

## Health & Safety Policy

Policy reviewed and adopted by the Board of Trustees	<b>October 2023</b>
Version	<b>V6</b>
Date of next review:	<b>October 2024</b>
Responsible Committee:	<b>Finance &amp; Personnel</b>
Monitoring:	<b>Trust Board</b>
Related Policies	

## **1 Statement of Intent**

The Thrive Cooperative Learning Trust is committed to achieving high standards of health and safety performance throughout the organisation. This commitment will be afforded to all employees and those not in employment who may be affected by the work activities of the Trust such as pupils, visitors, volunteers, contractors and the general public. In addition, the Trust is committed to ensuring that all reasonable measures are in place to maintain and enhance staff wellbeing so that staff can lead productive and healthy working lives.

The Trust recognises and accepts its responsibility as an employer under the Health and Safety at Work etc Act 1974, its related statutory provisions as well as other common law duties. This includes the duty to put into effect arrangements for health and safety together with the resources necessary to carry them out. To this end, section 2 of this policy outlines how the Trust will organise itself for health and safety purposes.

This policy will be brought to the attention of all members of staff through the induction process for new staff and is available on the intranet and Trust website for all staff to access. An electronic copy is available on the Trust website/intranet as well as individual academies' websites. Paper master copies are kept in Main Reception/Admin areas of all academies. This policy will be reviewed annually.

Staff at all levels each have an important role to play in achieving the degree of performance to which this Trust aspires, and to this end, their cooperation and commitment is essential. I am confident that we can rely upon all staff, students, parents and contractors in helping to achieve our goals.

Jonathan Roe

Chief Executive Officer

## **2. Organisation**

### **2.1 General**

This section of the Thrive Cooperative Learning Trust's Health & Safety Policy establishes and allocates a range of duties and responsibilities to staff at all levels throughout the Trust.

In recognition of the size and diversity of the organisation it is not possible to identify all health and safety control measures in one policy document. The specific local details for the management of health and safety are therefore described in records of local risk assessments which are unique to each Academy.

### **2.2 Duties of the Trust Board**

The duties of the Board of Trustees include the duty to produce and regularly review the Health & Safety Policy for the Trust. This policy will reflect the requirements of the Health and Safety at Work etc. Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health and safety of staff, students and others affected by the organisation. In addition, these strategic duties will include the requirement:

- to monitor both compliance with, as well as the effectiveness of, this policy
- to provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy
- to provide a health and safety committee who will actively monitor and promote health and safety across the Trust by raising matters with senior leaders as necessary.
- to assist the employer in discharging its legal obligations, the Trust will appoint a third party agent as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999.

### **2.3 Chief Executive Officer**

The Chief Executive Officer holds the overall executive responsibility to give effect to health and safety management arrangements. Such arrangements will be designed and implemented to ensure, so far as is reasonably practicable, the health and safety of all employees and that of the Trust's pupils, contractors, volunteers and members of the public. To achieve these goals, the Chief Executive will:

- Set objectives and monitor management performance to verify that senior leaders are meeting their health and safety accountabilities
- Ensure that the necessary financial and other resources are provided to meet the Trust's objectives for health and safety
- Introduce and participate in appropriate means of consultation and communication with employees and their health and safety representatives.
- Ensure that adequate competent health and safety advice and assistance is available to undertake the measures needed to comply with statutory requirements.

### **2.4 Chief Financial Officer**

The Chief Financial Officer is the senior finance and operations manager and as such is responsible for ensuring that the financial infrastructure, systems and resources are available to facilitate the health and safety objectives of the Trust.

