Health and Safety Policy

Management Log

Document Name	Health and Safety Policy
Author	Head of Health & Safety and Estates
Date Reviewed	August 2023
Date Issued	September 2023
Date of Expiry	**August 2024**
Reviewer	Director of Operations

Document History

Version	Date authored	Author	Date approved	Date issued
V1	Aug 2022	Director of Operations	Sept 2022	Sept 2022
V2	**Aug 2023**	**Head of Health, Safety and Estates**	**Sept 2023**	**Sept 2023**

Amendment log

Amendments and updates may be required under, but not limited to, the following circumstances:-

- Changes in legislation and statutory requirements
- Changes in British Standards
- Substantial changes to the Trusts undertakings
- The introduction of new machinery or technology
- Changes in nominated responsible persons
- Changes in the responsibilities of nominated responsible persons
- Changes in Policy and Procedures.

These recorded updates enable the Health and Safety Policy to become a "Controlled Document".

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1.0 Introduction

This Policy is designed to facilitate the management of health, safety and well-being within the Trust, particularly in respect of the Trusts activities, and to control all areas of risk arising from the Trusts undertaking that may affect employees, pupils, contractors, visitors or members of the public.

Academies and schools currently within NET:

Primary

1. Birklands Primary School
2. Firbeck Academy
3. Robert Miles Infant School
4. Victoria Primary School
5. Westdale Junior School

Secondary

1. Garibaldi School
2. Kirk Hallam Community Academy
3. Meden School
4. Melton Vale Post 16
5. Newark Academy
6. Nottingham Free School
7. NUAST (Nottingham University Academy of Science & Technology)
8. NUSA (Nottingham University Samworth Academy)
9. Suthers School
10. Toot Hill School

As the employer of staff, Nova Education Trust has overall responsibility for the health, safety and well-being of staff and pupils in the Trust. Nova Education Trust recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. We will engage with our employees and recognised trade unions through our Health and Safety Committee on all matters relating to Health, Safety & Well-being. And we strive to improve reporting of accidents and incidents across the Trust so that we can work towards reducing the number of such accidents and incidents over time.

Nova Education Trust and the 'Competent Person' [Citation], will support its academies in putting in place clear policies, procedures and safe systems of work which focus on managing the key risks and having effective control measures in place that are robust.

In addition, a Health and Safety Management System [HSMS] has been developed and implemented to ensure that the trust's responsibilities to schools are met and best practice and compliance is undertaken in all trust academies. This cloud based system is referred to as Atlas.

In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, the trust Health and Safety Committee operates under the terms of the Safety Representatives and Safety Committees Regulations 1977.

The Trust committee meets bi-annually and has a membership that represents the wider interests of the trust's employees, pupils and leadership, including union representation. This committee is in addition to academy-based Health and Safety committees which meet once per term and who monitor health and safety in schools, reporting to the trust Health and Safety Committee

Although overall accountability for health and safety lies with Nova Education Trust as the employer, day to-day responsibility for the health and safety of staff and pupils in individual academies is delegated to the Headteacher, who in turn will delegate particular functions to other staff, in particular the Business Operations Manager (BOM), School Business Manager (SBM) and site teams.

The local governing bodies of academies within Nova Education Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Headteacher Director of School Improvement and senior management team of the academy and relevant staff of the trust to support good health and safety management.

This policy is required for adoption by all Nova Education Trust academies.

1.1 Abbreviations

NET	Nova Education Trust
BOM	Business Operations Manager
SMB	School Business Manager
Head	Headteacher
DSI	Director of School Improvement
SMT	Senior Management Team
NCC	Nottinghamshire County Council
OHSMS	Occupational Health & Safety Management System
AHSC	Academy Health and Safety Committee
HHSE	Head of Health, Safety and Estates
HSEBP	Health, Safety and Estates Business Partner
ICT	Information and Communications Technology
EVC	Educational Visits Co-Ordinator
LGB	Local Governing Body
CEO	Chief Executive Officer
CFO	Chief Finance Officer
DOO	Director of Operations

1.2 Health and Safety Roles and Responsibilities Explained

1.2.1 Responsibility for health and safety in schools

The Health and Safety at Work Act 1974 and related regulations require every employee to take reasonable care for the health and safety of themselves and of other persons – pupils and visitors – who may be affected by their acts or omissions whilst at work.

Legal responsibility and accountability for health and safety lies with the employer.

1.2.2. Role of the Employer

Employers must take all reasonable measures to ensure that school premises and equipment on the premises are safe to use. They are responsible for determining and approving the health and safety policy, ensuring that resources are directed to implementing the policy and for complying with any directions given by the local council or other relevant authority concerning the health and safety of persons in school, or on school activities elsewhere.

1.2.3 Role of school senior management in health and safety

Senior school managers involved in the day-to-day running of the school also have responsibility for the health and safety of staff and pupils.

Headteachers have overall responsibility within school, including day-to-day health and safety management and the implementation of the health and safety policy statement and supporting arrangements.

While employers may delegate specific health and safety tasks to individuals or schools, they ultimately retain overall accountability and responsibility no matter who carries out the day to-day tasks.

1.2.4 Responsible Person

This is the named person at each school that has clear responsibility for the maintenance or repair of the premises, usually the Site Manager or caretaker in smaller schools.

1.2.5 Duty Holder

The Duty Holder means the employer and those in control of workplaces, who have duties under health and safety law.

The Duty Holder for schools is the Headteacher whilst the Nova Education Trust acts as Duty Holder in the capacity as employer.

1.2.6 Competent Person

The Nova Education Trust currently contracts Citation as their competent person. The Health and Safety Executive states:

> *"As an employer, you must appoint a 'competent person' to help you meet your health and safety duties.*
>
> *A competent person is not someone who simply has the competence to carry out a particular task safely. In general terms, the definition of a competent person is someone who has the necessary skills, experience and knowledge to manage health and safety."*

Citation provides auditing services along with day to day technical advice and guidance on Health and Safety matters. Academies should use this service in conjunction with the support of the Nova Estates team to seek guidance and support as required.

1.2.7 Central Services Team for the Trust Responsibilities

The Central Services team consists of:

- Chief Executive Officer (CEO)
- Chief Finance Officer (CFO)
- Director of Operations (DOO)
- Company Secretary
- Head of Health, Safety and Estates
- Health, Safety and Estates Business Partner

Within the Trust, responsibility for health and safety management is held by the Chief Executive Officer, who, along with each academy Headteacher is responsible for the operational health and safety of all pupils, employees, visitors and contractors.

2.0 Statement of Intent

Nova Education Trust (NET) acknowledge and accepts all legal and moral health, safety & well-being responsibilities toward our employees, pupils, contractors and other stakeholders that may be affected by our activities, so far as is reasonably practicable.

We commit to developing a positive safety culture via effective communication, cooperation, team work, and consultative management.

2.1 Policy Aim:

- To be a Trust where everyone can undertake their roles and responsibilities and fulfil their potential free from work or education related injury or ill health. This includes all school staff, agency staff, volunteers, pupils and anyone else who may be affected by our work activities.

2.2 Policy Objectives:

- To conduct all our activities safely and in compliance with legislative standards
- To provide safe working and learning conditions.
- To ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- To be an organisation that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and well-being
- To promote the principles of proportionate risk management which enables innovation, learning and influences positive change to strengthen our impact across the Trust.

2.2.1 We will achieve these aims and objectives by:

- Ensuring that adequate resources are provided to manage safely. In particular to plan, organise, control, monitor & review safety.
- Developing management systems that will allow us to maintain, monitor, and , continually improve our safety performance.
- Providing information, instruction, training and supervision to employees of all levels to ensure that decisions are undertaken safely.
- Monitoring our safety performance and acting where it falls below expected standards.
- Ensuring that the safety responsibilities are clearly defined and communicated.
- Ensuring that places of work and learning, for which we are responsible, are maintained and provide safe, comfortable environments where our people can

thrive and be the best version of themselves without risks to their health and well-being.
- Providing adequate well-being facilities.
- Engaging competent professionals where expertise is not available in house.
- Having systems in place to react to, report and learn from incidents and accidents.
- Using competent contractors.
- Ensure that appropriate and adequate insurances are maintained and reviewed annually.
- Reviewing this policy statement at least annually and after any event such as changes in organisation, legislation or incidents that highlight changes or improvements to the OHSMS are needed.

2.2.2 We expect all employees working for us at all levels to:

- Take responsibility for their own safety whilst at work and for others who may be affected by their acts or omissions.
- Co-operate on safety matters to enable us to fulfil our obligations.
- Comply with risk assessments completed for their work and activities.
- Report safety matters that they are concerned about and are unable to resolve themselves.
- Not to interfere, misuse or willfully damage anything provided in the interest of Health & Safety.

2.2.3 We expect pupils to:

- Report any health and safety matters in line with school policy.
- To not act in a way that endanger their own or others health and safety.

The Appointed Safety Adviser for NET is Citation.

