



**HULL COLLABORATIVE ACADEMY TRUST**

## **Health & Safety Policy**

November 2016  
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**HEALTH AND SAFETY AT WORK ETC.**

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## TRUSTEES FOREWORD

The Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations and other associated legislation impose on us all duties of both a general and specific nature aimed at ensuring and improving, so far as is reasonably practicable, health, safety and welfare at work.

The Trustee's of **Hull Collaborative Academy Trust (HCAT)** wishes, through the preparation and issue of this policy, to convey the importance it places on all measures that promote the good health and safety of everyone involved within the organisation.

HCAT recognises that it has a duty to safeguard the health, safety and wellbeing of employees, volunteers, contractors, members of the public and the students it supports, as well as anyone who may be affected by our actions or inactions. We all have a duty to create and maintain safe working conditions.

There is much constructive work that management, employees and volunteers can do for themselves. If everyone takes a fresh look at safety we can go forward with a new interest and enthusiasm to make HCAT's safety record second to none.

Chief Executive Officer: ..... Date: .....  
(Mrs E MacDonald)

## SAFETY POLICY STATEMENT

It is the Organisation’s policy to give a high priority to the health and safety to all of its employees and volunteers in their working environment.

The Organisation is committed to providing, so far as is reasonably practicable, a place that is safe and without risk to the health, safety and welfare of all our employees, volunteers and any other persons including the parents/carers and students we support.

Whilst we accept the responsibilities imposed by the Health and at Work etc. Act 1974 and all relevant Regulations, it is the Organisation’s intention to be self regulating.

This objective can only be realised through clearly defined safety responsibilities and suitable arrangements designed to reinforce the General Statement of Policy.

The Specific objectives of the Organisation are:-

1. TO SAFEGUARD EMPLOYEES AND ENSURE SAFE WORK METHODS AND WORK AREAS AND THEREBY REDUCE INJURIES, ACCIDENTS AND DAMAGE TO PROPERTY.
2. TO MAINTAIN AN UP-TO-DATE KNOWLEDGE OF RELEVANT LEGISLATION, CODES OF PRACTICE, TECHNICAL DEVELOPMENTS AND BEST PRACTICE IN CONNECTION WITH THE ORGANISATION’S OPERATIONS.
3. TO ENSURE THAT ALL EMPLOYEES AND VOLUNTEERS KNOW AND UNDERSTAND THEIR RESPONSIBILITIES TO THEMSELVES AND TO OTHERS IN RESPECT OF HEALTH AND SAFETY MATTERS.
4. TO IDENTIFY AND TAKE MEASURES TO SAFEGUARD EMPLOYEES AND VOLUNTEERS FROM ANY POTENTIAL HAZARD TO SAFETY OR HEALTH, RESPECTIVE TO THEIR PLACE OF WORK.
5. TO MAINTAIN PROPER PROVISIONS FOR FIRE PRECAUTION, FIRE FIGHTING AND SYSTEMS FOR EVACUATIONS IN THE EVENT OF AN EMERGENCY.
6. TO PROVIDE APPROPRIATE MEDICAL AND RELATED FACILITIES TO SAFEGUARD THE HEALTH AND WELFARE OF ALL EMPLOYEES AND VOLUNTEERS.
7. TO PROVIDE SUCH WELFARE FACILITIES AS ARE REASONABLE, HAVING REGARD TO THE SIZE AND NATURE OF THE COMPANY.
8. TO UNDERTAKE RISK ASSESSMENTS FOR ALL ACTIVITIES AND TO INFORM EMPLOYEES AND VOLUNTEERS OF THE RESULTS.
9. TO RE-APPRAISE AND UP-DATE THE HEALTH AND SAFETY POLICY AS AND WHEN NECESSARY, E.G. STAFFING CHANGES, LEGISLATION CHANGES, ETC, FOLLOWING LIAISON WITH HEALTH AND SAFETY CONSULTANTS. COMMUNICATION OF ANY SUCH CHANGES WILL BE MADE TO ALL EMPLOYEES AND VOLUNTEERS.

**Signed** .....  
(Mrs E MacDonald, Chief Executive Officer)

**Date** .....

**ORGANISATION AND RESPONSIBILITIES**

The Organisation is run by the trustees who are supported by the Chief Executive Officer and Executive Headteachers, who are ultimately responsible for all health and safety matters. These persons will have received all necessary training with respect to health and safety and will be site specific. In the majority of cases, however, the Chief Executive will assume responsibility.

In addition, the company has appointed Hayley Potts (Thoresby Primary School) as the competent person for health and safety.

The following section sets out specific duties, where necessary.

### **The Trustees will:**

Have a responsibility to comply with the statutory duties imposed under the Health and Safety at Work etc., Act 1974. This includes all duties imposed by regulations made under the above act and obligations under the general duty of care.