In particular, the Chief Financial Officer will:

- Ensure they have sufficient understanding of this policy and its associated arrangements to bring it to the attention of all employees within the Trust
- Provide positive leadership and a visible commitment to the Trust's Health & Safety Policy commitments
- Cooperate with the Board of Trustees to ensure that this policy and its associated arrangements are implemented and complied with in respect of business and support functions
- Ensure that the necessary financial and other resources are provided so as to facilitate and meet the strategic health and safety objectives of the Trust
- Ensure arrangements in place to monitor health, safety performance within the organisation through establishing systems of inspection, audit and review
- Ensure that health, safety and wellbeing issues are given equal priority with other management issues
- Ensure that arrangements are put in place to report all accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill-health in accordance with Trust policy and legal requirements
- Introduce and participate in appropriate means of consultation and communication with employees and their health and safety representatives at either a Trust, cluster of establishment levels
- Ensure that each establishment within the Trust has in place current written emergency procedures.
- Provide advice and guidance to Trust Managers and staff on Health and Safety matters taking guidance from a third party agent where needed
- Provide and update the Trust on new legislation, guidance and ACoPs
- Put in place arrangements to monitor health, safety performance within the organisation through establishing systems of inspection, audit and review
- Put in place arrangements to report all accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill-health in accordance with Trust policy and legal requirements via the smartlog system
- Populate and update, in response to audit findings, the health & safety aspects of the Trust's Risk Register
- Assist with accident investigation for selected serious accidents, incidents and cases of ill health, making recommendations on appropriate action

## **2.5 Executive Headteachers/ Headteachers/ Heads of School/ Senior Leaders**

To meet the duties and responsibilities delegated by the Chief Executive, Executive Headteachers/ Headteachers/ Heads of School/ Senior Leaders have the day-to-day responsibility for health and safety management within teaching and learning activities.

In particular, Executive Headteachers/ Headteachers/ Heads of School/ Senior Leaders will:

- Ensure they have sufficient understanding of the Trust's Health & Safety Policy, as well as the specific arrangements relating to each school, and bring it to the attention of all academic staff in their establishments
- Ensure that this policy and its associated arrangements are implemented and complied with in respect of teaching and learning activities
- Cooperate with the Trust Chief Financial Officer in respect of monitoring, auditing and reviewing health and safety arrangements within the teaching and learning functions
- Communicate the policy and other appropriate health and safety information to all relevant people including contracted staff delivering teaching and learning activities as part of the academy curriculum
- Ensure that Heads of School, Heads of Faculty and academic staff undertake risk assessments of any significant hazards presented by teaching and learning activities delivered within their area of responsibility.
- Ensure that these risk assessments are undertaken in line with Trust policy arrangements
- Bringing deficiencies in premises, or fixed plant or equipment to the attention of the Chief Financial Officer or Site Facilities Officer on site
- Report to the Chief Financial Officer any significant risks or policy requirements which cannot be met

## **2.6 School Business Managers/ Finance & Administration Managers/ Administration Managers**

To meet the duties and responsibilities delegated by the Chief Financial Officer, the School Business Managers/ Finance & Administration Managers /Administration Managers of each establishment/cluster have day-to-day responsibility for health and safety management within the business and support functions.

In particular, School Business Managers/ Finance & Administration Managers/ Administration Managers :

- Ensure they have sufficient understanding of the Trust's Health & Safety Policy and bring it to the attention of all support staff within their establishments
- Ensure that this policy and its associated arrangements are implemented and complied with in respect of business and support functions
- Cooperate with the Trust Chief Financial Officer in respect of monitoring, auditing and reviewing health and safety arrangements within the business and support functions
- Assist the Trust Chief Financial Officer with the identification of training needs within the establishment to ensure that staff are competent to fulfil their respective job roles within the business and support functions
- Take all reasonable precautions to provide a healthy and safe working environment
- Ensure that health, safety and wellbeing issues are given equal priority with other management issues at regular management or quality review meetings
- Ensure that all accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill-health are recorded in accordance with TRUST policy
- Ensure that Pupil/Staff/Visitor Accidents/Incidents within the school are recorded within the predefined reporting processes and that RIDDOR incidents are reported in a timely manner. See Appendix 1 for the RIDDOR definition.