Signed by the Nova Education Trust Chairperson of the Board of Directors

Name	Signature	Date
Margaret Monckton	M Monckton	03.11.23

Signed by the Nova Education Trust Chief Executive Officer

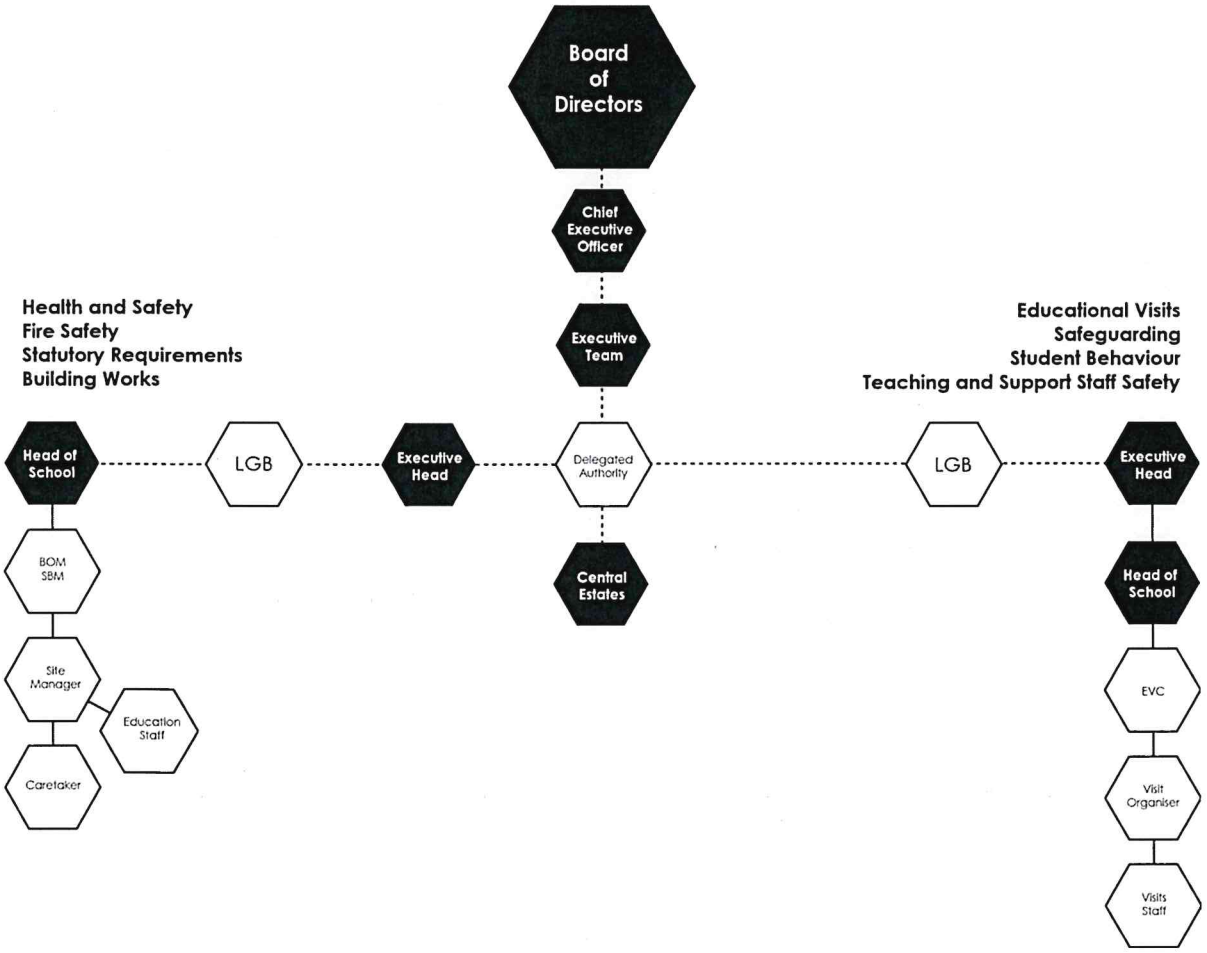
Name	Signature	Date
Ash Rahman	A. Rahman	06.11.23

Signed by the Headteacher

Name	Signature	Date
Chris Turner.		27.11.23

3.0 Organisation, Roles and Responsibilities

This section details the specific health and safety roles and responsibilities assigned to the following posts and functions.



3.1 Duty Holder: The Employer

3.1.1 Nova Education Trust, Board Responsibilities

- To implement the Nova Education Trust Health and Policy Statement;
- Make and review regularly, the overall health, safety, well-being and security policies and their implementation in the Academies;
- Satisfy itself that each Academy has in place a policy and procedures that are suitable and sufficient and that the Academy reviews these at least annually and after any event, such as changes in organisation, legislation or incidents, highlights changes or improvements to the OHSMS as required;
- Ensure that each Academy LGB (Local Governing Body) knows and understands its responsibilities;
- Require each Academy to set up and maintain a Health and Safety Committee under the Safety Representatives and Safety Committee Regulations 1997,
- Expect each Academy to appoint competent persons (or bodies) to advise on the implementation of the health and safety policy and procedures in each Academy, and to ensure that the training of relevant Academy staff is kept up- to-date and relevant to their role;
- Ensure that an appropriate and trust approved management system is used by each Academy to prompt and record the carrying out of necessary health, safety and security tasks including compliance activities in line with Nova Education Trust policies;
- Receive and consider an Annual H&S Review from the Academies (or the appointed

competent person) and determine any necessary actions required;
- Provide training, advice and guidance as necessary for the Academies;
- Provide sufficient funds for the implementation of its policies;

3.1.2 Health and Safety Committee Responsibilities

The function of the Health and Safety committee will be included in the Finance and Operations Committee meetings.

3.1.3 Finance and Operations Committee Responsibilities

The Trust Committee meets 4 times a year and their responsibilities include:

- To receive each term a Health and Safety report and advise as necessary.
- To monitor compliance with the academies' Health & Safety policies and statutory obligations under the Health and Safety at Work Act 1974.
- To appoint a designated Health and Safety representative from the Board

3.1.4 LGB (Local Governing Body) Responsibilities

The Local Governing Body and Headteacher / Headteacher are responsible for the local implementation of the Nova Education Trust policy and for the arrangements and procedures which will ensure as far as is reasonably practicable the health, safety, well- being and security of staff, pupils, contactors and visitors at the Academy.

The Local Governing Body will develop local arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals, who will co-ordinate, manage and carry out the local procedures, under the overall supervision of the Headteacher; and within the overall Nova Education Trust policy.

The Local Governing Body are to ensure that:

- Local health and safety procedures are in line with Nova Education Trust group Health and Safety Policy Statement and supporting arrangements;
- Set up and maintain an Academy Health and Safety Committee under the Safety Representatives and Safety Committee Regulations 1997;
- Ensure that the Academy Headteacher considers the views and recommendations of the Academy Health and Safety Committee;
- Appoint a member of the Local Governing Body to be responsible for liaison on Health and Safety issues with the Headteacher and Staff, who will also sit on the Academy Health and Safety Committee;
- Appoint a competent person (or persons) as the Academy Health and Safety Manager (or 'Managers') (HSM), and ensure they are appropriately trained;
- Ensure that there is a system across the Academy for appropriate risk assessments to be carried out, recorded and regularly reviewed in line with the Nova Education Trust policy;
- Ensure that appropriate standards of well-being are established and maintained for staff, pupils, Contractors and visitors;
- Ensure that staff are trained in Health and Safety as appropriate;
- Provide adequate resources to enable the Health and Safety policy to be carried out;
- Agree and maintain any necessary health, safety and security contracts with approved competent contractors;
- Ensure that a system is in place to enable contractors and persons hiring any part of the premises to be made aware of, and to conform to, the Academy policy and procedures;
- Monitor the implementation of health and safety procedures throughout the Academy's health and safety management system, and ensure that it is used effectively in the Academy;

Receive a termly Report on the progress of Health and Safety compliance in line with the trust's reporting model and address any areas of concerns as necessary with the Headteacher and / or their Director of School Improvement.

3.1.5 Academy Health and Safety Committee (AHSC)

- The Committee will consist of at least the Headteacher, the BOM/SBM, Site Manager/caretaker, health and safety officer (if applicable) and the nominated governor for health and safety.
- Meetings may be attended by Professional Association/Trade Union elected staff representatives and Heads of Department for Sport, Science, Design & Technology, Catering, Food Tech as invited.
- The Committee will meet at three times per year and will report to the Chair of the LGB.Three members, including the Headteacher, will form a quorum.
- The Committee may determine its own Chair and proceedings in line with any Nova Education Trust or Academy policy.
- The Committee may invite other members of staff and pupils to attend a committee meeting for specific agenda items.

This committee will:

- Consider the Nova Education Trust Health & Safety Policy and any other related policies, procedures or supporting documents;
- Make and regularly review health, safety, well-being and security arrangements for implementing the Health and Safety policy and any additional policies and procedures;
- Consider accident, incident and ill health records and statistics;
- Consider reports of any internal and external inspections;
- Consider risk assessment and the management of risks;
- Monitor and make recommendations on health and safety training throughout the Academy;
- Consider the efficacy of emergency procedures including Fire Procedures, Lock Down Procedures and the Emergency Plan.
- Consider any changes that affect health and safety;
- Receive and consider an Annual Status Review from the HSM and determine any necessary response;
- Consider any other items raised by management or the staff representatives;
- Make recommendations as to developments, action plans and areas for development and report as required to Nova Education Trust.

