those working on site (including employees, temporary staff and volunteers), to ensure their competence with respect to health and safety;

- Devote the necessary time and resources (finance, equipment, personnel) to ensure good health and safety. Expert help will be sought where the necessary skills are not available within the Trust;
- Liaise and work with all necessary persons to ensure health and safety and will ensure that adequate arrangements are in place for ensuring the health and safety of visitors;
- Ensure that health and safety implications are considered prior to the purchase or design of new work equipment.

## **2.5 Role and responsibilities of all Senior Managers**

The QIE Trust recognises that safety is the responsibility of everyone within the organisation. Managers will have specific duties and responsibilities to comply with this policy. The Trust will ensure that health and safety management is an integral part of the manager's function and will monitor their performance. Deputy/assistant headteachers and school business managers may be required to undertake any of the headteacher's duties which have been reasonably delegated to them which may include responsibility for health and safety management.

## **2.6 Role and responsibilities of the premises manager**

The premises manager may be known by another title (e.g. site manager, premises officer, caretaker). Premises manager will be the title used for the purposes of this policy. He or she will ensure that:

- Safe means of access and egress are maintained.
- The premises are kept clean and that adequate welfare facilities are provided.
- Safe working arrangements are in place when contractors are working on the premises.
- Adequate security arrangements are maintained.
- Adequate fire safety arrangements are implemented.
- Regular testing and maintenance of electrical equipment takes place.
- Adequate systems are in place for the management of asbestos (where relevant)
- Adequate systems are in place for the control of legionella.
- All premises-related accidents/incidents/near misses are recorded and investigated.
- Regular inspections of the premises takes place, with safety representatives invited to take part and records kept.
- A copy of the Health and Safety Law poster is displayed in an easily accessible location.

## **2.6 Role and responsibilities of all employees**

Implementation of the policy is a management responsibility but the co-operation of all employees is essential. All staff will act responsibly to ensure that:

- They are familiar with, and comply with, the health and safety policy, procedures and guidance, and co-operate with management in achieving the standards required.
- They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- They report immediately to the headteacher or to their line manager any serious or immediate danger of which they become aware, and any defects noted with equipment, machinery or the workplace generally.
- There is no misuse of anything that has been provided for health and safety purposes.
- They use the correct equipment for the job and any necessary protective equipment.

## **2.7 Expectations of pupils**

All pupils are encouraged to follow safe practices and observe safety rules. It should be an expectation that children will:

- Follow instructions from staff in case of emergency or where any health and safety risks arise
- Not intentionally interfere with safety equipment, e.g., fire extinguishers and fire alarms.
- Inform a member of staff of anything which may affect their safety or that of another pupil.

### 3. Arrangements for engaging with staff

*The Trust recognises that when employees are proactively engaged in health and safety, workplaces have lower accident rates.*

#### 3.1 Trade Unions - Health and Safety Representatives

- Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the school will consult with that representative on health and safety matters.
- Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees.
- The school will consult in good time with the health and safety representative on any measures which may affect the employees represented by the health and safety representative.
- The school will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

#### 3.2 Staff representation on governing bodies

- There will be at least one member of staff on each school's Local Governing Body (LGB), preferably two, in addition to the headteacher. Health and Safety issues may be discussed at the relevant LGB committees. One of the expectations of the LGB is that it will promote co-operation between management and employees on matters of health, safety and welfare at work. The LGB will report to the Trust Board concerning health and safety issues.

## 4. Health and Safety training and competence

*The Health and Safety at Work etc Act 1974 places a duty on the employer to provide information, instruction, training and supervision. All employees are required to cooperate in undertaking their legal duties.*

### 4.1 Definition of competence

- The HSE describes competence as 'the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely'. Other factors, such as attitude and physical ability, can also affect someone's competence.
- The schools in the QIE Trust will appoint competent people to assist them in meeting their health and safety duties.
- Someone's level of competence only needs to be proportionate to their job and place of work. You would not need for example the same health and safety competence to work in an office as you would on a construction site.
- Where members of staff do not have the necessary training to complete a task e.g., carrying out risk assessments, then appropriate training will be provided. Or it may be that manual handling training, or DSE training is required in order for someone to complete so far as is reasonable' to undertake their tasks in a safe manner.

### 4.2 Health and Safety inductions for staff

All new employees will complete a Health and Safety induction, provided by their relevant line manager at the beginning of their employment (unless there are extenuating circumstances).

Inductions must include:

- Where to find the Health and Safety Law Poster, health and safety policies and information
- Health and Safety responsibilities outlined in their job description
- Who they can talk to about any health and safety concerns or issues they may have
- First Aid provision – where the first aid boxes are, who the First Aiders are
- Accident/Incident/Near Miss reporting – reporting procedures, where to find the forms
- Fire and Emergency Procedures - what to do in an emergency, what the fire alarm sounds like, a walk around the fire escape routes, where the final fire exit doors and assembly points are
- Welfare facilities - eating, drinking and rest arrangements, and toilet facilities
- Personal Protective Equipment (PPE) – any PPE that is relevant to the job, how it should be stored and who is responsible for ordering PPE supplies

On completion of the health and safety induction, the employee will be required to sign the record form to say that they have been provided with, and understand the information provided.

### 4.3 Health and Safety training

- Mandatory training must be completed by all premises managers, covering: fire awareness; COSHH awareness; Asbestos Awareness & Management; manual handling; work at height; slips, trips and falls; general health and safety at work.
- Health & Safety overview training must also be completed by all school business managers and local governors/trustees with a designated Health and Safety role,
- Specific job training must also be completed dependent on job role. The line manager will identify the training required e.g., risk management, risk assessment training.
- Certificates will be awarded to all employees who have completed training. Records of these should be kept by the employee and school business managers.

## 5. Reporting of Accidents/Incidents/Near Misses

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of, or in connection with work. History has shown that most serious events were preceded by warnings/near miss incidents. Recognising & reporting these can significantly improve safety.

### 5.1 Definition of Accidents/Incidents/Near Misses (A/I/Ns)

For the purposes of this policy:

- **Accident** - any unplanned event that results in personnel injury or damage to property, plant or equipment.
- **Incident** - an unexpected and usually unpleasant event that has happened; this may include acts of aggression/verbal abuse.
- **Near miss** - an unplanned event that did not result in injury, illness, or damage, but had the potential to do so. Other familiar terms for these events are a "close call," a "narrow escape," or in the case of moving objects, "near collision" or a "near hit."