• Ensure that support staff managers within their establishment/cluster are equipped and trained to undertake risk assessments of any significant hazards presented by work activities undertaken within these establishments

- Ensure that these risk assessments are undertaken in line with Trust policy arrangements.
- Have in place current written emergency procedures for each site or workplace, including lockdown arrangements.
- Where the establishment shares facilities with other employing organisations, ensure that there are arrangements for communicating and co-ordinating effective emergency planning.

## **2.7 Heads of School/Heads of Faculties/Site Facilities Officers/Catering Managers**

Heads of School/Heads of Faculties/Site Facilities Officer/Catering Managers have specific delegated tasks in relation to health & safety management within their school/faculty/team. In discharging these duties, they may be assisted by the School Business Managers/ Finance & Administration Managers/ Administration Managers.

They must:

- apply the arrangements described in this health and safety policy to their own establishment, department or area of work, including the arrangements described in any associated guidance notes
- undertake risk assessments for the people, work areas, equipment and substances and work activities for which they are responsible, that the findings are recorded in writing and that identified control measures are implemented as described. In discharging this duty, Heads of School/Heads of Faculties/ Site Facilities Officers/Catering Managers may seek assistance from the Chief Financial Officer.
- They ensure that appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively
- They provide sufficient information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety. They must ensure that staff under their control are aware of and follow any externally adopted health and safety guidance from sources such as CLEAPSS, AfPE etc.
- Ensure that all equipment within their area of responsibility is maintained in a safe condition via a process of inspection and maintenance. In discharging this duty, Heads of School/Heads of Faculties/ Site Facility Officers and Catering Managers may seek assistance from the School Business Managers/ Finance & Administration Managers/Administration Managers.
- Take appropriate action on health, safety and welfare issues referred to them, informing the School Business Managers/ Finance & Administration Managers / Administration Managers or Chief Financial Officer of any problems they are unable to resolve within the resources available to them.
- All accidents (including near misses) occurring within their area of responsibility are recorded within the predefined reporting processes and that RIDDOR incidents are reported in a timely manner. See Appendix 1 for the RIDDOR definition

## **2.8 Duties of all Members of Staff**

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities; they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the Trust.

Specifically, all employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Comply with the Trust's Health and Safety Policy arrangements at all times
- Report all accidents and incidents in line with the reporting procedures
- Co-operate with Trust management on all matters relating to health and safety
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager
- Ensure that they only use equipment or machinery that they are competent / have been trained to use
- Undertake work tasks in accordance with training including making use of all necessary control measures and personal protective equipment provided for reasons of safety or health.

## **2.9 Students/Pupils**

Students/pupils, in accordance with their age and aptitude, are expected to:

- To exercise personal responsibility for the health and safety of themselves and others
- To observe standards of behaviour and dress consistent with safety and/or hygiene
- To observe all the health and safety rules of the college and, in particular, the instructions of staff given in an emergency
- Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety.

## **2.10 Contractors and Partner Organisations**

All contractors and partner organisations (including community partners) delivering services on trust property will be made aware of this policy and associated emergency procedures. To ensure that the Trust meets its own statutory requirements, it is expected that contractors and partners working with the Trust, will:

- Undertake work activities in line with agreements and documented procedures and co-operate with Trust policies in all relevant matters
- identify and control any risks arising from their activities and inform the Trust management of any risk that may affect the staff, students/pupils and visitors.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, Trust management will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury.

Please refer to the Lettings & Community Use Policy for further requirements in relation to lettings.

## Health and Safety Arrangements

### 3.1 Associated guidance:

The specific arrangements adopted by the Trust will be guided by the Academy Guidance Notes provided by a third party agent acting in the capacity of the 'competent person'.

The Trust also has a subscription to CLEAPSS and guidance has been adopted to guide arrangements in Science, D&T and Art.

In addition, the following publications have been adopted to guide arrangements for safety in specific curriculum areas:

- 'Safe Practice in Physical Education and School Sport' Association of Physical Education 'AfPE'

<http://www.afpe.org.uk>

### 3.2 Risk assessment:

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing.