3.1.6 Designated Member of the Local Governing Body for Health and Safety

This member of the Local Governing Body is responsible for:

- Liaising with the Headteacher and the SBM/BOM between meetings of the Local Governing Body to ensure that the Nova Education Trust and Local Governing Body policies are carried out;
- Ensuring that proper oversight of any contract with contractors is maintained;
- Participating in a site inspection at least once a year;
- Participating in the working of the Health and Safety Committee;
- Inspecting and reporting on the use of the health and safety management system in the Academy;
- Inspecting the accident/incidents books at least once a term and reporting as appropriate to the Local Governing Body.

3.2 Duty Holder: The Employee

3.2.1 CEO (Chief Executive Officer) Responsibilities

The CEO has overall responsibility for the Nova Education Trust's health and safety performance and is required to ensure that:

- Decision-making is in line with the policy and procedures for health and safety and any statutory provisions set out in legislation;
- Adequate resources are made available for health and safety;
- Health and safety performance is robustly monitored and reviewed;
- Suitable action plans for improving health and safety are developed and implemented;
- The performance of Headteachers/ heads of school are measured against health and safety bench marks, targets and objectives;
- The trust's health and safety policy and performance is reviewed at least annually or more frequently if changes to organisation, legislation or incidents that highlight changes or improvements to the OHSMS are needed.

3.2.2 Headteacher / Headteacher Responsibilities

The Head (or, when absent, a nominated Vice Head) will be responsible for the overall implementation of the Health and Safety Policy.

The Head is responsible for:

- The health, safety and well-being of staff, pupils, visitors, contractors and any other person using the premises;
- Ensuring safe conditions for working and learning for all persons using the premises;
- Ensuring safe working practices and procedures throughout the academy, including those relating to the provision and use of machinery and other apparatus;
- Ensuring that staff are consulted appropriately on issues that affect them;
- Implementing a pupil behaviour policy that will ensure as far as is reasonably practicable, the health, safety and well-being of pupils on site and when engaged in academy activities off-site;
- Appointing members of the academy management team to the health and safety committee;
- Directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the academy;
- Keeping the Academy LGB informed of the progress of the implementation of the policy, and informed about changes to the law and guidance;
- Ensuring that there is a suitable system in place for reporting accidents, near misses, and concerns about staff or pupil well-being; (D)
- Ensuring that liaison with contractors is maintained and that regular reports are obtained; (D)
- Arranging for appropriate supervision of pupils; (D)
- Carrying out periodic safety reviews and audits; (D)
- Ensuring that the health and safety training needs of all staff and pupils are identified, and appropriate training provided; (D)
- Encouraging staff, pupils and others to promote health and safety and to suggest ways of reducing risks; (D)
- Ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out; (D)
- Delegating to the HSM appropriate tasks for the day-to-day implementation of the policy; (D)
- Ensuring that the health and safety management system or other (if any) is used effectively by relevant users; (D)

- Ensuring that parents are kept informed on any health and safety issues and enlisting their support as appropriate; (D)
- Making termly progress reports and an annual health, safety and security status review and presenting it to the academy local governing body; (D)

3.2.3 BOMs and SBMs Responsibilities

A Headteacher may choose to delegate some of the tasks above to the BOM or SBM. Tasks suitable for delegation to a suitable competent and qualified BOM/SBM are marked above with (D).

The Headteacher does not transfer H&S responsibility by delegating these tasks to SBMs or BOMs.

Each academy must have a named Health and Safety Manger.

In primary schools the HSM roles and responsibilities should be held by the SBM. In secondary schools the role of HSM should be held by the BOM or by a suitably senior and experienced Site Manager if available.

The HSM must be a suitably qualified and 'competent person' (as defined below) and will be reporting to the Headteacher (or BOM in the case of Site Managers):-

- Managing, co-ordinating and monitoring health and safety matters within the academy;
- Ensuring that the academy's health and safety policy and systems are implemented;
- Reporting regularly to the Headteacher (or BOM) on health and safety issues;
- Participating in the work of the academy health and safety committee;
- Assisting the Headteacher in compiling the annual status review;
- Liaising as appropriate with the member of the local governing body with health and safety responsibility;
- Maintaining a suitable system in place for reporting accidents, near misses, and concerns about staff or pupil well-being;
- Ensuring that suitable and sufficient risk assessments are carried out, and appropriate controls are implemented;
- Liaising with any contractors and making reports to the Headteacher on the progress of the contractual requirements;
- Engaging external health and safety experts as appropriate, receiving their reports and taking any necessary action;
- Meeting with staff health and safety representatives;
- Advising on all health and safety matters (including safety of buildings, plant and equipment used and operated by the academy);
- Ensuring that teaching, administrative, catering, and all ancillary staff are aware of aspects of the health and safety policy that affect them;
- Ensuring that the relevant academy health & safety policy and ancillary policies are available to all staff;
- Ensuring that contractors and persons hiring any part of the premises are aware of the nova education trust policy;
- Ensuring that all necessary safety signs and notices are displayed;
- Ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff in accordance with the academy's fire safety policy;
- Putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the health and safety policy as appropriate; and
- Overseeing the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks.

3.2.4 Responsible Person

This is the named person at each school that has clear responsibility for the maintenance or repair of the premises, usually the Site Manager or caretaker in smaller schools.

3.2.5 Health & Safety Manager (HSM) Responsibilities

In primary schools the HSM roles and responsibilities should be held by the SBM. In secondary schools the role of HSM should be held by the BOM or by a suitably senior and experienced Site Manager if available.

The HSM must be a suitably qualified and 'competent person' (as defined below) and will be reporting to the Headteacher (or BOM in the case of Site Managers):

- Managing, co-ordinating and monitoring health and safety matters within the academy;
- Ensuring that the academy's health and safety policy and systems are implemented;
- Reporting regularly to the Headteacher (or BOM) on health and safety issues;
- Participating in the work of the academy health and safety committee;
- Assisting the Headteacher in compiling the annual status review;
- Liaising as appropriate with the member of the local governing body with health and safety responsibility;
- Maintaining a suitable system in place for reporting accidents, near misses, and concerns about staff or pupil well-being;
- Ensuring that suitable and sufficient risk assessments are carried out, and appropriate controls are implemented;
- Liaising with any contractors and making reports to the Headteacher on the progress of the contractual requirements;
- Engaging external health and safety experts as appropriate, receiving their reports and taking any necessary action;
- Meeting with staff health and safety representatives;
- Advising on all health and safety matters (including safety of buildings, plant and equipment used and operated by the academy);
- Ensuring that teaching, administrative, catering, and all ancillary staff are aware of aspects of the health and safety policy that affect them;
- Ensuring that the relevant academy health & safety policy and ancillary policies are available to all staff;
- Ensuring that contractors and persons hiring any part of the premises are aware of the nova education trust policy;
- Ensuring that all necessary safety signs and notices are displayed;
- Ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff in accordance with the academy's fire safety policy;
- Putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the health and safety policy as appropriate; and
- Overseeing the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks.

3.2.6 Competent Person

The '**Competent Person**' is the person or organisation that has responsibility for advising the Headteacher and other Senior Managers in the discharge of their responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other applicable health and safety legislation.

They will also liaise with Nova Education Trust, local Health and Safety Officers and enforcement officers (such as HM Inspectors of the Health and Safety Executive and Fire and Civil Defence Fire Officers.)

Refer to Arrangements for details of the current appointed competent person for the Nova Education Trust.

3.2.7 Staff with Departmental Responsibilities

Heads of Departments and Other Specific Roles will be appropriately trained and are responsible to the Headteacher through the HSM for the implementation and operation of the Health and Safety Policy as it affects their areas of responsibility.

In order to discharge this responsibility, they will:

- Familiarise themselves with the academy's health and safety policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- Participate as required in the work of the academy health and safety committee;
- Use the health and safety management system to record completion of the relevant tasks;
- Make and regularly review a departmental health and safety policy
- Set up and implement safe methods of work;
- Ensure that the academy's pupil behaviour policy is implemented within the department as appropriate;
- Apply effectively all relevant health and safety regulations, rules, policies, procedures and codes of practice;
- Instruct all staff, pupils and others under their jurisdiction in safe working practices;
- Carry out regular safety inspections of their areas and keep records of those inspections;
- Ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- Ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- Make available appropriate protective clothing and equipment, first aid and fire appliances;
- Ensure that all departmental staff and pupils in their areas know the emergency evacuation procedures;
- Ensure that COSHH items have a current COSHH Assessment and Manufacturer Data Sheet available and are correctly used stored and labelled;
- Ensure provisions are in place to contain or mediate and accidental COSHH releases;
- Provide appropriate health and safety information to relevant persons;
- Report any health and safety concerns to the HSM
- Participate in the work of the health and safety committee if required to do so; and
- Assist the HSM in compiling an annual status review.

3.2.8 Responsibilities of Staff Reporting to the HSM:

Additional duties of the HSM may be delegated to middle managers reporting to the HSM. The HSM does not transfer H&S responsibility by delegating these tasks to others.

The HSM retains responsibility to the Headteacher for:

- Implementing the appropriate Academy policies and procedures;
- Maintaining an appropriate cleaning schedule;
- Ensuring that site staff are competent to carry out their responsibilities;
- Arranging for the effective removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe so as to prevent incident or injury;
- Taking appropriate action where necessary to prevent injury to others on the site who

might otherwise be exposed to unnecessary dangers, e.g. Erect barriers around open manhole covers;
- Ensuring that other site and cleaning staff are adequately supervised;
- Ensuring that any PPE (Personal Protective Equipment) issued to staff is suitable for the task and that training is provided in the use of the equipment;
- Ensuring that all site and cleaning staff work in accordance with safe working practices issued by the Academy.