### 5.2 Who should report and who to report to

- The RIDDOR reporting system is only for notification of those incidents which require reports under the RIDDOR regulations (see 5.4 to 5.6 below).
- Reports should only be submitted by the 'Responsible Person' i.e. the headteacher with duties under these regulations. The headteacher may delegate this to the school management team. It is not appropriate for injured persons, members of the public or others who do not have duties under RIDDOR to use this reporting system.
- Incidents are reported using the online form at <http://www.hse.gov.uk/riddor/report.htm>.
- The headteacher must also notify the QIE Trust's central team of any reportable A/I/Ns.

### 5.3 A/I/N report form

The academy collects information about any injured person(s) on a report form. We may be required to share your information with the Health and Safety Executive to ensure that we meet our legal responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. The record form must:

- Be kept safely and accessible to all staff members.
- The accident report form must be completed for all accidents/incidents/near misses.
- Be reviewed at least half termly to identify any potential or actual hazards

**Note:** The Data Protection Act 1998 requires that employee's personal information must be kept secure **after** the form has been completed.

### 5.4 What needs to be reported, regarding staff?

Under RIDDOR the 'Responsible Person' in control of the premises must report the following, in relation to staff or self-employed people that take place while they are working on site:

- **Accidents which result in death** - report without delay
- **Accidents which result in a specified injury** (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 cover more than 10% of the body or cause significant damage to the eyes, respiratory system or other 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 hypothermia or head-induced illness; any other injury which requires resuscitation or admittance to hospital for more than 24 hrs).

- **Accidents which prevent the injured person from continuing their normal work for more than seven days** (not counting the day of the accident, but including weekends and other rest days) - report within 15 days of the accident.
- **Any disease specified under RIDDOR** that a doctor confirms in writing (these include carpal tunnel syndrome; severe cramp of the hand or forearm; occupational dermatitis e.g., from work involving strong acids or alkalis, including domestic bleach; hand-arm vibration syndrome; occupational asthma e.g., from wood dust and soldering using rosin flux; tendonitis or tenosynovitis of the hand or forearm; any occupational cancer; any disease attributed to an occupational exposure to biological agent).
- **Physical violence:** Examples of reportable injuries from violence include an incident where a member of staff sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable because it arises out of or in connection with work.
- **Dangerous occurrences:** These typically include: collapse or failure of load-bearing parts of lifts and lifting equipment; accidental release of a biological agent likely to cause severe illness; accidental release/escape of any substance that may cause a serious injury or damage to health; an electrical short circuit or overload causing a fire or explosion.

### 5.5 What needs to be reported, regarding pupils and other people not at work?

The list above only applies to employees. Accidents to pupils and other people who are not at work only need to be reported if they result in:

- the death of the person, and arose out of or in connection with a work activity
- 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 tests do not constitute treatment.*)

To decide whether an accident to a pupil arose out of or is in connection with a work activity, the responsible person should consider whether the incident was caused by:

- a failure in the way a work activity was organised (e.g. inadequate supervision of a school trip);
- the way equipment or substances were used (e.g. falling over a loose computer cable); or
- the condition of the premises (e.g. poorly maintained or slippery floors, falling roof tile).

If a pupil dies or is taken to hospital because of a medical condition (e.g. asthma attack, epileptic seizure) this would not be reportable, as it did not result from the work activity.

### 5.6 What does not need to be reported

- Accidents to pupils and other people who are not at work unless they meet the criteria in 5.5 above.
- Injuries to a pupil, if the pupil remains at school, is taken home or is simply absent from school for a number of days.
- Incidents where people are taken to hospital as a precaution.
- Deaths or injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway, as these are classed as road traffic incidents and are investigated by the police.

### 5.7 Keeping accident records

- All records of accidents should be kept for 3 years (this is the period of time in which a claim can be put to the Trust)
- Records relating to exposure to asbestos or hazardous chemicals should be kept for 40 years.

### 5.8 Reporting requirements of other regulators

There may be other reporting requirements placed on schools by other regulators in the education sector e.g., Ofsted and Local Child Protection Agencies. The requirements of these other regulators are separate to and distinct from the legal duty to report incidents under RIDDOR.

## 6. First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide 'adequate and appropriate' provision to ensure employees receive immediate attention if they are injured or taken ill at work. It is **strongly recommended** by the HSE that employers should also make first-aid provision for non-employees, such as the public or children in schools, and it is the Trust's policy that provision is made for them.

### 6.1 Assessment of first-aid needs

All schools should undertake an assessment of first-aid needs once a year. The needs assessment involves consideration of workplace hazards and risks, the size of the school and other relevant factors to determine what equipment, facilities and personnel should be provided – including for example the number of first aiders, level of training, number and location of first aid kits. Points to consider include:

- The physical size of the school, and the number of people at any one time that occupy the building(s), including staff, pupils, visitors, volunteers and contractors
- The type of accidents identified in the past, and any hazards, such as chemicals or machinery
- Whether any members of staff work remotely or alone
- Whether there is enough provision of first-aiders to cover if some are absent.

### 6.2 The **minimum** first-aid provision on any school site is:

- Suitably stocked, clearly identifiable and accessible first-aid kit(s) (number of kits determined by the assessment of first-aid needs)
- Appropriate numbers of trained First Aiders (determined by the assessment of first aid needs)
- Names of first aiders to be displayed clearly
- Provision of first-aid to be available at all times to people on site.

### 6.3 What should be put in the first-aid box?

There is no mandatory list of items to put in the first-aid box. It depends on what needs have been assessed. As a guide, a minimum stock of first-aid items should be:

- A leaflet giving general guidance on first aid (e.g. HSE's Basic advice on first aid at work)
- Sterile eye pads
- Safety pins
- Individually wrapped sterile plasters
- Individually wrapped sterile triangular bandages
- Medium and large individually wrapped, sterile, unmediated wound dressings
- Disposable gloves

**Note:** Tablets and medicines should **not** be kept in the first-aid box.

### 6.4 First aiders – number, training and qualifications

- A first aider is someone who has completed training appropriate to the level identified in the assessment of first aid. Schools should display (or make available to parents) staff certificates or a list of staff who have a current certificate, including paediatric first aid (PFA) certificates.
- In Early Years classes/settings: at least one person with a current PFA certificate must be on the premises and available at all times when children are present, and must accompany children on outings (as per the DfE's statutory framework for the EYFS).
- Aside from the Early Years requirements, the number of first aiders will depend on the school's assessment of first-aid needs. Schools should take into account the number of children, staff and layout of premises to ensure that a first aider is able to respond to emergencies quickly.
- First aiders are required to attend an appropriate first aid course with a competent training provider (e.g. those offering nationally recognised, regulated qualifications) and undertake appropriate refresher training. Courses include First aid at work (FAW), Paediatric first aid training and Emergency first aid at work (EFAW). When selecting a training provider you should check the qualifications expected of trainers and assessors; monitoring and quality assurance systems; teaching and standards of first-aid practice; syllabus content and certification.