In order to assist school leaders and managers in undertaking risk assessments, a number of generic risk assessments have been provided by the Chief Financial Officer. In addition, generic risk assessments are provided by a third party agent. Where generic risk assessments are used to guide the risk assessment process, these documents **MUST** be adapted to reflect the significant hazards and control measures present. This must be undertaken by the relevant responsible manager.

Risk assessment records will be reviewed either annually or every 3 years depending upon the levels of risk. This will be identified on the risk assessment record. This review must be undertaken by the relevant responsible manager.

Other arrangements in alphabetical order:

### 3.3 Accident/Incident Reporting

Accidents must be recorded on the incident/accident reporting form as follows:

- All **staff** accidents to be logged on the Smartlog system.
- All **visitor** accidents to be logged on the Smartlog system.
- All **pupil** accidents to be logged on a consistent Google Sheet (shared with central) by the schools.
- All **RIDDOR** reportable accidents with pupils to be logged on the Smartlog system.



## **Accidents at Work (Support Payments)**

Where an employee is injured at work and when it is deemed the employer is **not** at fault the Trust may consider supporting with costs incurred which aid the return to work or continue attendance at work of the employee. This will be decided on a case-by-case basis and will be a decision taken by the CEO and CFO with board approval where appropriate.

## **3.4 Asbestos**

The arrangements for the management of asbestos at each site is detailed on the Asbestos Management Notice, which is displayed in various locations including all reception areas of each of the Trust buildings - see Appendix 2

The Asbestos Management Notice will be made available to all staff, visitors and contractors prior to any work commencing which has the potential to disturb the fabric of the building. Before undertaking any works, the Asbestos Management Register must be consulted by downloading via the QR Code displayed on the Asbestos Management Notice. Contractors will sign to confirm receipt of the information. No work which will disturb the fabric of the building can commence until permission to work has been given by the authorising manager named in the Asbestos Management Register.

The authorising manager shall ensure:

- The Asbestos Management Register is reviewed annually.
- That the Asbestos Management Register is consulted at the earliest possible opportunity in the planning process and that all work which disturbs the fabric of the building or fixed equipment is recorded on the Asbestos Management Register.
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded according to the frequencies identified in the Asbestos Management Register.
- All changes to asbestos containing materials on site, whether due to removal works or accidental damage, will be recorded on the Register.
- Any building materials suspected to be asbestos that are identified in the Asbestos Register should be reported to the relevant premises lead.

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to the relevant premises lead at the earliest opportunity.

## **3.5 Communication and Training**

The Trust Site Manager will provide competent health and safety advice for Trust staff and will be supported by a third party contract.

The Health and Safety Law poster shall be displayed in key areas around Trust schools.

Health and Safety Training:

All employees will be provided with:

- Induction training in the requirements of this policy
- Updated training in response to any significant change in roles and responsibilities
- Training in specific skills needed for certain activities as identified by the relevant risk assessment
- Refresher training where required

Specific training needs above this level, and in particular the technical training requirements in curriculum areas, should be established in the local risk assessments for the faculty or department concerned. Training levels in this context will be established by the requirements of national advisory bodies such as CLEAPSS, AfPE and specific sporting governing bodies.

Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. This would ordinarily be achieved through the supervision and appraisal process. All employees shall undertake work tasks as instructed and trained.

### **3.6 Consultation**

Staff are represented on the Local Governing bodies.

Members of staff with concerns should raise them initially with their line manager or the School Business Manager/Finance & Administration Manager/Administration Manager . If required, requests for advice or clarification should be sought from the Chief Financial Officer for concerns of employees which cannot be resolved locally.

Staff should feel free to contact the appropriate trade union appointed Safety Representative. The Board of Trustees welcomes the support of trade unions in health and safety matters. There is a Joint Consultative Committee with employee representatives which will meet termly where health and safety concerns can be raised formally.