3.2.9 Catering Manager (if an Academy employee) reporting to the HSM

Where the Academy manages its own catering facilities, the Catering Manager, in addition to the above, will also be responsible for:

- Implementing the relevant Nova Education Trust and Academy policies in their particular areas;
- Applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas;
- Ensuring hygiene standards meet legislative requirements;
- Supervising and training staff appropriately;
- Training and instructing all catering staff in the emergency procedures;
- Carrying out regular reviews of the procedures and informing the HSM of any issues of concern;
- Recording results of the monitoring and review of procedures;
- Ensuring that all catering staff have opportunities for raising concerns about Health and Safety issues; and
- Assisting with the making of the annual status review.

Where the Academy contracts out the catering arrangements, the HSM will ensure that the above responsibilities are fulfilled as part of the contract.

The contract will set out the Head Cook/Catering Manager's responsibilities, and the Contactor's responsibilities.

3.2.10 All Members of Staff

Have a duty to:

- Take all reasonable steps to safeguard the health and safety of themselves, all other staff, pupils in their care, and any other persons who may be affected by their actions;
- Understand and use the academy reporting systems;
- Take reasonable precautions in safeguarding themselves and others;
- Know and understand the academy's and any departmental health and safety policies;
- Observe all health and safety rules and procedures set out by nova education trust and the academy and use all health and safety equipment provided;
- Participate in assessing risks and the management of identified risks;
- Follow all relevant codes of safe working practice and local rules;
- Alert the HSM or heads of areas/departments as appropriate to any potential hazard noticed;
- Report (through the academy's reporting system) all accidents, incidents or near misses that have led or may lead to injury, illness, harm or damage;
- Ensure that pupils' behaviour is regulated in accordance with the academy's pupil behaviour policy;
- Report any unsafe working practices to the HSM;
- Report any concerns they may have about the health, safety and well-being of any pupil in their charge in line with the academy's 'safeguarding pupils' procedures;

- Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone trained and competent with a thorough working knowledge of the machine;
- Ensure that no pupil is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate, close expert supervision;
- Ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- Participate in any relevant paid training; and
- Read and understand this Health and Safety Policy and any sub-policies or supporting documents agreed by the academy, and sign and date an Employee Recognition Form to indicate that he/she has done so.
- All recognition sheets to be scanned into the staff member's personnel file and be stored indefinitely.
- All staff have a right to raise Health and Safety issues of concern at any time but in particular at formal meetings in their departments.
- All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the HSM or Headteacher as appropriate.
- Nova Education Trust recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for Health and Safety, to use their experience and knowledge as adults, and their training as teachers to make reasonable, common sense decisions about risk assessment and control measures.
- The support of the appointed Competent Person is available for this as required.

4.0 Arrangements

- The following arrangements have been established within NET academies to eliminate or reduce health and safety risks to an acceptable level and to comply with legal requirements.

- The arrangements may refer to a separate, detailed policy and/or guidance and these will be available to staff to access electronically on the Gateway Portal and must be followed.

- The trust is also developing a Headteacher toolkit to assist academies in the implementation of the policy and its arrangements for health and safety.

- Academies may need to make templates school specific and adapt it to their local arrangements in which case then these must be communicated to all relevant persons with employee recognition forms and be adhered to.

4.1 Staff and Trade Union Consultation

- The Trust will co-operate with any existing or newly formed Trade Unions in accordance with The Safety Representatives and Safety Committees Regulations 1977.

- Safety representatives may be appointed by recognised and independent trade unions within a school. Where safety representatives are appointed, employers have a duty to consult them with regard to health and safety issues.

- The Trust recognise the role of Health and Safety Representatives appointed by a recognised trade union as well as Health and Safety representatives appointed be the school. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

- They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Head or Board.

- Currently there are no Union Health & Safety representatives. If appointed, time off for training will be provided in accordance with the regulations.

- Representatives will be given full access to the information on health and safety, which they have a right to, under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, address any problems that need further action or a review of procedures.

- The academy recognises its responsibilities under the Health and Safety (Consultation with Employees) Regulations 1996 to consult staff with regard to Health and Safety and will continue to use the school's normal communication channels to do this. In practice "health & safety" will be a standing agenda item at Nova Education Trust Management meetings.

- In order to fulfil its monitoring role, and to initiate and review health and safety data, policies and procedures, Health and Safety Committees will be established at trust-wide and school levels with the school committees reporting to the trust level committee.

- Safety Meetings will be held at regular intervals at schools and central services.

4.2 Monitoring of Health and Safety

- As part of Nova Education Trust's OHSMS the Trust will carry out an annual audit of health and safety throughout the organisation and will review the arrangements for the H&S Committee on a termly basis.

- NET use Strictly Education as their systems partner to monitor day to day health and safety within trust schools. This covers all statutory and legislative inspections as well as general Fire and H&S checks and curriculum specific activities.

- Headteachers will ensure an inspection of their academy is carried out in line with trust and statutory requirements and ensure accurate and timely recording of all data *on the H&S portal.*

- Each Academy Headteacher or delegated person will prepare a Termly Health and Safety Report for the board and copy to the Central Services team.

- In addition to the above a regular, thorough audit of health and safety systems and processes will be carried out by the appointed Competent Person or suitably trained person within the organisation across the Trust academies.

Summary of H&S Monitoring & Inspection

Level of monitoring	Frequency	Who by
H&S & Fire Weekly Checklists	Weekly	Site Manager/Designated person
H&S & Fire Monthly checklists	Monthly	Site Manager/Designated person
Termly H&S report to Board	Termly	Head / Designated person
Statutory Inspections e.g. Gas, LOLER, Water Hygiene, PUWER, Fire Safety, Electrical Safety, Asbestos,Trees, Play Equipment etc.	As required	External consultant
Insurance Inspections. Run alongside statutory inspections	As required	External consultants approved by NET's Insurers
Preventative Maintenance for each school (3-year programme)	Rolling program	Estates Manager /Operations Director / Maintenance Manager
Annual Asbestos Survey	Annual	External consultant
Annual OHSMS Audit	Annual	External consultant/Suitably trained and competent person internally within the Trust

4.3 Training

- NET require all employees to be trained and competent to carry out the tasks associated with their role.

- A personal training plan will be produced following induction of new employees to ensure they receive the required training and that they are working within their competencies.

- Each Academy Headteacher along with their Senior Leadership Team will ensure that staff are appropriately trained in the relevant work areas for their specific role. On-going training needs will be reviewed formally as part of the standard Performance Review process.

- Update or refresher training will be provided as necessary where new responsibilities are undertaken or where there is a change in equipment or work procedures.

- Training will be monitored using the Live Status Training Matrix on the Nova Gateway. (In Progress)

- Heads will ensure that new employees receive induction training locally on health and safety including all arrangements relevant to their role. Signed Employee Recognition is required following induction. The recognition form will be placed into the staff members HR personnel file indefinitely.

- The Head is responsible for ensuring that the H&S training matrix for each school is updated regularly and any refresher training organised prior to expiry.

4.4 Health and Safety Competent Person

- The Trust uses the services of Strictly Education Safety Team to provide Health and Safety, Competent Person advice.

The appointed Competent Person for Nova Education Trust is:

Citation (Mike Foulds – Health and Safety Advisor)
Kings Court, Water Lane, Wilmslow, SK9 5AR. Tel: 0161 532 4670

4.5 Disciplinary Proceedings

- Understanding and complying with all of NET's health and safety policies, procedures and supporting documents relevant to your position is of the utmost importance to protect yourself, pupils, third parties and the company.

- Failure to comply with these procedures or tampering with any of the health and safety equipment provided, including firefighting equipment, may lead to the implementation of disciplinary procedures by the Trust and can be considered gross misconduct.

4.6 Accident, Incident and Near Miss Procedures – People at Work & Third Parties

(Refer to individual schools Accident, First Aid and Medicines Policy for information on pupil accidents)

- These arrangements apply to injuries received by sub-contractors, members of the public, staff, pupils and visitors etc

- All staff are required to complete an Incident/Accident/Near Miss Report on the Strictly Education System as soon as possible and within 24 hours of any of the following occurring:

- **ALL** Incidents resulting in injury, illness or fatality or theft/loss or damage to structure - Near misses
  - Property damage resulting in injury or near miss to a person

- When the form has been signed by the Headteacher then the responsible person will input the details onto the Strictly Education system.

- If the accident/incident needs to be notified to the HSE under RIDDOR, the responsible person will contact NET and seek advice from the Head of Health, Safety and Estates who will then complete the F2508 digital submission form. Copies of these forms are available from the HSE website- http://www.hse.gov.uk/riddor/report.htm

Refer to Notifiable Injuries and Incidents (RIDDOR), below for further information on reporting these types of incidents.

- The Office Manager/First Aider or member of Senior Leadership Team (Designated Person) will investigate the incident depending on the severity.

- The Head will provide analysis of accidents and incidents for inclusion in Health and Safety reports to the Board on a termly basis. This is produced for Net by the NCC Safety Team using the Wellworker system.

4.7 Reporting of Notifiable Injuries and Incidents (RIDDOR)

For the most up to date information please refer to HSE Guidance document ***edis01 Incident reporting in schools (accidents, diseases and dangerous occurrences).*** http://www.hse.gov.uk/pubns/edis1.pdf

1. Injuries and ill health to people at work

a. In the event of a fatal or major injury to any person or dangerous occurrence, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences

Regulations 1995. The local office of the Health and Safety Executive, NCC Safety Team and Nova Education Trust, Central Services must be notified by telephone immediately by the designated person.

b. In the case of an employee of another Company being killed or injured, this duty is placed on his/her employer. However, in order to ensure that this Company has fully complied with legal requirements, the Designated Person will notify the Health and Safety Executive, NCC Safety Team and Nova Education Trust, Central Services as for all other accidents.

c. NCC Safety Team will check that the Health and Safety Executive have been informed of fatal or major injury accidents or notifiable dangerous occurrences by telephone, carry out an investigation as soon as possible and confirm details of accidents in writing to the Health and Safety Executive within ten days on Form F2508.

d. Accident book BI 510 will be available on each site and workplace to ensure any injured employee can record details of their accident. These books are available from the HSE website - https://books.hse.gov.uk/bookstore.asp?ACTION=BOOK&PRODUCTID=9780717664580

e. Where any injury to any employee, self-employed operative or person undergoing training (other than those reported as in paragraph 2 above) results in the injured person being absent from work for more than 7 days, NCC Safety Team will send Form F2508 to the Health and Safety Executive within ten days of the incident.

2. Reportable Disease

a. If a medical certificate or other written diagnosis from a doctor has been received in respect of an employee who is absent from work. A disease diagnosed as one of those listed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, then NCC Safety Team must be contacted for advice. If the disease is reportable, the designated person will complete and send Form F2508A to the Health and Safety Executive. A copy of this Form F2508A will be sent to NET Central Services, Estates Team.

3. Incident Records

a. All fatalities, major injuries, reportable diseases, dangerous occurrences and other notifiable injuries will be recorded by filing copies of form F2508 on the NET FM Portal. These records will be kept indefinitely.
b. If a Form BI 76 is received from the DSS in respect of a claim for Industrial Injuries Benefit, this will be completed by the designated person and returned as required. A copy of the completed form will be kept for record purposes.

c. If any employee dies as a result of an injury within one year of the incident NCC Safety Team must be contacted for further guidance.

4. Incidents to pupils and other people who are not at work

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

a. the death of the person, and arose out of or in connection with a work activity; or...
b. an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment). The lists of specified injuries and diseases only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

5. Dangerous occurrences

a. These are specified near-miss events, which are only reportable if listed under RIDDOR. Reportable dangerous occurrences in schools typically include:
    a. the collapse or failure of load-bearing parts of lifts and lifting equipment;
    b. the accidental release of a biological agent likely to cause severe human illness;
    c. the accidental release or escape of any substance that may cause a serious injury or damage to health;
    d. an electrical short circuit or overload causing a fire or explosion.
b. For further guidance on what is reportable please contact NCC Safety Team.

4.8 Administration of Medicines

1. See separate Trust Policy 'Supporting Pupils with Medical Needs'.

2. The Medical Needs Policy is based on DfE guidance. Each school will adopt this policy and record local arrangements within the document, for example nominated persons, storage of supplies and equipment etc.

3. Each academy within the Trust should have a named Medications co-ordinator who will receive training on managing medications in schools.

4.9 Asbestos

1. Each academy has their own asbestos register if the building was constructed before 2000. These documents are available online through our competent person for the management of Asbestos "2M Asbestos Consultancy Ltd"
2. A refurbishment and demolition survey must be carried before any works to the fabric of buildings is to be undertaken.
3. The Head has overall responsibility for the management of asbestos in their academy and will ensure that all staff are provided with asbestos awareness training, have had this policy communicated to them along with any risk assessments and supporting procedures and are briefed regarding the rules for drilling, affixing anything to walls and ceilings etc. during induction.

4. All contractors shall be referred to and sign for the asbestos register and refurbishment and demolition survey before commencing work.

5. Any member of staff who may disturb the fabric of the building must also refer to the register before commencing work and sign a permit to work sheet.

6. The Trust uses the services of an appropriately registered asbestos consultancy for annual surveying, advice and management.

7. Each responsible person within the school will complete a monthly check on the condition of known asbestos containing materials and record the findings on the Nova Gateway FM Portal.

8. Staff will also be informed at induction that they must report any damage to asbestos containing materials to the Site Manager or Business Operations Manager in writing.

4.10 Alcohol and Drugs

- Staff are responsible for ensuring that they do not work under the influence of alcohol or non-prescribed drugs. Failure to follow these rules, falls under the Trust Disciplinary policy and may be classed as gross misconduct.

- Individuals who must take prescribed drugs that could affect their ability to work safely, must have their work carefully risk assessed and as such are required to inform HR during induction or during employment. Their line manager must be informed so that the relevant forms can be filled out and controls implemented to ensure that they are not a danger to themselves or to others.

- Failure to disclose any known medical conditions to the appropriate person falls under the Trust Disciplinary Policy and may be classed as gross misconduct.

4.11 Behaviour & Conduct Policies

See separate Behaviour & Conduct Policy for each individual Trust Academy. There are separate policies for Primaries and Secondary and Post 16 schools.

These will be reviewed and amended by the school to make it specific to their site and procedures.

4.12 Safeguarding and Child Protection Policies

All staff are required to follow the Safeguarding and Protection policy and engage with regular training as prescribed by law and the trust.

4.13 Catering

- School meals are provided external contractors and the trust requires such providers to adhere to the Food Hygiene (England) Regulations 2006 and Regulations (EC) No. 852/2004 on the hygiene of foodstuffs. The trusts supports the external monitoring and guidance of the Food Standards Agency / Local Authority Environmental Health Officers.

- Schools are responsible for the appropriate maintenance and servicing of catering equipment, including, but not limited to, safety checks on extraction, electrical systems, gas services and refrigeration equipment.

- For external catering, the Supplier is responsible for ensuring that any contractors working on school premises have the correct competencies for their role and that they are valid.

- The Supplier is also responsible for ensuring risk assessments are in place and are regularly reviewed for activities within their remit. They will also ensure that external contractors to themselves have suitable risk assessments in place where external providers are used.

4.14 Control of Contractors

- See separate Management of Contractors guidance and Site Rules
- The Site Manager, BOM, SBM (designated person) is responsible for the Control of Contractors on their site and will ensure projects comply with legislation, policy, procedure, RAMS, CDM regulations, site rules etc. and will ensure designers, contractors, and any other building professionals are formally assessed before being added to the Approved Contractors List.

- All contractors' (and their subcontractors & suppliers) competency cards/certificates and DBS checks must be received by the Site Manager prior to them working on site. Copies will be retained in the health and safety file for the project.

- All contractors must receive an induction from the Site Manager before accessing the work site. All inductions will be signed for and records kept on file. Each induction should consider the project at hand and include specific requirements to the location and job.

- Thorough Inspection/service certificates must be provided for any plant and equipment bought onto site along with the appropriate competency cards for its use.

- All contractors and their sub-contractors and suppliers etc. who attend site must log in and out on each occasion.

- Sufficient time, resources, and information must be allocated to ensure health, safety and well-being of all concerned is prioritised.

- Active management of contractors, project planning, accurate hazard identification, thorough exchange of information, following suitable and sufficient risk assessment is essential in securing good site safety. This will be achieved through regular site briefings / meetings between all parties and monitoring procedures detailed in Control of Contractor Policies/Guidance.

4.15 Care Taking, Housekeeping and Cleaning

- In order to assist the cleaning teams in carrying out their task thoroughly and efficiently, all employees are expected to maintain clear and tidy workspaces.

- Ensure gangways, corridors etc., within their work area and classrooms are clutter free and have no obstructions or hazards. If there are concerns or any requirement to have cleaning items and/or equipment removed or relocated these should be directed to the Site Manager/designated person.

- Where cleaning is in house the Site Manager/designated person will ensure that current COSHH Assessments and Safety Datasheets are in place and staff are appropriately trained. Site Manager/designated person is responsible for ensuring suitable and sufficient PPE is provided for site/cleaning staff as and when required.

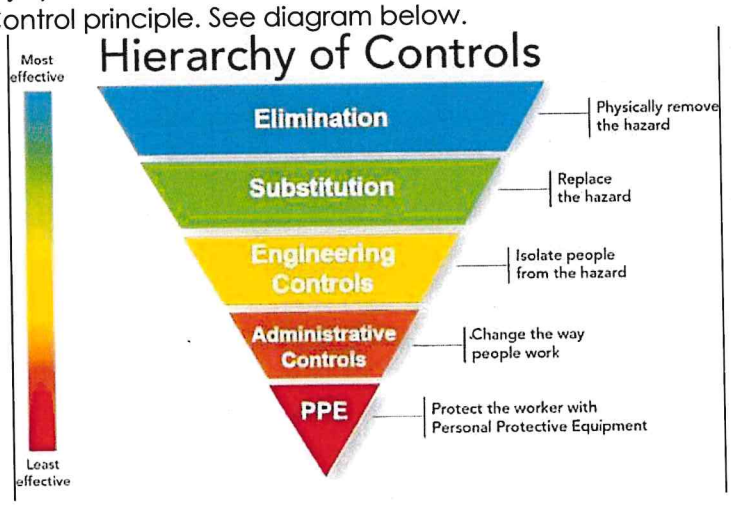
- The Control of Substances Hazardous to Health Regulations 2002 requires all employers to assess and control the risks to health of all substances hazardous to health (which are widely defined). Cleaning Supervisors, Lab Technicians and/or any other appropriately trained and responsible staff will ensure that, for proprietary materials (e.g. cleaning agents, chemicals) the suppliers' hazard data sheets and instructions for use will be available to all staff. Appropriately trained and responsible staff will carry out COSHH assessments for materials handled by staff under their control. Details will be kept locally indicating the correct use of the material, the identified hazards and the PPE required by the user.

- All external cleaning contractors within schools will be responsible for ensuring a COSHH folder is onsite containing the safety data sheets for the materials used within the setting. They will also be responsible for the training of staff and providing appropriate PPE.

4.16 Curriculum Safety (including out of school learning activities)

- All teachers are responsible for ensuring that their areas of responsibility are inspected frequently in accordance with Net Policy to ensure that all identified hazards are controlled and any new arising hazards are communicated and controlled as per this Policy.

- Should a teacher identify uncontrolled hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level using the Hierarchy of Safety Control principle. See diagram below.



- If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the academy, or requires financial support or resources, then they should log the hazard/issue via the academy reporting system.

- The following Heads of Departments (secondary schools) shall ensure compliance with the following guidance:
  - Science – CLEAPPS
  - Design and Technology - BS 4163, 2014 Health and Safety for Design and Technology in Schools and Similar Establishments, Code of Practice.
  - Physical Education - British Association for Physical Education (AfPE) Safe Practice in Physical Education. o Art
- Any off-site activities during the academy day should be referred and approved by the Educational Visits and Journeys Coordinator EVC. Refer to Educational Visits and Journeys

- Teaching staff should consider any significant health and safety issues such as class size, pupil behaviour, maturity, limitations of space, layout, equipment etc. when carrying out a visit specific risk assessment as part of preparation and planning.

- All equipment must be checked for safe working order by a trained, competent member of staff such as a qualified teacher, technician or teaching assistant. Checks should be made at the appropriate intervals and should be recorded on the H&S Log on the FM Portal.

- Departmental staff must be trained and competent in the appropriate use of relevant machines and equipment. Training records must be inputted to the training matrix and cards/certificates etc. be stored in the employees personnel file.

- Members of staff new to the academy are informed within their departments of the relevant curriculum activities at induction or upon changes in procedure etc. in writing with employee recognition.

- Heads of Departments are responsible for ensuring these risk assessments are effectively communicated.

- The following departments will have their own specific policy elements developed by their Head of Department:

  Science
  DT
  Drama
  Art
  PE

- Radiation Protection Advice is available from the competent person and the Head of Science will ensure CLEAPSS guidance is followed.

4.17 Display Screen Equipment (DSE)

- DSE Guidance will be provided to all staff at induction.

- Information on the risks associated with DSE and guidance on best practice will be provided at Induction prior to commencing employment.

- DSE users will have their work stations assessed on set up, annually or following an office move, new equipment etc. that requires a change to the work station or processes.

- New employees, and those with less than 12 months service are eligible to apply to the Department of Work and Pensions (DWP) for a member of the Access to Work Team (ATW) to carry out a workstation assessment free of charge. The ATW will make the necessary recommendations specific to the person they have assessed by way of a written report. This report should be provided to NET UNIP Central Services Team who will then procure the items for the individual. This process enables the employer to claim back up to 80% of the cost of equipment on production of an invoice to ATW.

  You can apply for Access to Work online or by phone.

  You'll need to give:-

  - your contact details
  - your workplace address and postcode
  - the name of a workplace contact who can confirm you work there (they will not be contacted without your permission)
  - the email address or work phone number of your workplace contact information about how your condition affects your work and what support you think you need o https://www.gov.uk/access-to-work Tel: 0800 121 7479 o https://www.gov.uk/access-to-work/apply

- Once you have submitted your application for Access to Work, you will get an application reference number by email and an advisor should contact you within 12 weeks of the application being made.

- Users have been defined as staff that use a PC or laptop continuously for more than 1 hour a day. This applies to NET office staff as well as school staff.

- The Trust will cover Optical costs of an eyesight test through Nova Perks Health provision and basic costs up to a £50 voucher for corrective appliances (glasses) for those users that require them for VDU use only.
- The Headteacher and Heads of Department are to ensure DSE assessments are completed for all DSE users and are reviewed following any significant change (e;g office/desk move, issue of new equipment and/or procedures).

4.18 Educational Visits and Journeys

- Each academy will adopt and follow the relevant LA Educational Visits and Journeys policy.

- All the academies within the Trust will use the EVOLVE system and all educational visits and journeys are required to be approved by the relevant academy named EVC (Educational Visits Co-ordinator) who shall ensure compliance with the Educational Trips and Visits Policy.

- The EVC will check and record "competence" of staff as required.

- Medication for school trips will be covered by the School's Managing Medications Policy but a trip specific risk assessment or operating procedure will be produced by the EVC and be communicated to relevant persons with signed recognition.

4.19 Electricity and Electrical Installations

- All fixed installations are maintained and managed locally as are arrangements for inspecting and testing portable appliances. Records will be maintained on the Nova Gateway FM Portal.

- All employees have a responsibility through routine observation to report any obvious defects with electrical appliances they use/within their department and to report (to the Site Manager/designated person) any obvious defects / damaged cables, plugs, exposed or charred wires etc. This will be detailed at induction.

- **Pre Use checks by the User**

    - The person using the equipment should be encouraged to look at it before use and check for signs that it may not be in sound condition, for example:
    - Damage (apart from light scuffing) to the supply cable, including fraying or cuts;
    - Damage to the plug or connector, e.g. the casing is cracking or the pins are bent;
    - Inadequate joints, including taped joints in the cable;

    - The outer sheath of the cable is not effectively secured where it enters the plug or the equipment. Evidence would be if the coloured insulation of the internal cable cores were showing;

    - The equipment has been subjected to conditions for which it is not suitable, e.g. it is wet or excessively contaminated;
    - Damage to the external casing of the equipment;

    - Loose parts or screws;

    - Evidence of overheating (burn marks or discolouration)

- These checks also apply to extension leads, plugs and sockets. A user check should be made when the equipment is taken into use and during use. Any faults should be reported to the relevant manager and the equipment taken out of use immediately and placed into a secure quarantine area if possible. Managers should take effective steps to ensure that the equipment is not used again until it is repaired by a person competent to carry out the task (e.g. the defective equipment could be labelled as 'faulty' and if it has a re-wireable plug this could be removed).

- Again, follow the Hierarchy of Safety Control principle. See diagram p30.

- As a general rule personal items of electrical equipment, such as heaters, cooking equipment, fridges, TVs, etc. or anything else that needs to be plugged in to an Academy's mains supply should not be brought to the Academy.

- If such a need exists, e.g. a medical requirement, prior permission must be obtained in writing from the local Academy Head or Site Manager/designated person and the item must be PAT tested and be added to the schools Equipment Register.

4.20 Emergency Evacuation and Invac (Lockdown) Procedures

- All schools have their own site-specific emergency procedures in place for all reasonable eventualities. Central Services are to review these on an annual basis or after events which will affect the procedures operation.

- Procedures are implemented locally stating the action to be taken in the event of a particular emergency or fire – these are issued and displayed locally by the Academy Head or Site Manager/designated person.

- All new members of staff are instructed in the emergency evacuation procedure as part of their induction training.

- Visitors without a DBS check must be escorted when on site at all times (If allowed on site according to the schools individual policies).

- Emergency Procedure practice drills will be carried out at regular intervals with results being recorded on the FM Portal.

4.21 Plant, Machinery and Equipment (including Hand Tools)

- Safe operation and maintenance of such equipment and machinery is the responsibility of the appropriate department.
- Staff must be trained and competent in the use of all equipment under their remit with records being kept in their personnel file and expiry dates being added to the training matrix on the FM Portal.

- Pupils using equipment will be demonstrated it's use, safety features and any PPE to be used by a trained, competent staff member and be closely supervised at all times while using dangerous items such as power tools.

- Approved best practice methods, instructions and procedures for safe use must be clearly displayed and communicated in advance to those who operate them.

- Instruction and Maintenance manuals must be maintained up-to-date by designated Technicians and be kept in the appropriate locations/workshops for reference as required.

- All plant, machinery and equipment will be recorded on purchase on the schools plant and equipment register on the FM portal which will record its status and servicing/repair regime throughout it's use through to its proper disposal at end of life.

4.22 Enforcement Officers (Fire Officers, Environmental Health Officers, Health and Safety Executive Inspectors and Enforcement Officers)

- Any contact with or subsequent communication, notices or other action by Enforcement Officers must be notified to the Trust DOO and CFO (in the absence of the DOO) without delay so that they can be acted upon immediately.

- Teachers and non-teaching staff are not permitted to speak on behalf of the Trust and should refer formal enquiries to the Head.

4.23 Fire Safety

- Under the Fire Safety Act 2021 the Headteacher is deemed to be the "responsible person" and will be responsible for ensuring the following:

  - A fire risk assessment is carried out by a competent person and is reviewed annually.

  - A Fire Emergency Plan is in place with fire action notices displayed in classrooms.

  - Fire alarm systems are tested on a regular basis according to the Fire Log on The Nova Gateway FM Portal Fire Log. Checks are recorded in the same area.

  - Statutory maintenance and testing of fire alarm and emergency lighting are undertaken on a regular basis according to the H&S Log on The Nova Gateway H&S Log. Checks are recorded in the same area.

  - A practice fire drill is undertaken at least once a term.

  - Emergency plans will be created and displayed in prominent positions.
  - Personal emergency evacuation Plans (PEEP's) are completed for staff and pupils as required by a competent person. These should be communicated with signed for employee recognition forms.

  - Staff are trained on fire evacuation procedures annually or as the situation changes due to building, procedural or other changes.

  - Fire Warden/Marshal training (including fire extinguishers) for designated staff.

  - Staff are required to report defects or missing fire-fighting equipment and fire exits, routes and firefighting equipment which is obstructed.

4.24 First Aid Procedures

- See separate First Aid Policies for individual schools and academies.
- In accordance with the Health and Safety (First Aid) at Work Regulations 1981, a first aid risk assessment will be completed for each Academy to determine first aid staffing and equipment resources required within each Academy.
- The locations of First Aid boxes and a list of qualified First Aiders will be displayed locally.
- First Aid boxes will be subject to regular, recorded inspections to ensure that any items reaching or past their use by date are identified and replaced.

4.25 Grounds Maintenance

- Where the academies use a Grounds Maintenance contractor, this will be overseen by the Site Manager/designated person.
- When on site, Grounds Maintenance contractors are required to sign in and state what work they are carrying out in the Grounds Maintenance Log Book.
- All sub contract staff must sign in and out of site.
- All subcontractors will be formally approved and added to the Approved Contractors List before being employed to work at any school.
- RAMS must be submitted and checked by the responsible person before works may commence.
- Training certificates and DBS checks for all contractors' staff working on site are required prior to site attendance.
- Thorough inspection certificates will be required for all plant and equipment brought onto site.
- Grounds maintenance contractors may have their own key to the grounds but must always coordinate with the school over grass cutting and line marking dates etc.
- Where grounds maintenance is completed in-house then staff should have the appropriate training, equipment, PPE and appropriate RAMS in place for their operations.

4.26 Gas Safety

- To be read in conjunction with arrangements for 'Control of Contractors' generally.
    - Contractors working with gas equipment or in areas where a gas supply is in use and may be disturbed shall ensure that the gas supply is switched off and locked out using a Permit to Work while works are ongoing.

- Ensure an Emergency Plan is in place and uploaded to FM portal and that the gas supply is isolated by a competent, designated person in the event of an emergency.

- Staff working in areas where a gas supply is in use shall ensure that the gas supply is switched off and locked out when not in use using a Permit to Work while works are ongoing.

- The Site Manager/designated person is responsible for ensuring gas appliances are serviced at the appropriate intervals by a Gas Safe Commercial engineer and reports and any remedial works are uploaded to the FM Portal.

4.27 Infection Control

See Infection Control Policy / Procedures

- **General**

  - The academy office may receive notification from a parent, or other sources, of a notifiable disease and will check the HPA guidance on exclusion or precautions to take.

  - Anything that requires decontamination etc. will be notified to the Site Manager/designated person.

  - All spillages of bodily fluids will be cleared up by the Site Manager/designated person using an appropriate spill kit and PPE and be disposed of appropriately using a biohazard container. Individual Schools must have a risk assessment/procedure in place for this.

  - Where there is no site agent or during a split shift then a member of staff should clear up the spillage in accordance with the Safe System of Work using the prescribed equipment, procedure and PPE.

  - Academies within the Trust with pre-schools will have nappy changing policy in place and have appropriate resources including PPE (gloves and disposable aprons) for changing nappies. All waste to be disposed of appropriately using a biohazard container.

4.28 Lettings/Shared use of premises/Use of Premises Outside School Hours.

- See separate Lettings policy

  - The Trust is responsible for maintaining the health and safety and well-being in relation to buildings and facilities management when letting part of the academy premises.

  - Terms and conditions, including emergency arrangements, insurance requirements are detailed prior to formal arrangement and contract.

- Where the premises are Let out to use i.e. Karate Club then the Hirer's Public liability/indemnity insurance will be needed.

- The School Business/Office Manager and Site Agent/designated person are responsible for management of lettings at the academy.

- The lettings agreement covers fire and emergency arrangements and the booking form is completed before the letting and/or annually. DBS will also be included as part of this check on hirers that involve children on the school site.

- The relevant Site Agent/designated person is responsible for informing the lettings of the emergency procedures for the building and securing the building after lettings.

4.29 Legionella

- The Headteacher/Site Manager/designated person will organise a Legionella Risk Assessment every 2 years or as identified by the Risk assessment by a competent contractor.

- An Inspection of water systems is carried out on an annual basis by a competent contractor as part of our Planned Preventative Maintenance (PPM) Schedule.

- Site Manager/designated person are responsible for carrying out monthly water temperature inspection tests and recording this information in the water log book and raising any concerns to the Headteacher.

4.30 LEV (Local Exhaust Ventilation)

- The Site Manager/Designated Person arranges thorough examination of all LEV (Fume and Dust) using a competent contractor.

- Records will be maintained by entering and uploading inspection dates and testing certificates.
- As well as thorough inspection all LEV requires inspection for insurance purposes by a Zurich approved inspector. Records will be uploaded to the Insurance section of the FM portal.

- Any deficiencies in LEV should be notified to the Site Manager using the school hazard reporting system. If the LEV is not safe to use then it must be made unavailable for use immediately. Isolation of the power and installing warning signage under a permit to work system is the best way of doing this.

- DT technician monitors cleans and records LEV inspection. The Science Technician will undertake termly checks on the fume cupboard.

4.31 Lone / Out of Hours Working

Work in accordance with: Nova Lone Working Safe System of Work

- No person shall work alone where there is a serious health or safety hazard.
- Such work activities especially those likely to occur outside normal hours should be assessed by the Site Manager/Designated Person.
- Local arrangements will be in place for reporting after hours working are issued and displayed locally by the Academy Headteacher and Site Manager/designated person, as are arrangements for out of hours events.

4.32 Lifting Equipment & Lifting Operations

The Site Manager/designated person is responsible for ensuring all Lifts, hoists, lifting equipment and lifting accessories are properly maintained & have undergone a thorough examination (6 monthly if equipment is used for lifting people & annually for other lifting equipment.)

In addition, users will undertake a visual check of equipment prior to use.

Where installed the Site Manager/designated person will be trained to deal with lift breakdowns.

4.33 Maintenance and Inspection of Site and Outdoor Equipment

The Site Manager/designated person will ensure that testing, inspection and maintenance of equipment is in accordance with the Nova Gateway FM Portal where various inspections are recorded on a weekly and monthly basis.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher.
Equipment found to be dangerous, unserviceable, or of doubtful serviceability shall be taken out of service.

For large stationary installed equipment this means it should be adequately labelled with warning signage and cordoned off using an appropriate type of barrier to make access as difficult as possible. The defect should be recorded as a "Remedial Works" item on the relevant section of the FM portal and be reported via the school hazard reporting system. The Site Manager/designated person will arrange for repair or replacement and close out the Remedial Works on the FM portal and job ticket on the school hazard reporting system.

For small portable equipment this means locking away in a quarantine area which can only be accessed by the site manager. The defect should be recorded as a "Remedial Works" item on the relevant section of the FM portal and be reported via the school hazard reporting system. The Site Manager/designated person will arrange for repair or replacement

and close out the Remedial Works on the FM portal and job ticket on the school hazard reporting system.

The Site Manager/designated person has a duty to check the general conditions of the premises and, in particular the non-classroom areas, and for ensuring that health and safety hazards are dealt with. Where the action required is outside their authority or ability, the matter will be reported to the Headteacher for appropriate action.

Health and Safety needs in respect of the planned, preventative maintenance of site or buildings should be highlighted in the School Condition Survey and considered when prioritising works.

Planned preventative maintenance compliance will be monitored annually by the Trust and external H&S consultant.

4.34 Manual Handling Operations

Refer to school specific risk assessment and HSE Guidance Note – indg143 Manual Handling at Work. A brief guide:
https://www.hse.gov.uk/pubns/indg143.htm

The Manual Handling Operations Regulations 1992 require hazardous manual handling operations to be avoided so far as is reasonably practicable. Where this is not reasonably practicable, a suitable and sufficient assessment must be made to identify hazards and preventive measures to be implemented to minimise risks of personal injury due to manual handling activities.

The school Business Manager or Headteacher are responsible for ensuring manual handling risk assessments are completed for the activities in their academies.

4.35 PE Equipment

The PE Head of PE and all other PE staff will ensure compliance with the following guidance Physical Education - British Association for Physical Education (AfPE), Safe Practice in Physical Education.

PE equipment service is organised by the Headteacher/Site Manager/designated person.

4.36 New and Expectant Mothers

See separate guidance

A pregnancy risk assessment shall be completed be completed once the member of staff has informed the academy.

4.37 Personal Protective Equipment (PPE)

In accordance with the Personal Protective Equipment Regulations 1992, suitable personal protective equipment appropriate for the specific hazards of the task being carried out will

be provided to all relevant users. Ordering, inventory management, issue and proper use of PPE will be undertaken and managed locally by each school, e.g. safety goggles, etc. It is the responsibility of the individual to whom personal protective equipment has been issued to wear the equipment where required, to take proper care of that equipment and to promptly report any defects.

4.38 Permits to Work

Where required the Site Manager/Agent will issue permit to work for high risk activities such as hot works, work at height, confined space.

4.39 PTA/Academy Councils

Risk assessments for activities planned, managed and hosted by the PTA for example summer fete should be copied to the School Business/Site Manager/designated person.

4.40 Risk Assessments

- See guidance documents:

NCC Risk Assessment Fact Sheet
NCC Schools Portal - https://www.nottinghamshire.gov.uk/media/128069/risk-assessmentfactsheet.pdf

NCC Risk Assessment Templates:
https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment

HSE Risk Assessment – A brief guide to controlling risks in the workplace
https://www.hse.gov.uk/pubns/indg163.pdf

HSE Classroom Checklist http://www.hse.gov.uk/risk/classroom-checklist.pdf

Risk assessments have been developed for the range of activities undertaken by NOVA EDUCATION TRUST Academies and Central Services. These assessments form the basis of these arrangements and how Health & Safety risks are managed in offices and throughout each school.

Each school will produce its own risk assessments based on NCC templates and producing new ones where required.

Heads of Departments are responsible for ensuring risk assessments are completed in their areas and making these available to the school office and any other relevant persons.

Support is provided for this activity by NCC Safety Team and Central Services Estates Department.

The risk assessments are reviewed annually or when there is a change in circumstance.

The Site Manager/designated person is responsible for the risk assessments in relation to the premise and coordinate non-curriculum risk assessments.

Controls identified from completing risk assessments, that cannot be dealt with straight away, will be included within an action plan so that they are implemented in priority order based on risk.

4.41 Five Steps to Risk Assessment

1. Identify the Hazards	One of the most important aspects of your risk assessment is accurately identifying the potential hazards at your establishment. The responsible person for each department or area should identify possible hazards associated with the work processes, equipment, environment etc.
2. Decide who Might be Harmed and how	For each hazard you need to be clear about who might be harmed. This will help you identify the best way of controlling the risk.
3. Evaluate the Risk and Decide on Controls	Having identified the hazards, you then have to decide how likely it is that harm will occur. With no controls in place, harm is a lot more likely.
4. Record Significant Findings	Record significant findings on appropriate NCC Risk Assessment form: https://www.nottinghamshire.gov.uk/schoolsportal/healthand-safety/risk-assessment
5. Review and Update as Necessary	Risk assessments must be kept current and relevant. They must be reviewed at least annually and after any incident or event such as an investigation or legislation change that would affect our procedures

4.42 School Transport

Each school will have an up to date travel plan.

Where taxis are provided for ASD pupils the local authority are responsible for providing the transport risk assessment.

4.43 Security/Violence

Authorises members of staff usually Site Manager/designated person opens the school site. Once pupils are in lessons, all the external gates are locked. Entry outside of the school day hours is via the main entrance doors.

Visitors sign in and are given ID badges for the duration of their visit to the school. Unfamiliar individuals in the school buildings or across the site should be accompanied to the front office by a member of staff. If staff are concerned about safety, contact the front office to implement the school emergency plan or if lone working, contact the police directly. The Site Manager/designated person will be responsible for locking all doors and securing the site and the end of the day.

4.44 Signage

Safety signage will comply with The Health and Safety (Safety Signs and Signals) Regulations 1996. The Site Manager/designated person, as part of their weekly inspection, will look out for any damaged or missing signage.

4.45 Slips, Trips & Falls

All areas of the academy including classrooms and corridors are maintained in a clean and tidy manner at all times. In particular that pupil's bags and coats are not stored on the floor where it can provide a trip hazard.

Each site has procedures in place to manage icy conditions which involves gritting designated access and egress route into school.

4.46 Smoking

The Trust has a No Smoking Policy across all of its sites.

Smoking in a public place is against the law and the trust may, on a case-by-case basis, decide to take legal action against anyone found to be in breach of policy.

4.47 Training

All staff (including supply and temporary staff), must have the appropriate training for them to carry out their duties within their discipline safely and effectively.

All staff will receive company induction before starting work. A training plan specific to that staff member will be drawn up at induction stage.

This will plan out their training pathway and will be stored in their personnel file.

All staff training will be recorded on a live training matrix with validity shown by live RAG status. The matrix is available on the Nova Gateway. Only staff with permission will be able to amend the matrix.

No members of staff are to undertake tasks outside of their competency level.

New courses must be approved by central services and be provided by a reputable, accredited company.

All training should be evaluated on completion. This will be achieved by issuing trainees with a Training Evaluation Form and analysis of the benefits the training has brought to the company.

4.48 Vehicle Use

(See separate Minibus policy)

Only staff that have passed the Driver assessment and have the appropriate permissions on their driving licence are authorised to drive the minibus.
The School Business Manager manages the minibus drivers and the use of the minibuses. This will involve: -

- Keeping copies of minibus driver's licenses on file (checked annually)
- Category B – if you passed your test before Jan 1st 1997 you are permitted to drive a vehicle and trailer combination up to 8250kg. You can also drive a mini bus with a trailer over 750kg.
- D1 on Driving Licence - You can drive a mini bus with 16 passenger seats, with a maximum length of 8 metres and a trailer up to 750kg. The Combination must not exceed the maximum authorised mass of 12,000kg.
- Category D – You can drive any mini bus with more than 8 seats.
- MOT Certificate for minibus older than 3 years or
- Proof of regular maintenance if the vehicle is less than 3 years old
- Renewing minibus insurance
- Arranging servicing and repairs
- Checking driver checks are completed before each trip

Mini bus drivers who receive endorsements on their license are expected to provide details to the School Business Manager. For details on the Trusts policy on speeding and parking fines whilst driving the minibus you should read the Minibus Policy in conjunction with this section. Minibus drivers should carry out and record checks on the minibus before use and complete minibus checklist.

Any defects should be reported to the School Business Manager. The use of any Handheld device is strictly prohibited whilst driving the minibus.

Staff using their own vehicle to travel between academies should have their own business insurance. This shall be checked along with Driving license and MOT at the commencement of employment and open to random checks during their employment.

4.49 Visitors

All visitors must sign in/out at the local school Reception. Any visitors who either do not hold a DBS or have not logged their DBS number with Reception must be escorted at all times whilst on site. All unescorted visitors will be briefed on the Emergency Evacuation procedures upon arrival.

4.50 Well-being/Employee & Occupational Health Support

Employees may receive Counselling and Occupational Health Support for a range of personal and work-related problems including stress, anxiety, depression, emotional difficulties, alcohol and drug misuse, family concerns and bereavement issues. This support will be offered on a strictly confidential basis, either by telephone or face-to-face meetings.

4.51 Well-being

High standards of well-being facilities that comply with The Workplace (Health, Safety & Welfare) Regulations 1992 and Construction (Design & Management) Regulations 2015 have to be provided. The Trust in its academies will provide suitable welfare facilities for staff.

In terms of pupils the Trust will ensure it meets the welfare provision in all its academies as per the academy Premise Regulations 2012.

4.52 Work Experience

The academy does allow pupils from other schools on work experience and are required to complete risk assessments for those young person's undertaking the work experience.

The local Headteacher oversees all work experiences and is responsible for completing the young person risk assessment and ensuring any control measure identified from the risk assessments are implemented.

4.53 Working at Height

Refer to Working at Height Safe Systems of Work and Risk Assessments for various tasks.
Hazards
The main hazards associated with work at heights include: -

- Falls of persons from or through working place or accesses

- Falling materials or tools and equipment.

Monitoring and Control

The Site Supervisor (BOM/SBM/Site Manager/caretaker as appropriate or required) will ensure that:-

1. Work is carried out as planned and in accordance with the relevant safe systems of work and risk assessments. Also, that operatives are trained and competent and have

received instructions in safe working procedures and the use of any safety equipment provided.

2. All equipment used must be fit for purpose, hold a current thorough inspection certificate where appropriate and be inspected before use by a trained, competent user. Any defective equipment should be made unavailable for use, be labelled as defective and quarantined for authorised repair or if not repairable it should be destroyed and disposed of in the appropriate waste container.
3. All necessary precautions are taken to ensure that persons do not walk or work beneath operatives carrying out work at high level. This could be by way of a secure cordon line to prevent access into the area or by signage and a guardian if there are no pupils in the area.
4. All personnel on sites where work at heights is being carried out, will wear safety helmets within the perimeter cordon.
5. The safety of staff, other workers, the public and particularly children must be a priority consideration during the working period. Access to the working areas must be removed or securely fenced outside working hours or when unattended.
6. All working areas at heights will be guarded to prevent falls of persons and materials where practicable, or other suitable protective procedures will be used. You MUST NOT be unprotected at height. ALL tools, equipment and materials must be contained or tethered at height.
7. Appropriate safety equipment will be used when necessary i.e. safety belts, harnesses, fall restraint devices etc.
8. Lone workers MUST NOT work at height. There must always be a guardian to raise the alarm in the event of a fall or accident.