## 7. Fire Safety

### 7.1 What to do in the event of a fire

#### a) Any person discovering a fire must

- Sound the alarm by pressing one of the emergency fire alarms.
- Call the Fire & Rescue Service (telephone 999)

#### b) On sounding/hearing the fire alarm: evacuation procedure

- In all cases, unless otherwise informed, treat the alarm as a real event and respond accordingly in a calm manner.
- All staff, children and anyone else on site should make their way immediately to the nearest exit, not stopping to collect belongings.
- Leave the building by the most direct route, closing all doors behind you.
- Staff have the responsibility for the safe evacuation of any children in their charge. They should ensure that their children line up quickly and safely and walk out of the building quietly, evacuating by the nearest safe emergency exit route.
- For staff, children or regular visitors with disabilities, the relevant Personal Emergency Evacuation Plan (PEEP) must be followed (see section 7.3a)
- Do not use any lifts (unless the lift is clearly identified as an emergency evacuation lift for disabled people only).
- Do not take risks
- Attack the fire using fire extinguishers or other firefighting equipment only if your escape route is blocked by the fire.
- Report to the assembly point for the building
- The fire marshals must check that everyone gets out safely.
- Once at the assembly point, await roll call and further instruction.

#### c) Roll call at the assembly point

- Once outside and at the Fire Assembly Point, staff members should take a register to check that all children and staff members are accounted for.
- Senior staff for any contracted services (e.g. catering staff) must take a register for their staff.

#### d) Following the roll call

- If there is anyone missing (staff, child or visitor) this must be reported immediately to the Fire Service, including: name of missing person; place and time last seen and by whom; any other relevant information e.g., medical conditions or behavioural issues.
- Staff must await further instructions from the Fire and Rescue Service. Children must continue to be supervised by the staff members in charge of the class.
- **Under no circumstances is anyone to re-enter the building unless the Emergency Services give the all clear.**

## 7.2 Fire Safety roles and responsibilities

### a) The Responsible Person

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the 'Responsible Person' to ensure that its fire safety management and in particular, fire equipment, fire notices and fire drills are in place and up-to-date. The 'Responsible Person' is the headteacher within the school and he/she is responsible for ensuring that appropriate arrangements are in place to ensure the safety of the premises and occupants. His/her duties include:

- Taking measures in relation to the means of escape from the premises
- Taking measures to ensure the means of escape can be safely and effectively used
- Taking measures in relation to the means for detecting fire on the premises and giving warning
- Taking measures in relation to the instruction and training of employees
- Taking measures to reduce the risk of fire and the spread of fire on the premises
- Taking measures to mitigate the effects of the fire

*More detail on what is required is set out in section 7.3 (fire safety measures).*

### b) Fire Marshals

Staff expected to undertake the role of Fire Marshals (often called fire wardens) will require special training. **The school must record any training undertaken.** Fire Marshals may be required to:

- Perform a supervisory/managing role in any fire situation
- Assist those on the premises to leave.
- Check the premises to ensure everyone has left.
- Use firefighting equipment if safe to do so.
- Liaise with the fire and rescue service on arrival.
- Shut down vital or dangerous equipment.

**A chief fire marshal** should be appointed to supervise fire drills and check everyone gets out safely.

### c) Competent Fire Risk Assessor

A competent Fire Risk Assessor must be appointed to carry out Fire Risk Assessments. As a minimum, a competent Fire Risk Assessor is someone who, as a minimum:

- Is a member of the Institution of Fire engineers
- Holds the NEBOSH National Certificate in Fire Safety and Risk Management, or equivalent.
- Has demonstrable experience in completing school/college Fire Risk Assessments.
- Has a current DBS check.

### d) Staff

- All staff must take reasonable care for their own health and safety at work and that of other persons who might be affected by their acts or omissions.
- All staff must follow evacuation procedures.
- All staff are required to participate in fire drills.
- Staff have the responsibility for the safe evacuation of any children in their charge.
- Staff are expected to be proactive in ensuring they are aware of emergency procedures including:
  - Location and content of Fire Action notices
  - Locations of fire alarms including temporary fire alarms
  - How to activate the fire alarm as a means of raising the alarm.
  - Locations of fire extinguishers
  - Evacuation procedures
  - Locations of emergency exit routes/final exit fire doors
  - Locations of fire assembly points

## 7.3 Fire safety measures

### a) Taking measures in relation to the means of escape from the premises:

- Fire action notices must be displayed throughout the building with clear emergency evacuation instructions
- Personal Emergency Evacuation Plans (PEEPs) must be completed for any pupil, staff member or frequent visitor who may experience difficulties in evacuating the building by the designated escape route, for example where there is a difference in floor level with stairs or ramps. (Refer to appendix A: PEEP for an example). For a staff member, the PEEP should be completed by his/her line manager, in consultation with the individual. For a pupil, the PEEP should be completed by his/her class teacher, in consultation with the pupil's parents/ carers and/or other relevant people. The PEEP will clearly state what actions are required in those particular circumstances. Personal needs will often be modest and may require only changes or modifications to existing procedures. A copy of the PEEP should be provided to the chief fire marshal and shared with fire wardens.
- Assembly point(s) must be clearly marked and easily identified by anyone who may be on the premises. This must be a designated area(s) outside the school building. It must be far enough away from the school building(s) to give protection from the heat and smoke given off by a fire. It should be in a position that does not put anyone at risk by emergency vehicles responding to the incident.

### b) Taking measures for securing that, at all material times, the means of escape can be safely and effectively used:

- Fire exit routes must be kept clear of obstructions at all time
- Final fire exit doors must be kept clear of obstructions leading to a place of safety on the external parts of the building.

### c) Taking measures in relation to the means for detecting fire on the premises and giving warning:

- Appropriate fire/smoke detection must be installed in relevant locations.
- Viewing panels must be present and kept clear in doors; and in walls when there are rooms within rooms.

### d) Taking measures in relation to the instruction and training of employees:

- Fire policy and procedures must be disseminated to all staff
- Fire awareness training must be provided to all staff
- Fire action notices must be displayed throughout the building, in appropriate locations next to fire call points. These must include clear instructions on what to do when raising the alarm, and information regarding the nearest fire exit and assembly point(s).
- Fire Marshals must be identified and trained to carry out their duties safely and effectively, including training in the use of fire extinguishers (to aid escape only).