### **3.7 Contractors**

All contractors used by the Trust shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the relevant site's reception where they will be asked to sign in and wear an appropriate visitors badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

To ensure contractor competency, the relevant premises lead will undertake appropriate competency checks prior to engaging a contractor. In respect of construction works, the relevant premises will ensure that the client's duties under the Construction (Design & Management) Regulations 2015 are complied with. Specifically, either the Chief Financial Officer (if arranged by the Trust) or the relevant premises lead (if arranged locally) will ensure that, where more than one contractor is involved in any project, the Principal Designer and Principal Contractor are appointed in

writing. It will be ensured that information about risk is shared with contractors and a Construction Phase Plan is provided by the Principal Contractor prior to any works commencing on the site. For smaller works involving a sole contractor, a method statement specific to the task involved will be requested prior to works starting where there are reasonably foreseeable risks involved. The relevant site lead will retain any Health & Safety File for future reference.

### **3.8 Curriculum Activities**

Risk assessments for significant hazards within secondary curriculum activities will be carried out by the relevant Heads of Faculty and/or Subject Leader. The Trust Site Manager or local premises lead will advise and assist with this process as required.

Within science, CLEAPSS Hazcards and Recipe Cards are used as model risk assessments to manage the risks within practical activities. The specific controls adopted in these activities will be checked against these models and significant findings incorporated into schemes of work, lesson plan and technicians' requisition sheets when appropriate.

Risk assessments for the limited number of significant hazards within primary curriculum activities will be carried out by the Class teacher or Head of School using the appropriate guidance. The Chief Financial Officer will advise and assist with this process as required.

### **3.9 Display Screen Equipment**

All staff who use computers daily for continuous spells of an hour or more, or an aggregate daily time of 3 hours or more, will have a DSE assessment carried out. This will be achieved by completing the Trusts DSE Risk Assessment.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician and corrective glasses (if required specifically for DSE use) subject to a total cost of £50.

### **3.10 Electrical Safety**

All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependent upon the level of risk associated with the particular appliance type.

The relevant premises lead is responsible for ensuring that all equipment is inspected and where appropriate tested according to the frequencies set out above. Personal items of equipment should not be brought into the Trust schools without prior authorisation and must be subjected to the same inspection process as Trust/School-owned equipment.

An electrical installation test will be conducted by an approved competent electrical contractor every 5 years. The relevant premises lead is responsible for organising this cycle of inspection and arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report.

### **3.11 Fire Safety**

The Chief Financial Officer is responsible for ensuring that each school's fire risk assessment is undertaken, and controls implemented accordingly. This task will be undertaken by the relevant premises lead with the assistance of the Trust Site Manager. The fire risk assessment will be reviewed annually.

Fire and emergency evacuation procedures will be detailed in a Fire Evacuation Plan document which is to be made available to all staff. A summary Fire Action Notice will be posted at the exit point of each room as well as at each

final exit door. These procedures will be reviewed along with the fire risk assessment and are to be made available to Trust staff as part of each establishment's induction process.

In addition, all staff will be briefed on the contents of the Fire Evacuation Plan on an annual basis. This will be augmented by fire drills which will be undertaken termly or annually, and results recorded. Additional specific fire safety training will be undertaken as identified in the fire risk assessment.

Evacuation procedures are also made known to all contractors / visitors.

### **3.13 First Aid**

Please see the Trusts First Aid Policy

### **3.13 Hazardous Substances**

Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible.

Within curriculum areas Faculty Leaders are responsible for the safe use and storage of hazardous substances within their areas of control. Specifically, Heads of Department must ensure that an up to date inventory of hazardous substances and CLEAPSS model risk assessments are in place within their department. It shall be ensured that the findings of model risk assessments are incorporated into point-of-use documents within the department as described in the paragraph entitled 'Curriculum Activities' above.

In all other areas, the responsible manager shall ensure that:

- an inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date
- Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials
- risk assessments are conducted and that these assessments are recorded and control measures are understood by those staff that are exposed to the product/substance. This will include the identification and provision of appropriate Personal Protective Equipment
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and never decanted into unmarked containers

### **3.14 Legionella**

A water hygiene risk assessment for each establishment has been completed and the relevant site lead is responsible for ensuring that the identified operational controls are being conducted and recorded. The Premises lead will undertake monthly water temperature checks and a descaling process.

The original risk assessment is reviewed annually by the premises lead and will be updated when the need is identified. In this instance, the relevant premises lead will be responsible for organising a new risk assessment via a competent contractor.

### **3.15 Maintenance of Buildings, Plant and Equipment**

Regular inspection and testing of school buildings, plant and equipment is conducted to ensure that both work equipment and the work environment are maintained in a safe and efficient state. Maintenance tasks and their frequencies are listed for each site on the Smart log on-line system and each entry has an allocated manager so responsibilities are clear.

All staff are required to report any problems found with plant/equipment to the responsible manager. Maintenance issues or defects relating to sites and buildings, fixed plant or equipment and non-fixed equipment relating to the premises management should be reported to the relevant premises lead. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

### **3.16 Medication Arrangements**

Arrangements for medication are detailed in the separate 'Policy for Supporting Students with Medical Conditions and for the Administration of Medicines', which is reviewed annually.

### **3.17 Monitoring**

The Chief Financial Officer will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the annual health and safety support visit that will be undertaken by the Trust Site Manager.

This will be augmented by an independent health & safety audit undertaken by a third party agent on a 3-yearly basis. Feedback from both processes will be referred to the Board of Trustees.

### **3.18 Moving and Handling**

The risk assessment of significant manual handling tasks is undertaken as described in the risk assessment section above. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

All moving and handling of pupils will be risk assessed by the SENCO and recorded in a Personal Emergency Evacuation Plan for the individual concerned.

### **3.19 Radiation**

The Trust has adopted the CLEAPSS guidance L93 'Managing Ionising Radiations and Radioactive Substances in Schools & Colleges' as its policy arrangements for the use of radioactive sources within faculties. The separate Standard Operating Procedures outline the precise procedures to be followed.

- CLEAPSS provide the Radiation Protection Adviser (RPA). The name and contact details are contained within the Standard Operating Procedures (Department Handbook) document
- Each school which holds sources of ionising radiation must have a Radiation Protection Supervisor. The RPS is responsible for ensuring that the Use Log is kept up to date and, where required, leak tests are conducted and recorded annually in the relevant Source

### **3.20 Security**

The Executive Headteacher/Headteacher is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area. This should be undertaken in conjunction with the relevant premises lead.

Personal safety:

The Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the relevant line manager in order to identify and implement control measures. The requirement to undertake a lone working risk assessment will also extend to working alone off-site where staff conduct home visits.

Staff working outside normal school hours must obtain permission of the relevant Executive Headteacher/Headteacher/Head of School.

### **3.21 Work at Height**

Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings and wherever possible included in the risk assessment process. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs.

Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment. Such training will also be undertaken by those who line manage staff who work at height.

It shall be ensured that:

- all work at height is risk assessed and properly planned and organised
- all those involved in work at height are trained and competent to do so
- the use of access equipment is restricted to authorised users
- a register of access equipment is kept and all equipment is regularly inspected and maintained
- access to fragile surfaces is properly controlled

### **3.22 Work Experience**

All work placements are subject to pre-placement vetting by a competent third party who will assess the suitability of the placement and maintain a list of suitable host employers. No work experience placement will go ahead if deemed unsuitable.

### **3.23 Workplace safety**

The relevant Site Facilities Officer responsible for undertaking a risk assessment for general sites and buildings safety in order to identify and implement control measures for the following site workplace hazards:

- Slips, trips and falls
- Glazing
- Trees
- Waste storage and disposal
- Vehicle/pedestrian conflict

### **3.24 No Smoking in the Workplace**

All buildings under the control of the Trust are smoke free. No smoking is allowed either indoors or within enclosed structures. No smoking rules will be enforced appropriately and will apply to students, employees, contractors, partners, service users and the public.

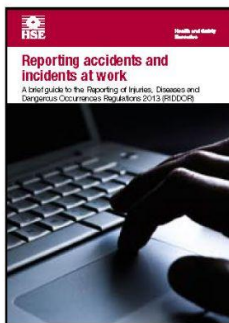
- The definition of smoking includes the use of E-Cigs
- All Trust owned, leased or hired vehicles must be smoke free.
- Smoking is not permitted within Trust or school buildings or within the perimeter of a school site or Trust property
- The Trust requires all onsite contractors and partners to respect the Smoke Free Policy.
- At least one legible no-smoking sign will be displayed in all Trust buildings and vehicles.

#### **4. Appendices**

##### **4.1 Appendix 1 - RIDDOR Reporting**

# Reporting accidents and incidents at work

A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)



This is a web-friendly version of leaflet INDG453(rev1), published 10/13

## What is RIDDOR?

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death;
- work-related accidents which cause certain serious injuries (reportable injuries);
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm).

There are also special requirements for gas incidents (see 'Reportable gas incidents').

This leaflet aims to help employers and others with reporting duties under RIDDOR, to comply with RIDDOR and to understand reporting requirements.

## RIDDOR 2013 Changes

From 1 October 2013, RIDDOR 2013 comes into force, which introduces significant changes to the existing reporting requirements. The main changes are to simplify the reporting requirements in the following areas:

- the classification of 'major injuries' to workers is being replaced with a shorter list of 'specified injuries';
- the previous list of 47 types of industrial disease is being replaced with eight categories of reportable work-related illness;
- fewer types of dangerous occurrence require reporting.

There are no significant changes to the reporting requirements for:

- fatal accidents;
- accidents to non-workers (members of the public);
- accidents which result in the incapacitation of a worker for more than seven days.

Recording requirements remain broadly unchanged, including the requirement to record accidents resulting in the incapacitation of a worker for more than three days.

## Why report?

Reporting certain incidents is a legal requirement. The **report** informs the enforcing authorities (HSE, local authorities and the Office for Rail Regulation (ORR)) about deaths, injuries, occupational diseases and dangerous occurrences, so they can identify where and how risks arise, and whether they need to be investigated. This



allows the enforcing authorities to target their work and provide advice about how to avoid work-related deaths, injuries, ill health and accidental loss.

## What must be reported?

### *Work-related accidents*

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Not all accidents need to be reported, a RIDDOR report is required only when:

- the accident is **work-related**; and
- it results in an injury of a type which is **reportable** (as listed under 'Types of reportable injuries').

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way the work was organised, carried out or supervised;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required.

See [www.hse.gov.uk/riddor/do-i-need-to-report.htm](http://www.hse.gov.uk/riddor/do-i-need-to-report.htm) for examples of incidents that do and do not have to be reported.

## Types of reportable injury

### *Deaths*

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

### *Specified injuries to workers*

- The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:
- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

### *Over-seven-day injuries to workers*

This is where an **employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days** (not counting the day of the accident).

### ***Injuries to non-workers***

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

### **Reportable occupational diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

### **Reportable dangerous occurrences**

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- explosions or fires causing work to be stopped for more than 24 hours.

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

### **Reportable gas incidents**

If you are a distributor, filler, importer or supplier of flammable gas and you learn, either directly or indirectly, that someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with the gas you distributed, filled, imported or supplied, this can be reported online.

If you are a gas engineer registered with the Gas Safe Register, you must provide details of any gas appliances or fittings that you consider to be dangerous to the extent that people could die, lose consciousness or require hospital treatment. This may be due to the design, construction, installation, modification or servicing, and could result in:

- an accidental leakage of gas;

- inadequate combustion of gas; or
- inadequate removal of products of the combustion of gas.

You can report online.

## Exemptions

In general, reports are not required (regulation 14) for deaths and injuries that result from:

- medical or dental treatment, or an examination carried out by, or under the supervision of, a doctor or registered dentist;
- the duties carried out by a member of the armed forces while on duty; or
- road traffic accidents, unless the accident involved:
  - the loading or unloading of a vehicle;
  - work alongside the road, eg construction or maintenance work;
  - the escape of a substance being conveyed by the vehicle; or
  - a train.

## Recording requirements

**Records** of incidents covered by RIDDOR are also important. They ensure that you collect sufficient information to allow you to properly manage health and safety risks. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. In this way, records also help to prevent injuries and ill health, and control costs from accidental loss.

### You must keep a record of:

- any **accident, occupational disease or dangerous occurrence** which requires reporting under RIDDOR; and
- any other occupational accident causing injuries that result in a worker being away from work or **incapacitated for more than three consecutive days** (not counting the day of the accident but including any weekends or other rest days). You do not have to report over-three-day injuries, unless the incapacitation period goes on to exceed seven days.

If you are an employer who has to keep an accident book, the record you make in this will be enough.

You must produce RIDDOR records when asked by HSE, local authority or ORR inspectors.

## How to report

### Online

Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

### Telephone

All incidents can be reported online but a telephone service remains for reporting **fatal and specified injuries only**. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

## Reporting out of hours

HSE has an out-of-hours duty officer. Circumstances where HSE may need to respond out of hours include:

- a work-related death or situation where there is a strong likelihood of death following an incident at, or connected with, work;
- a serious accident at a workplace so that HSE can gather details of physical evidence that would be lost with time; and
- following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or government ministers.

If you want to report less serious incidents out of normal working hours, you should complete an online form at [www.hse.gov.uk/riddor/report.htm#online](http://www.hse.gov.uk/riddor/report.htm#online).

You can find more information about contacting HSE out of hours at [www.hse.gov.uk/contact/outofhours.htm](http://www.hse.gov.uk/contact/outofhours.htm).

## Industry-specific guidance

*Accident book* BL510 HSE Books 2012 ISBN 978 0 7176 6458 0  
[www.hse.gov.uk/pubns/books/accident-book.htm](http://www.hse.gov.uk/pubns/books/accident-book.htm)

*Incident reporting in schools (accidents, diseases and dangerous occurrences)*  
Education Information Sheet EDIS1(rev3) HSE Books 2013  
[www.hse.gov.uk/pubns/edis1.htm](http://www.hse.gov.uk/pubns/edis1.htm)

*Reporting injuries, diseases and dangerous occurrences in health and social care: Guidance for employers* Health Services Information Sheet HSIS1(rev3)  
HSE Books 2013 [www.hse.gov.uk/pubns/hsis1.htm](http://www.hse.gov.uk/pubns/hsis1.htm)

## Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This leaflet is available at: [www.hse.gov.uk/pubns/indg453.htm](http://www.hse.gov.uk/pubns/indg453.htm).

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4.2 Appendix 2 - Asbestos management



**asbestos**  
SMART



**thrive**  
co-operative learning trust

## ASBESTOS MANAGEMENT NOTICE

**Asbestos records are available for this building:**

Newland School for Girls : Cottingham Road, Hull, HU6 7RU

In accordance with the Control of Asbestos Regulations 2012, no works may be undertaken which could lead to the disturbance of asbestos fibres.

Before undertaking any works, please consult the Asbestos Register which can be downloaded by scanning the QR Code here with your smartphone or tablet:

If you are in any doubt, please contact your supervisor or the property manager before commencing any works on these premises.

**Be Asbestos Smart!**

In case of an asbestos emergency please contact the number below immediately:

07969 456 079







GET IT ON  
Google Play



Download on the  
App Store

Free barcode apps are available for most devices.



**UNAUTHORISED WORKS ON ASBESTOS MATERIALS ARE PROHIBITED AND CAN RESULT IN SEVERE FINES AND / OR IMPRISONMENT.**

Staff & Contractors, please scan the QR Code here to see our short asbestos educational videos:





**UKNAR**  
UK National Asbestos Register

UK National Asbestos Register CIC  
Tel: 020 3633 4303 Email: enquiries@UKNAR.org  
Web: www.uknar.org