The main duties of Trustees are to ensure: -

- a) That the Organisation's Statement of Safety Policy is effective, so far as is reasonably practicable, in protecting the health, safety and welfare of all employees, volunteers, students and as necessary other persons including parents/carers.
- b) That adequate finance, resources, personnel and facilities are made available to achieve the stated objectives.
- c) That health, safety and welfare, including fire, disability and environmental issues receive appropriate attention.
- d) That adequate monitoring of the effectiveness of the policy is carried out through the Charities decision making structure.

### **The Chief Executive Officer will:**

- a) Accept responsibility for ensuring that compliance with all statutory responsibilities and the objectives of the Health and Safety policy are met.
- b) Monitor the effectiveness of the Policy on a continual basis and institute any necessary changes. The Policy will be reviewed at least every year, unless circumstances dictate otherwise, such as for changes in legislation, staffing changes, etc.
- c) Promote safe working practices among the Organisation's other managers, employees and volunteers.
- d) Familiarise themselves with the requirements of the Health and Safety Policy and actively promote safety within the premises used and places visited by HCAT.
- e) Ensure all-contractors comply in accordance with the requirements of their Policy in their area of work, and in compliance with health and safety legislation in general.
- f) Ensure that any statutory inspections necessary are carried out as required and records kept.

- g) Issue appropriate method statements and stipulate safe systems of work so that all work is carried out in accordance with Statutory and Organisations Regulations and Codes of Practice.
- h) Co-operate with and act upon, any requirement of the Health and Safety Executive, Environment Health Officer or appropriate body as far as is reasonably practicable.
- i) Liaise with the Executive Headteachers and Trustees whenever necessary to discuss relevant health and safety matters.

**Executive Headteachers / Headteachers:**

Employees who manage or supervise other employees, trainees, clients or members of the public, have a particular responsibility for their health, safety and welfare. Their main duties are: -

- a) To ensure that they are familiar with the Health and Safety policies, procedures and forms and ensure effective implementation within their own area of responsibility.
- b) To ensure any health and safety instructions, procedures etc are understood and put into practice.
- c) To ensure they are familiar with the appropriate legal requirements concerning the health, safety and welfare of all employees and others in their area of responsibility and are complied with.
- d) To ensure that risk assessments are undertaken and safe working procedures and toolbox talks are devised, implemented and adhered to.
- e) To ensure their employees are adequately informed, instructed, supervised and trained in health and safety matters.
- f) To take appropriate action with regards to any of their employees or volunteers who fail to carry out duties assigned to them, for which they have received appropriate training and instruction and who endanger themselves or any of their colleagues or others by any of their acts or omissions.
- g) To investigate any accident, incident or industrial disease that causes injury or illness within their area of responsibility, and to ensure the appropriate accident/incident report is completed.
- h) To set a good example and promote and develop healthier, safer and where appropriate, environmentally friendly working practices.
- i) To ensure any identified unsafe or unhealthy situations are reported and rectified, so far as is reasonably practicable.
- j) To ensure, so far as is reasonably practicable, that their services do not endanger the students.
- k) Provide suitable and sufficient protective clothing / equipment for employees and volunteers as required.

- l) Ensure that safe access to and egress from all places of work are provided and maintained in a safe condition at all times.
- m) Ensure that adequate resources, time and money are provided to comply with all relevant Legislation.
- j) Liaise with the CEO and Trustees whenever necessary to discuss relevant health and safety matters.

**The Competent Person will:**

Be responsible to the Organisation for the following:

- a) Keeping the Organisation informed in respect of best current practice, equipment development, hazard recognition and changes in legislation.
- b) Liaising with the various regulatory authorities on matters related to health and safety at work, if necessary.
- c) Liaising with the Organisation regarding all health and safety matters including training requirements and organising courses and/or placements as necessary.
- d) Monitoring, auditing and reviewing this Policy and other Policies, Procedures and Forms in place within the Organisation and reporting back to the Chief Executive & Managers and/or Trustees on any matter requiring attention.
- e) Circulating information to the Organisation, as and when required.
- f) To investigate any accident, incident or industrial disease that causes injury or illness within their area of responsibility, and to ensure the appropriate accident/incident report is completed.
- g) Maintain an up to date knowledge of legislation and Codes of Practice as they affect the Organisation's activities.
- h) Discuss any training or medical requirements with all HCAT establishments and implement any matter required, where considered necessary.
- i) To ensure that where appropriate Display Screen Equipment assessments are carried out using the appropriate forms.
- j) Liaise with the CEO, Trustees and Executive Headteachers whenever necessary to discuss relevant health and safety matters.