### e) Taking measures to reduce the risk of fire, the spread of fire and the effects of fire on the premises:

- Fire Risk Assessments: A suitable and sufficient Fire Risk Assessment must be completed by a competent Fire Risk Assessor and reviewed **at least every 12 months**, or sooner if there have been significant changes (e.g. the layout of the building has changed; or there are contractors working on site that may pose a hazard). A fire risk assessment is an organised and methodical look at the premises, the activities that are carried on there, and the likelihood that a fire could start and cause harm to those in and around the premises. The fire risk assessment should demonstrate that, as far as is reasonable, the needs of relevant persons including the disabled have been identified.
- Occupancy: Do not exceed the maximum occupancy for the school site(s)
- Training: Ensure staff are trained as appropriate (see 7.2).

- Compliance: Comply with all electrical and gas regulations.
- General building safety: Ensure regular building safety inspections are carried out.
- Good housekeeping: Waste bins should be emptied regularly and wherever possible skips, bins or contractors materials should not be stored near the school property. Combustible and flammable materials should be kept to a minimum and always away from sources of ignition. External bin stores should be secured to prevent unauthorised access.
- Hazardous materials: Ensure any hazardous materials are stored and used safely.
- Displays: Displays must not obstruct escape routes or obscure fire notices, escape signs, fire alarms, call points or firefighting equipment.
- Corridors: Corridors should be kept as clear as possible and not be used to store resources.
- Means of raising the alarm: Call points must be located throughout the building(s).
- Appropriate firefighting equipment must be provided, located in appropriate positions.
- Fire doors to be kept closed at all times (unless they are fitted with an appropriate device which enables the door to be closed automatically in the event of a fire).
- Fire Safety Management (FSM) checks must be made on all school sites, to ensure that practical measures have been taken to reduce the risk of fire. These tasks are delegated by the 'Responsible Person' (the headteacher) to the premises manager. The following checks must be made and records kept (refer to Appendix C: Building Safety Management checks form for an example checklist):
  - Daily: check fire escape routes, doors and fire-fighting equipment are clear and easily accessible
  - Weekly: test the fire alarm system
  - Termly:
    - carry out fire drill (see 7.4 below)
    - test emergency lighting (including test keys and switches);
    - check fire exit and fire door signs are clear and in the right place;
    - check fire doors (frames, hinges, glazing, handles and door seals are in good condition; hinge screws are tight; fire escape doors open easily; any self-closer mechanisms close completely; doors fit well with no gapping)
    - check flooring on all parts of escapes routes is in good condition.
  - At least annually:
    - servicing of fire equipment
    - servicing of emergency lighting
    - servicing of fire alarm systems
    - check fireproofing materials

## 7.4 Fire drills

### a) Why carry out fire drills?

Fire drills are intended to ensure, by means of training that:

- People who may be in danger act in a calm and orderly manner
- Those with responsibilities carry out their tasks to ensure the safety of all concerned.
- Escape routes are used in accordance with a predetermined and practiced plan.
- Evacuation of the building is achieved in a speedy and orderly manner
- People will react rationally when confronted with a fire or other emergency at school.

### b) Frequency

Each school in the Trust should carry out fire drills at the beginning of each term.

### c) Preparing for a fire drill

- When planning a fire drill, decide on something specific that will be monitored. This could be a specific aspect of the escape plan that has been highlighted as needing improvement, or a more general goal, such as reducing the amount of time it takes for everyone to exit the building.
- Amongst the staff, a team of fire marshals with a chief fire marshal should be appointed to supervise fire drills and check that everyone gets out safely.
- In buildings with more than one exit route, the main exits may be blocked off to encourage staff to use alternative escape routes as in a real fire; parts of the building could be impassable due to fire or smoke.
- **Warn staff:** You may wish to warn staff. The advantage of informing all staff of fire drills beforehand is that firstly they will not panic, which avoids potential injuries that could be caused in a rush to exit a building. Secondly if the alarm sounds without a prior warning, there will be no ambiguity as to if it is a drill or not and people will behave appropriately.
- **Inform the fire service:** If the school has a system that automatically informs the fire service when the alarm is triggered, take appropriate measures to stop this from causing the Fire Service a wasted journey. Take any systems off line before the fire drill but be sure to get them back up and running as soon as the drill has finished.

### e) During the fire drill

- Observers should be placed at points around the building in areas such as stairwells to look for good and bad practices.
- Set a stopwatch to record how long the full evacuation takes
- The chief fire marshal should note how well and how quickly the evacuation, assembly and roll call procedures are carried out (refer to Appendix B: Fire Evacuation Debrief form for an example form to support this).
- Any room for improvement should be noted

### f) After the fire drill

- After the drill, a debriefing meeting should take place to review how the drill went.

## 8. Electrical Safety

The Health and Safety at Work etc Act 1974 impose general duties on employers. The Electricity at Work Regulations 1989 also set out specific requirements on electrical safety.

### 8.1 Competence to undertake testing, maintenance or repair of electrical installations

Day to day testing of electrical equipment may be done by a delegated member of staff (e.g. premises manager) with the necessary training and equipment. Only people with the necessary professional training and skills should carry out more complex work on testing and maintenance. Certification of training is required. Staff will not work on live electricity unless they have had the appropriate training and have the skills and experience required to do so safely and competently.

### 8.2 Risk assessment and reduction

Suitable and sufficient risk assessments are required to identify significant risks to health and safety and measures to be taken to remove/reduce risks. Schools will not accept gifts or second-hand electrical appliances, and staff will not bring in their own appliances from home, unless a competent person has undertaken PAT (see 8.4). A safe system of work should be established and used for any live electrical work, including suitable protective equipment and restriction of access to the live-working area.

### 8.3 Visual inspections

All portable appliances should be visually inspected at the beginning of each term as a minimum, but more frequently if use or environment suggests it. Inspection should include checking for loose cables or signs of fire damage, and if possible, checking inside the plug for internal damage, bare wires and the correct fuse. All earthed portable equipment such as drills, saws, irons etc should be subject to a detailed inspection and tested, at a frequency dependent on the use of the equipment and determined by a competent person. Items which are rarely unplugged e.g. refrigerators will need inspecting and testing infrequently.

### 8.4 Portable Appliance Testing (PAT) and recording

PAT should be completed in accordance with the findings of the risk assessment. PAT must be done by someone with the necessary knowledge and experience to carry out a test and interpret the results. A written record of tests should be maintained and be available for examination. The equipment itself should also be marked with some form of identification, with the date of the most recent test on a label. PAT must be carried out on equipment used by home workers, if it was supplied by the school.

### 8.5 Testing fixed electrical installations

The HSE advises that fixed electrical installations (including mains system, sockets, lights and heaters, provided they have been adequately maintained), should be inspected by a competent person at least every five years. More frequent inspection and testing will be necessary if the installations are subject to damage and abuse. A test certificate should be prepared, showing the date and results of the test, and kept at the school. Equipment should always be visually checked before use, in particular the condition of power cables and their terminations, as these can often be damaged, wrenched and jerked, which may loosen their connections.

### 8.6 Damaged or faulty appliances

Must be removed from use and either repaired by someone competent or disposed of to prevent its further use. The item must be labelled with a 'DO NOT USE' sticker attached until it is suitably repaired. If the item is to be disposed of, the plug must be removed and disposed of safely.

### 8.7 Accidents/incidents/near misses involving electricity

Any accidents/incidents/near misses may need to be reported under The Reporting of Injuries, Diseases, Occurrences Regulations (RIDDOR).

## 9. Gas Safety

The Gas Safety (Installation and Use) Regulations 1998 requires employers to ensure that any gas appliance, installation, pipework or flue installed at any place of work under their control is maintained in a safe condition, so as to prevent risk of injury.

Gas work includes:

- The installation, repair or service of a gas boiler
- Installation or repair of a gas fire, gas cooker, hob or water heater.
- Any other work on heat producing appliances involving gas pipework, flues or combustion chambers if connected to either a natural gas or Liquid Petroleum Gas (LPG) supply.

### 9.1 To meet basic requirements, the headteacher or their delegated employee will ensure:

- All gas pipework, appliances and flues are regularly inspected and maintained
- All gas systems and appliances are operated and maintained so as to prevent, so far as is reasonable, danger to persons or property
- All rooms with gas appliances are regularly checked to ensure there is adequate ventilation (do not block air inlets to prevent draughts, do not obstruct flues and chimneys.
- Only persons authorised to undertake gas work do so (see 'Competence' below).

### 9.2 If you suspect a gas leak

- For natural gas, turn off the supply and immediately call the **National Gas Emergency Service** on **0800 111 999**.
- For LPG call the supplier and if in doubt, evacuate the building and inform the police as well as the National Gas Emergency Service or your gas supplier.
- Do not turn a gas supply back on until a leak has been dealt with by a Gas Safe Registered engineer.

### 9.3 Maintenance

- Inspections will take place annually as a minimum. Periods between inspections may vary depending on the equipment/its use and should follow manufacturers' recommendations.
- Equipment should be designed, operated and maintained to make sure dangerous levels of carbon monoxide (CO) are not produced. There should be enough ventilation to remove combustion products. Operators must be fully trained to use a safe procedure for purging, lighting up and shutting down.

### 9.4 Competence to work on gas fittings or appliances

- No person may undertake gas work unless they are competent to do so.
- Work on gas fittings must be carried out by someone on the **Gas Safe Register**. Although registration is a basic indication of competence, note that not **all** engineers are qualified for **all** gas work. Registered engineers are issued with a unique license number and a photo identification card. The card will list specifically the types of work that the engineer is qualified to undertake. The school must ensure that any contractor is Gas Safe Registered and appropriately qualified for the work. You can check this by contacting the **Gas Safe Register online or on 0800 408 5500**.

### 9.5 Monitoring

The Gas Safe Register will investigate complaints about unsafe gas work. They will also periodically monitor the work undertaken by registered gas engineers to ensure they understand and continue to work to the standards set out in legislation and in accordance with the rules of registration.

## 10. Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) is the law that requires employers to control substances that are hazardous to health. Such substances may be used directly in the workplace (e.g. cleaning chemicals) or may arise from the work (e.g. dusts, fumes and waste products). All reasonable steps will be taken to ensure that staff, pupils and visitors are not exposed to substances hazardous to health. There are exceptions to these regulations, which are controlled by their own specific legislation, e.g., asbestos, lead, radioactive substances.

### 10.1 To take actions to evaluate and control risks, each school will:

- Complete an inventory identifying all hazardous substances used on the school premises
- Obtain material safety data sheets from the manufacturer/supplier. Data sheets are not by themselves a sufficient COSHH risk assessment. The information in the data sheet must be compared to the particular circumstances in which the substance is to be used and a decision made about the measures necessary to adequately control exposure.
- Wherever possible replace hazardous substances with safer alternatives.
- Complete a risk assessment for the use of any substances which present a significant health risk.
- Ensure all staff have received information, instruction and training where required.
- Ensure records of assessments are being kept on the premises and made available on request to any relevant people.
- Ensure that the exposure of personnel to substances hazardous to health is either prevented or adequately controlled.
- Ensure that any equipment provided to control the risk e.g., local exhaust ventilation; fume cupboards, personal protective equipment (PPE) is adequately maintained.

### 10.2 Hazard symbols and pictograms

Classified substances can be identified by their warning labels and carry pictograms. Such substances may be hazardous through inhalation, ingestion, absorption or contact through the skin. Below are the old CHIP symbols and new CLP symbols and their meanings:

Old CHIP								
New CLP								
	<b>Harmful</b>	<b>Explosive</b>	<b>Flammable</b>	<b>Toxic</b>	<b>Corrosive</b>	<b>Dangerous environment</b>	Carcinogenic and respiratory sensitisation	Contains gas under pressure

### 10.3 Health Surveillance

Health surveillance is only required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees these should be carried out.

- Records relating to named individuals must be kept for 40 years.
- Advice should be sought from Occupational Health if there is any uncertainty regarding the need for health surveillance.

## 11. Legionella control

Legionella and related bacteria are common in natural water sources. They may also be found in purpose-built water systems such as cooling towers, hot and cold water systems, and pools. In some cases the bacteria can cause a serious lung infection called Legionnaires' disease. It is important to control the risk of infection by taking measures to avoid the growth of bacteria.

### 11.1 To comply with legislation, the headteacher or their delegated employee will:

- Identify and assess the sources of risk for which employees, pupils or visitors may be exposed to within the school. The assessment should include a survey to identify whether there are conditions present that will encourage bacteria growth this includes legionella.
- Identify the hot and cold water temperatures throughout the school's water storage and distribution system(s) to locate any systems or areas where water may be stored or distributed between 20-45 °C.
- Identify all areas or services capable of releasing an aerosol such as showers, spray taps and where necessary measures put in place to control the risks.
- Identify whether there are susceptible individuals present that may be exposed to such aerosols.

### 11.2 Tasks that should be undertaken to manage risk:

- Weekly tasks
  - Weekly flushing of any outlets and showers that are infrequently used (less than once per week). Precautions should be taken to minimise aerosol release.
- Monthly tasks
  - Water temperatures should be recorded at the nearest and furthest outlets from the storage tanks and water heaters.
  - Water temperatures in flow and return pipes should be monitored and recorded.
  - Hot water temperatures should be recorded from outlets after 1 minute of operation. Cold water should be tested after 2 minutes of operation.
- Quarterly
  - All showerheads and hoses should be dismantled, cleaned and descaled.
- Six monthly
  - The cold-water storage tanks should be inspected and temperatures recorded to cover storage, supply and distribution temperatures and general conditions.
- Annually
  - The condition of the tanks should be reviewed. Where the presence of organic material, vermin and water quality deterioration is identified, remedial actions should be conducted. Where required a sample should be taken from the drain outlet.
  - All the taps within the building should be checked at least once a year.