**All Employees and Volunteers will:**

Regardless of their position all have a duty to co-operate with the Organisation in matters relating to safety, health and welfare.

Particular emphasis is placed on the following:

- a) The wearing of any protective equipment issued.
- b) Not to misuse any item of equipment.
- c) To report defects in equipment.
- d) To replace any protective barriers which may have been temporarily removed.
- e) Report all accidents via their Line Manager.
- f) To adhere to Organisation rules in their place of work.
- g) To take reasonable care for the safety of themselves and other persons who may be affected by their acts or omissions at work.
- h) To familiarise themselves with the Health and Safety Policy and conduct their work in a manner which is compatible with its aims.
- i) To ensure the safety of any visitors they may receive on the premises.
- j) To inform their Manager, of any hazardous situation they may recognise or any dangerous or potentially dangerous incident they may witness.
- k) As regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with the employer, so far as is necessary to enable that duty or requirement to be performed or complied with.

### **Joint Employee/Volunteer Consultation Participation**

Under the terms of the Health and Safety (Consultation with Employees) Regulations the employer has a duty to consult with all employees, on matters affecting their health and safety, whether or not they are covered by representatives appointed by recognised trade unions. Consultation may be made either directly or through an elected representative. Toolbox talks are a preferred method of consultation.

Proper consultation with employees on health and safety matters can make a significant contribution to creating and maintaining an effective health and safety culture within the business, resulting in positive motivation, awareness and importance given towards health and safety among employees.

By the nature of its work joint consultation already takes place between the Trustees, Chief Executive Officer, Executive Headteachers, Headteachers , employees and volunteers.

### **GENERAL ARRANGEMENTS**

This section defines the standards which relate to all management, employees, volunteers, visitors and sub-contractors whilst at work, wherever their job location might be. It is the responsibility of all to observe these arrangements and behave in a safe and reasonable manner whilst at work.



It should be borne in mind that a breach of health and safety legislation is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties i.e. fines and imprisonment.

The Organisation recognises that it is not possible to prepare in written form every safety rule laid down as circumstances may vary depending upon the nature of work. However, employees and volunteers are expected to act in a sensible manner and adhere to any reasonable, verbal instruction given by a member of Management.

### **ACCIDENT/INCIDENT REPORTING**

All injuries incurred whilst at work that require first aid or medical treatment will be reported to their Manager and the details recorded on an official accident form. Copies of the forms are kept in the medical room/main office.

Immediate reporting by the quickest practicable means of fatalities, major injuries and dangerous occurrences as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (*See last page of this Policy for the details*).

Accidents and incidents will be investigated, particularly those involving lost time at work, using the information on the accident report form and personal interviews with the injured and witnesses. Suitable judgements are made from the investigation and recommendations implemented where necessary.

### **ELECTRICAL EQUIPMENT**

Relevant legislation covering electricity on site is contained in the Electricity at Work Regulations.

All electrical equipment should be subjected to an annual inspection and test by a competent person to ensure they are still safe to use and before being used on site. This would be organised by the Site Facilities Officer or School Business Manager. Documentation to this effect would be obtained and results of inspections would be recorded for future reference. Ideally, all portable electrical appliances would be supplied at 110 volt, via a 230/110 volt, centre-tapped earth transformer. If this were not possible then all 230 volt portable appliances would be used in conjunction with a residual current device (RCD) which would be capable of cutting off the supply to the appliance at an earth fault level of 30mA. Extension leads are considered to be akin to portable appliances and would be subject to the same tests.

Any cable, plug or connection which appears to be faulty would be reported to the Line Manager /Site Facilities Officer, at the earliest opportunity for repair/ replacement.

### **EMERGENCY / DISASTER PLAN**

This is in response to Regulation 8 of the Management of Health and Safety at Work Regulations.

The kind of incidents (possible) are:

- a) Fire
- b) Explosion
- c) Exposure to toxic release

- d) Flooding
- e) Aircraft Crash
- f) Violent weather conditions

When working on a client's site, procedures under their emergency evacuation should be understood and followed. All employees, volunteers, sub-contractors/consultants working on our behalf and visitors should be made aware of any emergency evacuation procedures in force.

An evacuation procedure will be drawn up to cover all other eventualities for each of the occupied premises.

## **FIRE PRECAUTIONS**

**HCAT will ensure all buildings under its control will have fire risk assessments in place in accordance with the regulatory reform fire safety 2005 and ensure that they are reviewed on a periodical basis**

Fire extinguishers are checked on a regular basis and renewed if defective as soon as possible.

In the event of a fire the first consideration is the safety of people. It is the responsibility of employees to know where the fire exits and extinguishers are situated, respective to their current place of work. Fire exits must be kept clear at all times.

Any person discovering a fire should:

- Notify colleagues by raising the alarm
- Evacuate the building to the designated Assembly Point by the nearest and quickest exit.
- A roll call should be made at the earliest opportunity to ensure everyone has evacuated the building.
- Do not re-enter the building until being told to do so.

## **FIRST AID**

The Organisation acknowledges the terms of the Health and Safety (First Aid) Regulations, and, as a result, first aiders will be trained as necessary. A First Aid box is located in **the Medical Room / Main Office.**

Each of the premises will vary according to. For the work activity envisaged first aid equipment should be made available, the equipment being suitable for the numbers involved and the potential hazards to which the employees, volunteers and students may be exposed.

## **Appointed Persons – Duties**

### **First Aider**

First Aid prevents injury and illness getting worse and can save lives. The minimum requirement for an employer is to have a First Aid Box and an Appointed Person. The Appointed Person must be available whenever people are working. The responsibilities include looking after the First Aid Equipment, ensuring it is always available, taking control when someone is ill or injured and calling the Emergency Services if they are required. The Appointed Person does not have to be a trained First Aider although basic training such as a one day HSE approved Appointed Person Course is recommended. On no account should anyone administer physical First Aid unless they have been trained to do so and hold a current valid Training Certificate.

**The Appointed Persons at (enter school name) are (enter names of appointed persons) who are responsible for:**

- Taking control of any incident, recording any treatment given and/or details of Emergency Services call and arrival times etc
- Keeping records of any accidents, diseases, dangerous occurrences or near misses (See RIDDOR)
- Maintain First Aid Box to required standard

**The First Aiders at (enter school name) are (enter names of first aiders) who are Responsible for:**

- Taking control of any incident, recording any treatment given and/or details of Emergency Services call and arrival times etc
- Keeping records of any accidents, diseases, dangerous occurrences or near misses (See RIDDOR)
- Maintain First Aid Box to required standard
- Giving treatment using only the techniques they have been trained to carry out
- Ensuring that their Training Certificate is current (refreshed every 3 years) and seeking upgrade training when required

### **3.1 Fire Warden Duties**

**The Appointed Fire Wardens at (enter school name) are (enter names of fire wardens) who are responsible for continuously ensuring that:**

- Fire escape exits are clear and free from obstruction
- All flammable materials are stored in a safe and locked place
- Fire doors are kept closed
- Fire drills take place at least every 6 months
- Staff and visitors know the procedures for evacuation etc
- They are responsible for the safe evacuation of everyone and that a roll call is conducted at the Muster Point and liaising with the Emergency Services as necessary
- They visually check for loss of or damage to Fire Extinguishers, at least once a month

### **3.3 Health and Safety Designated Person**

**The Appointed Health and Safety Person is Hayley Potts who is based at Thoresby Primary School, who has a duty to continuously ensure that:**

- The Company procedures are effectively communicated to all staff and visitors
- New hazards are identified and eliminated or reported
- Information received about potential hazards is acted upon
- A safe Environment is created and supported
- The benefits of good health and safety practice are promoted
- Liaison takes place with the Health and Safety Adviser, Environmental Health Officer, HSE or any other person or body with an interest in good health and safety practice

## **HAZARDOUS SUBSTANCES**

The predominant legislation is the Control of Substances Hazardous to Health (COSHH) Regulations whereby an inventory of all substances/chemicals is made; assessments undertaken; and any necessary control measures implemented.

As a consequence of the COSHH Regulations, Managers are responsible for undertaking an assessment of all substances used in their premises and will consider a number of options for the control of exposure to hazardous substances. Under no circumstances will hazardous substances be used unless they have been properly assessed. Control measures include substitution by safer alternative substances, isolation of employees from areas where dangerous substances may be in use, training and simple management methods such as good housekeeping. The employee is required to follow the above instructions and report any incidents or situations which might give rise to an unnecessary risk. With respect to this profession, health surveillance is important and Managers will ensure that employees are not exposed to hazardous substances, either directly or indirectly.

Serious risk to health from the incorrect use of cleaning materials, gases and vapours include:

- inhalation of vapours
- inhalation of harmful dusts and/or spray mists
- repeated contact with skin
- contact with eyes
- accidental ingestion

Should an employee be exposed to the affects of a hazardous substance Managers will eliminate the risk at source, as far as is reasonably practicable, and ensure the employee/volunteer receives appropriate medical attention.

The short-term symptoms of over exposure may include:

- dizziness and nausea
- sore eyes
- sore throat
- coughing and wheezing
- skin rash

Many hazardous substances are flammable and therefore their use and storage methods are monitored to ensure they conform to appropriate legislation. Adequate ventilation and extraction must be provided to prevent the build-up of a dangerous concentration of vapour.

In general, hazardous substances may be used safely when:

- the labels on tins and containers and safety data sheets are read and the advice given is followed
- suitable personal protective clothing and equipment is worn
- the inhalation of solvent vapours and/or spray mists are avoided, as far as is possible
- good ventilation during painting and the rubbing down of surfaces to be painted is present
- any recommended and approved respiratory protective equipment is worn
- eating, drinking and smoking in the workplace is prohibited

No hazardous substances must be taken onto site which could put either personnel or the environment in potential danger.

### **HEALTH SURVEILLANCE:**

Managers shall identify those employed and others exposed to noise, asbestos containing material (ACM) or vibration and other such hazards and complete an annual 'Health Surveillance' Questionnaire, and if required, refer them to their GP or to an Occupational Health provider.

This service aims to promote and maintain the highest degree of physical, mental and social well being for all employees and volunteers.

### **HOUSEKEEPING**

The cleanliness and tidiness of premises is the responsibility of each and every employee and volunteer. Accumulation of excess rubbish should not be allowed since adequate waste bins/skips are available which should be frequently emptied for disposal from site.

### **LEGISLATION**

The Organisation takes account of all existing legislation and Codes of Practice and implements their requirements into its general arrangements for health and safety, where appropriate. All new legislation introduced is considered, related to the activities undertaken, and implemented at the earliest opportunity, where necessary, and this Policy is reviewed to take account of any changes introduced.

All new regulations and any information necessary will be discussed with employees and volunteers as and when necessary, and a copy given to each person or placed on the Health and Safety Notice Board, or both.

### **MANUAL HANDLING**

Manual handling procedures shall be followed at all times relative to the Manual Handling Operations Regulations. Written assessments will be made wherever necessary by either the Senior Manager or the Health and Safety Consultant. Lifting equipment which reduces the need for manual handling and thus the risk of injury will be used where at all possible. Techniques in manual handling will be monitored and updated as necessary, to alleviate the problem of injury to personnel. All employees, likely to be involved in manual handling

activities will be suitably trained in lifting and kinetic handling techniques, before they undertake manual handling.

## **NOISE**

The Noise at Work Regulations places duties upon both the employer and employees with respect to noise in the work place. Employers are obliged to organise a formal noise assessment in the workplace and to make this information available to employees to ensure they are aware of the dangers of noise induced deafness. Under the Regulations a noise level of 80dBA and over constitutes a First Action level at which employees should be advised to wear ear protection. At 85dBA and above, the Second Action Level, employees must wear ear protection. Appropriate signs, if applicable, will be displayed for each of these demarcated areas. Whenever necessary a noise assessment will be undertaken by a competent person and any ear protection so deemed necessary will be issued and worn by employees and volunteers. Should work be undertaken on premises which has already demarcated noise zones, appropriate ear defenders will be worn.

## **PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT**

Adequate supplies of protective clothing and equipment are available where and when necessary and employees should ensure that they are using the correct protection for the relevant job. Managers with the assistance of the Safety Consultants, are responsible for the identification, purchasing, issue and monitoring of all PPE.

### **Footwear:**

Approved sensible footwear should be worn at all times when working in the workplace.

### **Eye Protection:**

Safety goggles or spectacles should be worn and used when necessary, particularly when using chemicals or substances which could splash into the eyes.

### **Hearing Protection:**

See comments under `Noise` Section.

### **Hand Protection:**

Gloves are recommended when handling sharp or hot objects. In contact with skin, chemicals may produce a skin rash, which could lead to a more serious condition. Also, the viruses can be passed between students if disposable gloves are not used when toileting or cleaning up blood or body fluids. Disposable gloves (None Latex) are recommended for these activities which must only be used once and changed after use with each student.

### **Dust, Fumes & Vapours:**

Suitable masks will be available as and when required and should be used whenever dealing with materials that give off toxic fumes or vapours.

### **General:**

For further guidance reference should generally be made to the Personal Protective Equipment at Work Regulations.

## **ASBESTOS**

HCAAT are fully committed to ensuring the Health & Safety of all its employees and providing a safe working environment. In this respect the management will ensure that all its buildings and locations are free from Asbestos & Asbestos containing Materials so far as reasonably practicable.

Please refer to the Asbestos policy and survey for further guidance.

## **LEGIONELLA**

The procedure for HCAAT is to control, prevent and minimise the risk from legionella, to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, pupils, contractors and visitors, and to provide such resources, information, training and supervision as needed for this purpose.

Please refer to the Legionella policy and risk assessment for further guidance.

## **STRESS**

An employee's mental and physical health can be affected by a number of factors which may or may not be work-related. Work-related stress is a significant cause of illness and disease and is known to be linked with high levels of sickness absence, staff turnover and also with a negative impact on teams and the organisation.

Please refer to the Stress policy for further guidance

## **RISK ASSESSMENT**

Legal requirements under the Management of Health and Safety at Work Regulations require the employer, under Regulation 3, to make a suitable and sufficient risk assessment of each and every workplace. Therefore, a list of all known hazards with significant risks is drawn up by either the Managers or their representative, a proper assessment undertaken and the findings recorded and made known to all employees and volunteers so that they are fully aware of them, for each and every job. Any necessary safe working procedures or actions necessary, as a result of the risk assessments, will be developed and followed through from the significant findings.

## **SAFE PLACES OF WORK**

The provision of a safe place of work, together with an acceptable working environment, is essential for better wellbeing and less risk to employees, volunteers and the students in their care. To this end, management will ensure that the following standards are maintained:

- a) Suitable and Sufficient lighting throughout the place of work
- b) Safe access/egress of workplaces
- c) Safe storage facilities
- d) Adequate working temperature
- e) Floors are in good order and not left slippery without warning
- f) Sufficient fresh air in enclosed workplaces- ventilation systems.

g) Safe noise levels

## **SAFETY AUDITS & INSPECTIONS**

Regular safety audits & inspections are undertaken, on whichever site is being worked on, to ensure arrangements, already set out in this policy, are effectively being complied with and to highlight any areas where improvement might be necessary. This procedure should be on-going and undertaken on a regular basis.

## **SUB-CONTRACTORS AND VISITORS**

Before employing any sub-contractor the competency and resources of them should be established first by way of a questionnaire being sent out by the School Business Manager, who will ultimately be responsible for them, should they be employed by the Organisation. The Organisation is responsible for the safety of all visitors to any site they may be working on and of sub-contractors/consultants personnel working there and, subsequently, all known hazards should be identified to them. To ensure their safety all employees and volunteers of the Organisation are requested to co-operate in the policies created for the safety of non-employees.

As a general rule visitors are not allowed on any site the Organisation may be working on, unaccompanied.

## **TRAINING**

Training is vital and essential to a successful organisation, as well as being a legal requirement now under many Regulations. It is our intent to methodically and systematically assess on an on-going basis, our training needs and to improve performance by appropriate methods.

Our specific aim will be to ensure employees and volunteers are fully trained in the use of any equipment they may use and receive adequate training specific to their job. This includes any new equipment which may be bought, hired or used, in the course of our work. An example of good refresher training is by regular toolbox talks.

## **WORK EQUIPMENT**

All work equipment is inspected before use and monitored throughout a project by each Manager or their representative. Any maintenance or repair work necessary will be undertaken at the earliest opportunity. All employees, volunteers and sub-contractors/consultants working for the Organisation will be trained in the safe handling and use of respective work equipment used at work, either by the Manager, their representative or a specialist brought in, i.e. equipment brought in from a hire company.

## **WORKING AT HEIGHT**



When working at a height a safe system of work must be put into operation to safeguard third parties, who may enter beneath the working area, as well as to ensure the safety of employees and volunteers.

We will follow the new working at height regulations and follow the Hierarchy of controls. However after considering these if it is still necessary to use ladders the following would apply.

The general recommendations for the use of ladders are:

- a) Always maintain the three point rule.
- b) Place ladders at a safe angle, one metre out for every four metres high.
- c) Support or tie so they cannot slip.
- d) Place feet of ladder on a secure and level base.
- e) Rest the top of the ladder against a solid surface – not against guttering, or other narrow or plastic features.
- f) Have at least three rungs extending beyond a roof's edge if access is required onto a roof.
- g) Ensure longer extension ladders (Over 18 rungs) have an overlap of at least three rungs. Shorter ones (up to 18 rungs) need a minimum overlap of two.
- h) Ladders should be inspected on a regular basis for wear and tear and possible defects. A register should be kept of all ladders.
- i) Aluminium ladders should never be used near electrical equipment or supply.
- j) Ladders must not be painted or otherwise treated in such a way as to conceal defects.
- k) All ladders must be checked and a record maintained on each ladder.

Where access platforms and portable rigs are used these are the main considerations:

- i) Ensure wheels are locked correctly when rig is in use.
- ii) Ensure the working platform size is within the base dimension.
- iii) Outriggers are correctly located and locked in position with the wheels locked.
- iv) Care should be taken when moving the rig. All persons, equipment and materials must be removed from the platform and the rig moved by pushing or pulling at the base level.
- v) The height of the working platform must not exceed three times the smaller base dimension.
- vi) No rig should have a base dimension less than 4ft.
- vii) Working platforms must be provided with handrail and toe boards, and kept clear of materials whenever possible.
- viii) All persons using the equipment must be suitably trained in the use of the equipment

Generally, roof work will only be carried out by a qualified personnel and, as such, will follow the general recommendations contained in the HSE Guidance publication HSG33, 'Health and Safety in Roof Work'.

## **WORKMANSHIP STANDARDS**

It is a legal requirement, under the Health and Safety at Work etc. Act 1974, that all work undertaken has to be carried out in a competent and workmanlike manner to ensure the safety and health of all concerned.

## **WORKPLACE (HEALTH, SAFETY AND WELFARE)**

Several regulations have been introduced over the last few years which relate to ensuring the health, safety and welfare of all employees, and those persons not directly in the direct employ of the employer. The Workplace (Health, Safety and Welfare) Regulations, the Construction (Health, Safety and Welfare) Regulations and the Provision and Use of Work Equipment Regulations all relate to health, safety and welfare provisions for employees, contractors and visitors. Arrangements such as safe places of work; falls; fragile materials; falling objects; stability of structures; demolition work; excavations; traffic routes; vehicles; the prevention of risk from fires; ladders; control stations; isolation procedures; emergency routes and exits; emergency procedures; welfare facilities; temperature and weather protection; lighting; and equipment, are just some of the areas and activities which need to be examined and assessed. Managers are generally the nominated, competent person to undertake these assessments but they may, from time to time, require assistance of the Health and Safety Consultant. When employees/volunteers are working away from base they will adopt the welfare facilities at the working site, or agreed joint welfare facilities (Shared Welfare) will be agreed, either with the Client or the Premises owner.

## **YOUNG PERSONS**

Young person are defined as any person who has not attained eighteen years of age.

In compliance with legislation, notably the Management of Health and Safety at Work Regulations, employers of young persons are obliged to give relevant information to the parents of a child they intend to employ, i.e. the risks to their health and safety, identified by a work assessment; the intended preventative measures; and the risks involved need to be identified. Furthermore, an employer should not employ a young person unless he has made or reviewed an assessment, relative to the risks to the health and safety of young persons. Account should be made of the inexperience; lack of awareness of risks; and the immaturity of young persons.

This Organisation undertakes appropriate compliance with legislation when employing young persons. Persons under school leaving age require even more stringent procedures to be adopted involving the parents or guardians of the young persons.

## **GROSS MISCONDUCT**

### **RULES COVERING GROSS MISCONDUCT**

An employee/volunteer may be liable to summary dismissal if he/she is found to have acted in any of the following ways:

1. A serious or wilful breach of the Safety Rules
2. Unauthorised removal or interference with any guard or protective device
3. Unauthorised operation of any item of machinery, plant or equipment
4. Unauthorised removal of any item of first aid equipment
5. Wilful damage or misuse of or interference with any item provided in the interests of health and safety or welfare at work.
6. Unauthorised removal or defacing of any label, sign or warning device.
7. Misuse of chemicals, flammable or hazardous substances or toxic materials.
8. Smoking in any designated 'No Smoking Area'
9. Smoking whilst handling flammable substances.
10. Horseplay or practical jokes which could cause accidents.

11. Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
12. Misuse of compressed air, pneumatic, hydraulic or electrical equipment.
13. Dangerously overloading any item of lifting equipment.
14. Overloading or misuse of any vehicles.
15. Being incapable of work whilst under the influence of drink and/or drugs.
16. Refusal to obey any reasonable instruction.

## **ENVIRONMENTAL POLICY STATEMENT**

The Company believes that businesses are responsible for achieving good environmental practice and operating in a sustainable manner.

We are therefore committed to reducing our environmental impact and continually improving and operating methods.

It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

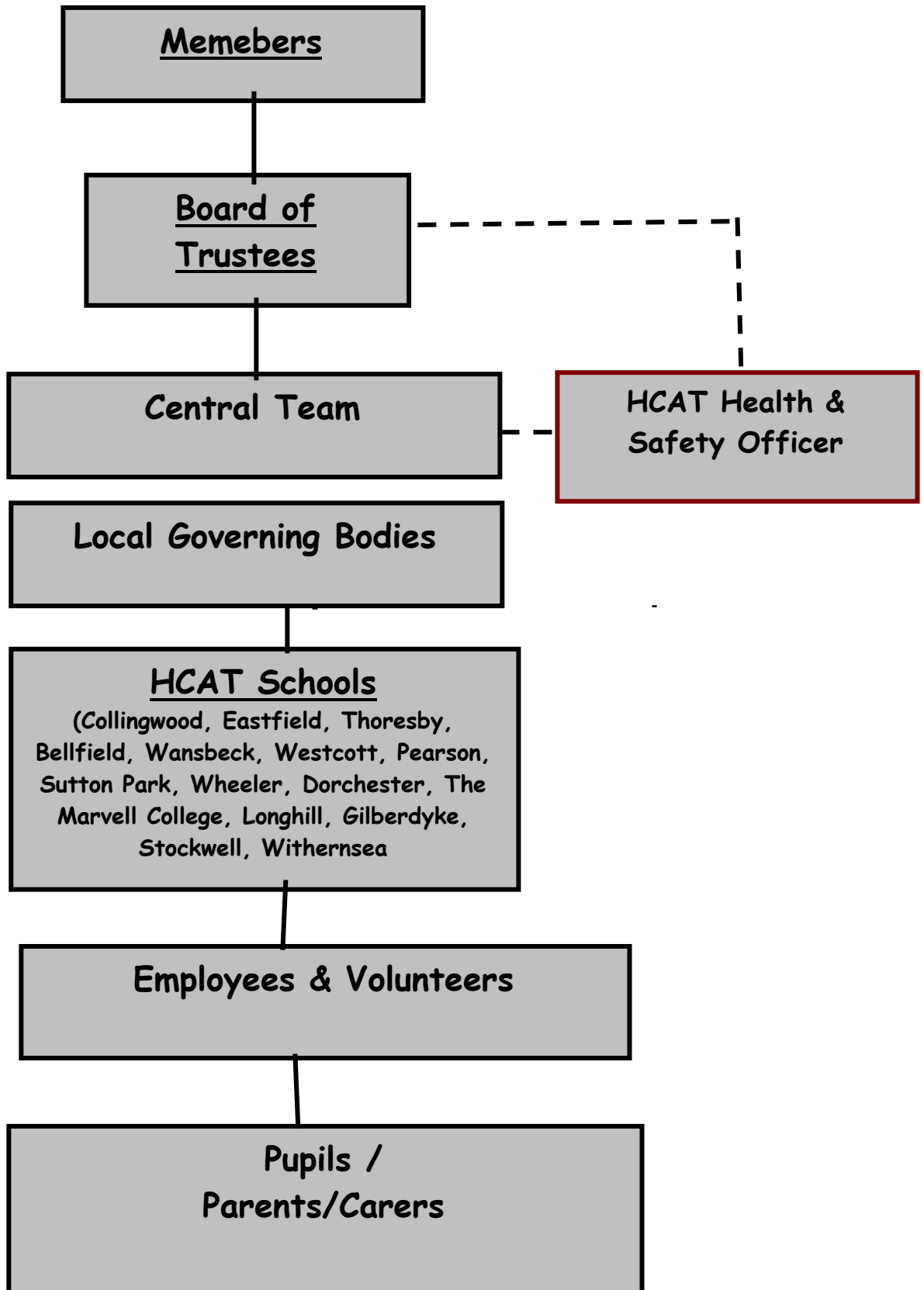
Our policy is to

- Wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice.
- Minimise our waste and then reuse or recycle as much of it as possible.
- Minimise energy and water usage in our buildings, vehicles and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable.
- Operate and maintain company vehicles with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate.
- Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community.
- As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same.
- Assess the environmental impact of any new processes or products we intend to introduce in advance.
- Ensure that all employees understand our environmental policy and confirm to the high standards it required.
- Address complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned.
- Update, our Environmental Policy annually in consultation with staff, associates and customers.



Appendix 1

ORGANISATIONAL STRUCTURE  
Hull Collaborative Academy Trust



Appendix 2

## HEALTH AND SAFETY CONTACT DETAILS

<ul style="list-style-type: none"><li>• East Riding of Yorkshire Council, Environmental Health Services, Public Protection Health and Safety Section, Cross Street, Beverley, HU17 9BA</li></ul> <p>Telephone: 01482 396301</p>	<p>Hayley Potts Health &amp; Safety Officer Thoresby Primary School Thoresby Street Hull HU5 3RG</p> <p>Tel (01482) 3428972 Mobile 07930452678</p>
<ul style="list-style-type: none"><li>• Health and Safety Executive (HSE) Edgar Allen House 241 Glossop Road Sheffield S10 2GW</li></ul> <p>Telephone: 0114 291 2300</p>	<p>Employment Medical Advisory Service (EMAS) Edgar Allen House 241 Glossop Road Sheffield S10 2GW</p> <p>Telephone: 0114 291 2300</p>

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**

**Employers, the self-employed and those in control of premises must report specified workplace incidents (work-related deaths, major injuries or over-three-day injuries, work related diseases, and dangerous occurrences (near miss accidents)).**

On Line at: <http://www.hse.gov.uk/riddor/index.htm>

### **Telephone**

All incidents can be reported online but a telephone service remains **for reporting fatal and major injuries only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5.00 pm).

### **Reporting out of hours**

The HSE and local authority enforcement officers **are not an emergency service**. More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE [out of hours webpage](#). If you want to report less serious incidents out of normal working hours, you can always complete an online form.