### 11.3 Schools holidays and low occupancy periods

It is extremely important to manage the risk of legionella during periods of low water usage, such as school holidays. Such times will provide the perfect opportunity for bacterial growth and proliferation within water systems and services. The following actions should be recorded:

- When the school is occupied, but at a significantly lower capacity to normal, then the outlets which are used less than once per week should be flushed weekly.
- When the school is not in use at all during holiday periods, all tanks, calorifiers and associated outlets should be thoroughly flushed prior to the start of the new term. Water samples should also be considered for collection prior to the start of the new term.

## 12. Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 explains that the employer needs to protect employees from risks associated with DSE e.g. computers and laptops.

A user is defined in the regulations as "an employee who habitually uses display screen equipment as a significant part of his/her normal work". This is usually interpreted as continuous period of an hour or more on most days of the week. The employee's line manager will identify DSE users.

Some DSE users may experience fatigue, eyestrain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a number of factors.

### **12.1 To comply with DSE regulations, the headteacher or their delegated employee will:**

- Analyse workstations to assess and reduce risks
- Make sure controls are in place
- Providing information and training
- Providing eye and eyesight tests on request and special spectacles if needed
- Review the assessment when the user or DSE changes

### **12.2 To avoiding health risks with DSE, users are advised to:**

- Stretch and change position regularly, as far as possible
- Look into the distance from time to time and blink often
- Change activity before you get tired rather to recover
- Take short frequent breaks (which are better than longer, infrequent ones).

### **12.3 Eye tests**

Upon request of the DSE user, identified by their line manager, (see above) the school will pay for a test to be carried by a qualified optician. Only "users" are entitled to receive corrective appliances paid for by the academy.

'Normal' corrective appliances are at the user's own expense, but users needing 'special' corrective appliances will be prescribed a special pair of spectacles for display screen work only. The academy liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e. of a type and quality adequate for the user's work.

There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.

## 13. Manual handling

The Manual Handling Operations Regulations (MHOR) 1992 (as amended in 2002) apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person; or inanimate, such as a box.

### 13.1 Manual handling problems

Hazardous activities include:

- Lifting heavy or awkward loads
- Using excessive force
- Repeated handling of heavy loads
- Poor posture and twisting when handling

### 13.2 The headteacher or their delegated member of staff, in accordance with MHOR, will:

- Avoid staff undertaking hazardous manual handling operations 'so far as is reasonably practicable'
- Reduce the risk of injury, so far as is reasonably practicable.
- Ensure risk assessments are completed for hazardous manual handling that cannot be avoided
- Provide employees with appropriate information, instruction and training.
- Ensure online manual handling training is made available to all staff.

### 13.3 To avoid risk employees should:

- Reduce the load to be moved, wherever possible, e.g. split the load into smaller units.
- Use appropriate equipment to reducing the need for manual handling, e.g. trolleys.
- Be aware of their own physical capabilities and not attempt to move any object that is beyond their capabilities.

## 14. Buildings Safety Management (BSM)

The 'Responsible Person' (the headteacher, who may delegate this task) is required to maintain Building Safety Management records (Refer to Appendix C: Buildings Safety Management checks form for an example checklist to support this). Information required in the BSM records includes:

- Installations that are currently in place
- Is there a testing/check/service/maintenance regime in place, if YES how often?
- Is the testing/check/service/maintenance completed by an external contractor or by competent academy employee(s)?
- Names and job title where relevant, or full contractor information.

Checks should be completed daily, and any repairs and maintenance issues that are identified must be reported to the headteacher or their delegated person. The report should include:

- Date the work/actions were identified
- Description of work/actions required and/or any immediate actions taken (if any)
- Name of the person reporting
- Date work was completed

It may be necessary to take photographs of the work required in order for a more accurate description to be made.

## 15. Managing contractors

The person responsible for contractors on school premises is the headteacher, or their delegated staff member. The following policy and procedures must be followed when employing contractors to undertake any building or maintenance work.

**Please note:** Under **no** circumstances must plans for construction/building work/refurbishment or demolition on school premises begin without consulting the QIE Central Team.

### 15.1 Suitability of contractors

- A pre-contract check form (refer to Appendix D: Contractor Pre-contract check form for an example) must be completed by contractor(s) and approved before work begins.
- The delegated person to complete the suitability of all contractors should also complete a Contractor Checklist (refer to Appendix E: Contractor Checklist for an example) to ensure that all reasonable steps have been taken.
- Competence of the contractor to complete the job safely e., their skills, training, knowledge and experience in the work to be completed is essential. The more complex the task, the more competent the contractor will need to be.
- Contractors are required to comply with legislation, relevant regulations and the academy's Health and Safety Policy, Procedures and Guidance.

### 15.2 Risk assessment

The delegated person who is responsible for the contractor(s), together with the contractor(s) must discuss the planned work to be completed, and ensure a suitable and sufficient risk assessment is undertaken. The risk assessment should:

- Be a joint process: it should be done together with the contractor.
- Be written up: This is the role of the contractor.
- Identify the risks: What could cause harm to people, or damage to building, plant and equipment? For example, hazards associated with equipment the contractor(s) will be using, including vehicles, tools, and noise; any harmful substances used; any risks relating to access and egress to the site. Do not assume that contractors will be aware of all risks, even if they seem obvious to you. Provide the contractor with information and instruction about all the health and safety potential risks on site that they may need to be aware of.
- Identify who might be affected or harmed, and how: For example other relevant staff, pupils, visitors, other contractors, local residents?
- Detail how the risks will be controlled: Agree measures to control risks with the contractor before work starts. Be clear about who will do what and when.

### 15.3 Method statement

A Method Statement must be provided by the contractor. This should include the following details:

- A description of the work to be conducted
- Projected start and end dates for task
- The statement's author and the contractor's health and safety contacts
- Who the work will be done by (named staff)
- What the hazards are (referring to the risk assessment)
- What measures have already been taken to reduce the risks
- Additional steps that will be taken to reduce risk and complete the job safely (including control measures agreed in the risk assessment process)
- Any environmental or quality considerations and subsequent procedures
- How the work will be done - step-by-step instructions that must be followed to most safely accomplish the work

- What equipment will be used, and any equipment that it has been agreed not to use
- Any personal protective equipment (PPE) to be worn by workers, and any training required, and who will provide these (this is the contractor's responsibility)
- First aid procedures
- Details of any work permits required (see section on Permits to Work, below)
- The process for properly handling materials, and lock-off and machinery shutdown procedures
- Any scaffolding that will be used
- Egress and site access (pedestrian routes may need to be designated around any outside equipment or vehicle access routes).
- Arrangements for access to welfare facilities.

#### **15.4 Plan for managing the work**

The school should also ensure there is a joint record of what has been agreed in relation to:

- Who will be responsible for the work, on the part of the school?
- Who is in charge of supervising the work on behalf of the contractor, and what are they expected to do as part of this supervision?
- What arrangements are there for stopping the work, if there are serious health and safety concerns?

#### **15.5 Consultation:**

You must consult with employees on health and safety matters by law. Explain how the proposed work will affect their health and safety. Make sure they know how to raise any concerns they may have about the contractors and their work. You may also want to consult with others on site, where appropriate. Pay particular attention to those whose first language may not be English.

#### **15.6 Managing/supervising the work**

The 'Responsible Person' or the delegated person and the contractor must work together and coordinate activities to ensure the work can be completed safely and without risks to health. They should hold regular meetings throughout the course of the work. The level of cooperation and coordination will depend on:

- The job to be done
- The number of contractors (or subcontractors) involved
- The risks involved.

The premises manager must ensure checks are made on how the work is going, in line with what was agreed. This can be done by:

- Regular checks 'are control measures working?'
- Investigating (and recording) if things go wrong, this may be: near miss, accident, and ill health. What when wrong? What can we do to prevent reoccurrence?
- Reviewing and learning from any lessons so performance can be improved in future.

#### **15.7 Health and Safety requirements, to be provided to the contractor**

The contractor (and their staff) must:

- Sign-in upon arrival and sign-out when leaving.
- Before starting work onsite, report to premises manager
- Work in a safe manner at all times.
- Comply with the academy's Health and Safety Policy and Procedures.
- Sign the contractor log book when work has been completed.
- Comply with the Health and Safety at Work etc., Act 1974, and any subsequent legislation.
- Take care of themselves and any other person(s) that may be affected by their acts or omissions.
- Be directly responsible for the acts and omissions of their workers.

- Comply with Regulations, and work to best practice e.g., Guidance and Approved Codes of Practice that are relevant to their work.
- Comply with the conditions, procedures and control measures as defined by their method statements and risk assessments.
- Provide suitable and safe work equipment
- Provide their workers with adequate Personal Protective Equipment (PPE) and ensure they use/wear relevant PPE as necessary.
- Cease to use and report any safety related defects found with any work equipment.
- Report any issues with health and safety and report any accidents/incidents/near misses
- Provide their own First Aid provision.
- Not intentionally damage or misuse anything provided in the interests of Health and Safety whilst on Academy premises.
- Report to the headteacher, school business manager or premises manager any incidents that may directly or indirectly affect health and safety of persons on the academy site.
- Remain in the area of work undertaken and shall not enter any other area without permission of the headteacher, school business manager or premises manager.
- Not store any hazardous substances on the school premises without permission of the headteacher, school business manager, premises manager.
- Not smoke in/on any part of the school buildings or anywhere on site.
- Make themselves familiar with the emergency fire procedures for the school. If a contractor causes or discovers a fire they must raise the alarm immediately and follow the emergency fire procedure instructions provided on the Fire Action Notices throughout the building.
- Abide by the speed limit of 5 mph for vehicular use whilst on site
- Park all vehicles in accordance with the school designated parking areas - if you are unsure then ask at the reception or premises manager
- Be aware that children can become distracted and are not always aware of the dangers of equipment or moving vehicles. Contractors must remain vigilant at all times.

### **15.8 Permits to Work (PTW)**

PTWs are a formal management system used to control high-risk activities. These enable an assessment of risk to be made and to specify control measures, which will be put in place in order to minimise the risk. (Refer to Appendix F: Permit to work form for an example). They are necessary for such activities as maintenance or construction work by external contractors, unless suitable and sufficient risk assessments indicate otherwise.

#### a) Examples of types of work which permits will be required include:

- Working at height, e.g., on roofs
- Confined spaces e.g., ducts
- Hot work e.g., welding, soldering or cutting using hot flame techniques
- Live working on electricity supply systems
- Work involving interaction with asbestos
- Excavation and the digging of trenches

#### b) Intention of the Permit to Work is to:

- Ensure that the work is intended to take place is properly authorised
- Clarify the nature and extent of the work
- Specify which precautions must be taken and which activities are prohibited.
- Consideration should also be taken of the activities of other people on the Academy/Site, which may be affected by the proposed work. These activities may need to be temporarily suspended or modified.
- Indicate the date, time and location that the specified activities may occur

- Ensure that all those persons who have control of or any who are affected by the activity are made aware.
- Provide a record of the work, that specified precautions have been understood and implemented, and that the workplace and/or equipment are returned to a safe condition.

#### c) Key Points of PTW

- School employees are not permitted to undertake work which requires a PTW
- The school's premises manager is responsible for enforcing the use of PTWs
- Permits should only be issued by a competent person who understands the risks and the necessary control measures.
- A permit should be task specific and the necessary risk assessments and methods statements still need to be completed by the contractor in liaison with the premises manager. PTWs are not a replacement.
- PTWs should only be in place for a limited duration and be clearly dated with specific conditions attached.
- PTWs should not be transferred to other people or other contractors.
- Any safety precautions required should be done prior to work commencing. The PTW should state these requirements, for example, electrical isolation.
- The premises manager should only sign and date the permit when they are satisfied that all precautionary measures have been taken.
- If the risk is too high, for example because of bad weather/conditions or dangerous structure, then a permit should not be issued, and work not commenced.
- All PTW records must be retained by the premises manager.

#### d) Examples of control measures that should be considered when issuing a PTW include:

- Roof Works: Testing roof fragility; Edge protection; Prevention of falls of materials or objects; PPE; Emergency procedures; Adequate means of access
- Hot work: Good housekeeping, Use of protective curtains (where relevant), All 'hot works' equipment should be regularly maintained and inspected; Ensure a competent person visits the area after hot works has finished to ensure that no smouldering embers or hot surfaces remain; Provision of suitable fire extinguishers; Ensure that sprinklers (if installed) are isolated and reactivated after the works.
- Isolation: When working on electrical systems, they should be physically isolated i.e., 'locked off' (with the contractor's own padlock) etc., this should be stated on the permit.
- Warnings: Warning signs and often a lookout need to be posted around the area where work is being carried out.

#### e) Cancellation of PTW

- When the operations laid out in the permit have been completed, it should be cancelled immediately and returned to the premises manager. They should ensure that the work detailed on the permit has been done satisfactorily. They should then sign off the permit to ensure that it is fully cancelled.
- This may only be done when all personnel and equipment involved in the work detailed on the permit has been removed from the permit working area.
- Only when the premises manager and contractor are satisfied that it is safe can there be a return to normal service.

## Personal Emergency Evacuation Plan (PEEP) – example form

WHO THE PLAN IS FOR:	
<b>Name</b>	
<b>School name</b>	
<b>Role</b>	<input type="checkbox"/> Staff <input type="checkbox"/> Pupil <input type="checkbox"/> Other (please specify):
WHERE THE PERSON IS USUALLY LOCATED	
Please specify classroom, floor, building, school site - as appropriate	
AWARENESS OF PROCEDURE	
The person will be informed of an emergency evacuation by:	
<input type="checkbox"/> existing alarm system	
<input type="checkbox"/> other (please specify):	
ASSISTANCE AND EQUIPMENT REQUIRED	
<b>Designated assistants</b> (the following people have been designated to give assistance when I need to get out of the building in an emergency):	
<b>Methods of assistance</b> (e.g. what help will be provided, any equipment that needs to be available):	
<b>Evacuation procedure</b> (a step by step account beginning from the first alarm):	

### Understood, agreed and signed by

Person the plan is for (or if the plan is for a child, his/her parent or carer):

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Line Manager:

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Responsible person (or deputy):

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

## Emergency Evacuation De-brief – example form

School name:	Date:
Type of Evacuation: Planned / Drill / False Alarm / Real Event	
Form completed by:	

### Evacuation timing

Time alarm raised	
Time evacuation complete	
Total time to evacuate in minutes (from alarm to completion)	

### Debrief – to be completed to address any issues arising from evacuation

Issue	Suggested Corrective Action	Responsible



## Contractor pre-contract check – example form

To be completed by the contractor(s) and approved before any work commences.

Name of contractor (company)	
Brief summary of work to be done	
Name of person completing form	
Date completed	

1	What arrangements will you have for managing the work? <i>(For example, who will be responsible, how will the work be supervised, what checks do you make on equipment and materials etc?)</i>
2	Will you be using subcontractors and if so, how will you check they are competent?
3	What is your recent health and safety performance? <i>(For example, how many accidents have you had? Has HSE taken any action against you?)</i>
4	Can you provide existing risk assessments done for similar jobs? <i>(Written risk assessments are only required by law if five or more people are employed)</i>
5	What qualifications, skills and experience do you have in this type of work?
6	What health and safety information and training do you provide for your workers?
7	Do you have a written health and safety policy? <i>(This is only a requirement if five or more people are employed by the contractor)</i>
8	If required, do you have Employers' Liability Compulsory Insurance?
9	Do you have any independent assessment of your competence?
10	Is your company a member of a trade association or professional body?
11	Will you be producing a safety method statement for the job? <i>Not required by law, but helpful at describing in a logical sequence exactly how a job is to be carried out in a safe manner and without risks to health.</i>

## Contractor Checklist – example form

*To be completed by the premises manager or other designated member of staff, on behalf of the headteacher (responsible person). This checklist will help you manage your arrangements for visiting contractors, to ensure they stay safe and healthy when they are on your site.*

Name of contractor	
Brief summary of work to be undertaken	
Name of person completing checklist (staff)	
Date completed	

✓

1	Do your contractors understand how to sign in/report on arrival to your site?	
2	Have you agreed where they will enter/exit the site (if more than one entrance) and what times/dates they can gain access?	
3	Have you provided them with details of your fire and evacuation procedures?	
4	Have they been made aware of and been given access to your local asbestos management plan?	
5	Have you discussed the details of their work with them, including where they will be working and for how long?	
6	Have you discussed the importance of maintaining effective communication, and how often they should update you on their work?	
7	Do they know who they should speak to in the event of a problem, and how to reach that person urgently?	
8	Have you made them aware of the presence of children, staff and others who may be affected by their work, especially any vulnerable people?	
9	Have you discussed any arrangements needed for the school to operate whilst work is done, such as alternative access for staff or children to particular parts of the site?	
10	Have you provided them with welfare information for their staff, such as the location of toilets, kitchen facilities etc (and any facilities that are off limits)?	
11	Have you discussed first aid arrangements?	
12	Are they aware of the need to supervise their tools and equipment, to ensure they do not become a hazard to children or others on site?	
13	Are contractors aware that they will not automatically have access to your whole site and should remain in the area where they are working?	
14	Have you drawn their attention to any relevant signage or high-risk areas/ activities that they need to be aware of?	
15	Where the work is high-risk or 'hot work' (e.g. welding, grinding or paint stripping with a heat source), have appropriate systems or permits been put in place?	

## Permit to Work – example form

*A copy of this Permit-to-Work should be kept with the works contracts, and, where appropriate, displayed in a conspicuous position in the work area.*

<b>School name:</b>	
1. Job Location (site/area of school)	
2. Work Description	
3. Name of Contractor	Name of In-House Representative
4. Duration of Permit	
Commencement Date:	Expiry Date:
5. Hazard Identification	
In-House Hazards	Contractor Hazards
6. Precautions	
7. Safety Equipment	
8. Personal Protective Equipment	
9. Operational Procedures	

#### 10. Declaration

I confirm that I am fully aware of my responsibilities towards the Health and Safety at Work, etc Act 1974, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation, and undertake to comply with the safety procedures as detailed therein.

The information contained in this Permit-to-Work will be conveyed to all workers involved in the contract by the principal contractor\*/general manager\*/chief engineer\*/maintenance manager\*/project manager\*. To the best of my knowledge and ability all foreseeable precautions have been taken.

**Contractor:**

Name: Signature:  
Role: Date:

**In-House Representative:**

Name: Signature:  
Role: Date:

#### 11. Permission

I have examined the work area and to the best of my knowledge all necessary precautions have been taken and I give permission for the work to start.

**In-House Representative:**

Name: Signature:  
Role: Date:

#### 12. Suspension/Completion of Work

The work for which this work permit was issued is now suspended\*/completed\* and all contractors have been withdrawn.

The work is complete\*/incomplete\*/ready to recommission\*.

**Contractor:**

Name: Signature:  
Role: Date:

**In-House Representative:**

Name: Signature:  
Role: Date:

#### 13. Recommencement of Work

I confirm that the procedures as set out in this work permit have been re-instituted, following suspension of the work as detailed above.

**In-House Representative:**

Name: Signature:  
Role: Date:

#### 14. Cancellation of Permit-to-Work

I confirm that the plant\*/equipment\*/area\* has been tested\*/inspected\* and satisfactorily recommissioned\*, and is safe for normal work activities.

**In-House Representative:**

Name: Signature:  
Role: Date: