

# HEALTH & SAFETY POLICY

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## 1. POLICY STATEMENT

- a. The City Learning Trust Board of Trustees believe that ensuring the Health and Safety of all of our Stakeholders (Staff; Students; Volunteers; Contractors; and Visitors), across all of the Trust's locations, is of paramount importance.
- b. At each of our Academies, these responsibilities are fulfilled by the Local Governing Committee and the Principal/ Headteacher.
- c. Within the City Learning Trust, and at each of our Academies, we are committed to developing and maintaining a positive health and safety culture, through:
  - i. providing a healthy and safe working and learning environment;
  - ii. complying with statutory requirements as a minimum;
  - iii. assessing and controlling risks;
  - iv. preventing accidents and work-related ill health;
  - v. ensuring safe working methods are adopted by staff, contractors and visitors;
  - vi. providing safe equipment;
  - vii. providing effective information, instruction and training;
  - viii. monitoring and reviewing systems to make sure

they are effective;

- viii. communication and consultation with employees, and their representatives;
- ix. setting targets and objectives to develop a culture of continuous improvement;
- x. providing adequate welfare facilities at each site across the Trust;
- xi. ensuring adequate resources are made available for health and safety issues.

d. City Learning Trust will maintain an effective system of Health and Safety communication, ensuring that employees can contribute to policy implementation by reporting and, where possible, eliminating hazards.

e. We will work with our Academies to ensure adequate physical and financial resources are provided so that, as far as is reasonably practicable, our employees, students, visitors and contractors are kept healthy and safe.

f. Our Health and Safety Management System will ensure that the above commitments can be met. All Trustees, Governors, Staff Members and Students will play their part in its successful implementation.

**Name:** Carl Ward

**Position:** Chief Executive Officer

**Signature:**



**Date:** 18<sup>th</sup> December 2025

## 2. COMPLIANCE AND IMPLEMENTATION

### 2.1 Organisation & Responsibilities

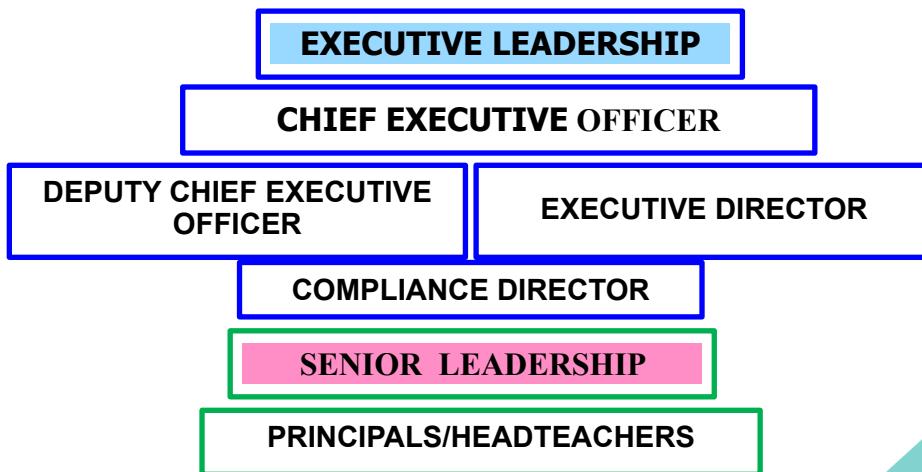
#### 2.1.1 Policy

- a. City Learning Trust, is committed to achieving high standards of Health and Safety throughout and supports the need to seek continual improvement in its Health and Safety performance.
- b. We are committed to taking all reasonably practicable steps to prevent, control or guard against activities undertaken which could potentially involve risk to the Health and Safety of its employees and others, together with risk of damage or loss to plant, property and product. We, therefore, endorse the objectives set out below and the procedures for their implementation with a view to eliminating or controlling such risks and to creating and maintaining a healthy safe working environment.

#### 2.1.2 Objectives

- a. To comply with requirements of Health & Safety at work. Act 1974 and other legislation / codes of practice.
- b. To formulate and maintain Occupational Health & Safety plans by location, which clearly set out the measures to be taken to safeguard employees and others.
- c. To provide adequate and competent supervision of all Trust activities which involve risk.
- d. To adequately train employees, to the extent that their job function demands it, in health & safety at work, safe working practices and other relevant topics.
- e. To maintain and develop effective systems, which inform and consult employees on relevant health & safety matters.
- f. To progressively identify and eliminate or control hazards which present a risk to employees and other persons and possible damage to and loss of property.

## 3. RESPONSIBILITIES



- a. The Chief Executive Officer (CEO) has prime responsibility for all aspects of health and safety within the Trust.
- b. The Executive Director – Estates & Risk is responsible to the CEO of the Trust for the implementation and oversight of this Policy.
- c. The Compliance Director is responsible for oversight of resource allocation to meet the implementation needs of this policy.
- d. The Executive Director is responsible for oversight and resource linked to the hardback works related to the PFI contract.
- e. The Principal of each Academy is responsible for day to day leadership of H&S on their respective sites, which ended in October 2025.
- f. To comply with the CLT Trustees' Statement of Intent, responsibilities have been identified throughout the management structure of the Trust, and its constituent Academies, as detailed below.

### **3.1 Executive Director – Estates & Risk**

- a. Be fully committed to the Board of Trustees' Statement of Intent for Health and Safety.
- b. Ensure that the Policy is communicated adequately to all relevant persons.
- c. Report to the Board annually on the health and safety performance of each Academy.
- d. Act as a 'Competent Person' for Academies, where needed, advising the Principal and other Senior Managers on the discharge of their responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and other health and safety legislation.
- e. Liaising, as required, with local authority Health and Safety Officers and enforcement officers (such as EHOs, HM Inspectors of the Health and Safety Executive, and Fire Officers).
- f. Co-ordinate and oversee manage the annual risk assessment process for each Academy.
- g. Co-ordinate annual general workplace monitoring inspections and performance monitoring process across Trust.
- h. Make provision for the inspection and maintenance of work equipment throughout each Academy.
- i. Oversee the keeping of records of all health and safety activities including management of building fabric and building services.
- j. Advise the Board of situations, or activities, which are potentially hazardous to the health and safety of staff, students and visitors.
- k. Ensure that each Academy adequately instructs its staff in safety and welfare matters about their specific work place and the Trust generally.
- l. Undertake any other health and safety functions as required by the Board.
- m. Will be the 'Responsible Person' for the purpose of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, in respect of all premises and work activities under their control.

### **3.2 CLT Board of Trustees**

- a. Ensure there is a clear, written Health & Safety Policy Statement of Intent, which promotes the correct attitude towards health and safety across the Trust.
- b. Ensure responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of such responsibilities.
- c. Ensure persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d. Ensure clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e. Ensure sufficient funds are set aside with which to operate safe systems of work.
- f. Ensure health and safety performance is measured both actively and reactively.
- g. Ensure each Academy's Health & Safety Policy and their performance in accordance with it, is reviewed annually.

### **3.3 Academy Local Governing Committee**

- a. Recognise responsibility under the Health and Safety at Work Act 1974 so far as reasonably practicable.
- b. Ensure that all employees are aware of the policy for Health & Safety within the Academy and that a copy has been issued to all members of staff.
- c. Appoint a member of the Local Governing Body to be responsible for liaison on Health and Safety issues.
- d. Appoint a Competent Person at their Academy.
- e. At least annually monitor and review the effectiveness of this policy and ensure that any revisions are made, seeking advice from the CLT Central Team, where necessary.
- f. Ensure that the Principal and staff take steps to evaluate all significant risks to the health and safety of any person who may be affected by any work carried out on the premises.
- g. Reviewing the application of this policy from time to time and at least annually
- h. Ensure that health and safety functions of all staff are clearly described within job descriptions.
- i. Support the Principal/Headteacher by promoting a culture in which all staff are made aware of the importance of managing health and safety risks. This is achieved by; involving staff with risk assessment where appropriate, investigating accidents, communicating via staff meetings, notice boards, circulation of minutes, liaison with union reps where appropriate, safety inspections and appropriate training.
- j. Obtain advice from CLT on the control of any significant health and safety risks which exist and which the Governors cannot remedy due to insufficient finance.
- k. Ensure, that all liability is covered by adequate insurance.

### **3.4 Academy Principal**

- a. Ensure that the policy is communicated adequately to all relevant persons.
- b. Ensure appropriate information on significant risk activities is given to visitors and contractors.
- c. Ensure appropriate consultation arrangements are in place, where appropriate, for staff and their Trades Union representatives.
- d. Ensure that all staff are provided with adequate information, instruction and training on health and safety issues – and these are recorded.
- e. Make or arrange for risk assessments of the premises and working practices to be undertaken.
- f. Ensure safe systems of work are in place, as identified from risk assessments.
- g. Ensure that emergency procedures are in place.
- h. Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- i. Ensure records are kept of all relevant health and safety activities (e.g. risk assessments, inspections, accident reporting etc.).
- j. Ensure arrangements are in place to monitor premises and performance.
- k. Ensure that all accidents are investigated and any remedial actions required are taken.
- l. Report to the Local Governing Committee, annually, on the health and safety performance of the Academy.

### **3.5 Staff with Positions of Special Responsibility**

- a. a. This includes Vice Principals, Curriculum Co-ordinators, Heads of Departments, Business Managers, Office Managers, Facility Managers, Technicians Site Managers and Premises staff. Their responsibilities are to:
  - i. Issue information and advice regarding health and safety matters to help employees keep up-to-date on current issues and new initiatives.
  - ii. Constantly enforce the need for safe working.
  - iii. Ensure that all staff under their control are familiar with the Health and Safety Policy for their area of work;
  - iv. Carry out regular health and safety risk assessments of the activities for which they are responsible.
  - v. Ensure Risk Assessments and Method Statements (RAMS) and Permission to Access (PTA) paperwork is completed and submitted to Equans and the Authority Premises Officers at least 10 days before any 'none PFI' contracted work is undertaken by external contractors.
  - vi. Ensure attendance at pre-start meetings as required.
  - vii. Resolve health, safety and welfare problems referred to them by members of their staff, and refer to the Principal any problems to which they cannot achieve a satisfactory solution within the resources available to them.
  - viii. Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
  - ix. Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
  - x. Investigate any accidents that occur within their area of responsibility.
  - xi. Prepare an annual report for the Principal/Headteacher on the health and safety performance of his/her department or area of responsibility.
  - xii. Ensure that all staff under their areas of responsibility understand the need to promptly report any accident and/or incident through the CLT accident/near miss reporting process.

### **3.6 Catering Manager**

- a. Where the Academy manages its own catering facilities, the Catering Manager, in addition to the above, will also be responsible for:
  - i. Implementing the relevant City Learning Trust and Academy policies.
  - ii. Ensuring all catering risk assessments are reviewed and updated at least annually.
  - iii. Ensuring effective food labelling in line with Natasha's law as implemented in October 2021.
  - iv. Applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas.
  - v. Ensuring hygiene standards meet legislative requirements.
  - vi. Supervising and training staff appropriately.
  - vii. Training and instructing all catering staff in the emergency procedures.
  - viii. Carrying out regular reviews of the procedures and informing the Competent Person of any issues of concern.
  - ix. Recording results of the monitoring and review of procedures.
  - x. Ensuring that all catering staff have opportunities for raising concerns about Health and Safety issues.
  - xi. Assisting with the making of the annual status review.

### **3.7 Class Teachers**

- a. Exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies and to carry them out effectively;
- b. Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the Trust's Health & Safety policy, and to ensure that they are applied.
- c. Visually inspect equipment prior to use to check for signs of damage to cables, plugs and appliances.
- d. Give clear oral and written instructions and warnings to students when necessary.
- e. Follow safe working procedures, including application of CLEAPPS guidance where required in practical subjects.
- f. Adhere to the use of protective clothing and machine guards where necessary.
- g. Make recommendations to their Principal/Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- h. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- i. Avoid introducing personal items of equipment (electrical or mechanical) into each Academy without prior authorisation.
- j. Report all accidents, defects and dangerous occurrences to their Head of Department/Site Manager.

### **3.8 All Employees**

- a. Have individual, legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. Employees must:
  - i. Realise they are largely responsible for their own health and safety and therefore should behave responsibly.
  - ii. Promote a positive and active attitude and approach toward health and safety at work.
  - iii. Think safety first.
  - iv. Comply with each Trust's Health and Safety Policy and Procedures at all times – in particular procedures for fire, first aid and other emergencies and for accident/near miss reporting (See 3.5).
  - v. Co-operate with each Academy management in complying with relevant health and safety law.
  - vi. Use all work equipment and substances in accordance with instruction, training and information received.
  - vii. Report to their immediate Line Manager any hazardous situations and defects in equipment found in their work places.
  - viii. Report all incidents in line with current incident reporting procedure.
  - ix. Act in accordance with any specific health and safety training received.
  - x. Inform their Line Manager of what they consider to be shortcomings in each Academy's health and safety arrangements.
  - xi. Exercise good standards of housekeeping and cleanliness.
  - xii. As part of their annual review all employees will confirm that they have read and understood the Policy and their responsibilities.

### **3.9 Contractors and Visitors**

- a. Follow instructions given as part of their site induction, and as provided by their host.
- b. Act and work in a manner that complies with health and safety legislation.
- c. Take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions whilst on site.
- d. Provide Risk Assessments and Method Statements as required, to the Site Manager for approval, in advance of undertaking work on site

### **3.10 Students**

- a. Students, allowing for their age and aptitude, are expected to:
  - i. Exercise personal responsibility for the health and safety of themselves and others.
  - ii. Observe standards of dress consistent with safety and hygiene.
  - iii. Observe all the health and safety rules of each Academy and in particular the instructions of staff given in an emergency.
  - iv. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

### **3.11 Health and Safety Representatives**

- a. The CLT Board of Trustees and Local Governing committees recognise the role of Health and Safety Representatives. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out inspections at their Academy. They will also be consulted on health and safety matters affecting staff at their Academy.

## 4. RISK MANAGEMENT

### 4.1 Contractors on Trust Premises

- a. All employees must ensure that all Contractors working on Trust Premises abide by the Instructions to Contractors. These instructions were made to safeguard Trust interests and should be used on every occasion that contractors are employed on our site.
- b. Where contractors are regular visitors it should be made clear to them that they will be expected to give continuing commitment to these instructions.

### 4.2 Health & Safety Communications

- a. It is necessary to ensure that responsibility for Health & Safety Matters for all areas of the site at all times are clearly displayed.
- b. Access to a Health & Safety Competent person (i.e. the Trust Health & Safety Advisor is available to all employees and to Safety Representatives).

### 4.3 Health & Safety Review and Monitoring

- a. In compliance with and further to the Trust Health & Safety Policy, CLT, will carry out a review and monitoring of progress in all aspects of Health & Safety.
- b. The Executive Director, Estates & Risk will assess the progress made and will, with acceptance of all involved, set targets and objectives for further improvement in items causing concern or Health & Safety in general.
- c. The following points will be included in any review meeting:
  - i. Reportable / Major incidents
  - ii. Analysis/Trends of accidents
  - iii. Employer Liability Claims
  - iv. HSE Communications
  - v. Results of Risk Assessments
  - vi. Health & Safety Representatives Reports / Communications
  - vii. Training

### 4.4 Health & Safety Policy Review

- a. The Trust Health & Safety policy will be reviewed at minimum annually as defined in Section 19 of the Policy.

### 4.5 Accident/Personal Injury/Near Miss Reporting Procedure

- a. This procedure covers all employees injured on Trust business. An "employee" is defined as anyone employed by the Trust including agency temps, work experience.
- b. All accidents resulting in injury, however slight, MUST BE REPORTED and management must ensure that:
  - i. At the time of the incident the accident is recorded on the Accident Report Form.
  - ii. The circumstances of the accident must be investigated and any remedial action initiated.
  - iii. All accidents which fall within the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985) must immediately be reported to the Executive Director – Estates & Risk who will notify the enforcing authority where appropriate.
  - iv. If the employee is absent for over seven working days as a result of those injuries, the Executive Director – Estates & Risk will notify the enforcing authority as appropriate.
  - v. All near misses will be reported to the Site Manager as soon as possible following occurrence, using the 'Near Miss' form, so that mitigation can be actioned swiftly.
  - vi. Managers **WILL NOT** under any circumstances give anyone access to the scene of the accident or interview employees, except Trade Union appointed Safety Representatives, members of the Enforcement Authorities or Representatives of the Trust's Insurers, unless permission given by the Executive Director, Estates & Risk. All Managers must follow the Trust Accident Investigation and reporting procedure.
  - vii. All employees must follow the accident/near miss reporting procedure.

### 4.6 Managing Risk and Risk Assessment

- a. Management will identify hazards and assess the associated risks and implement adequate measures to reduce and control the risks. Records of risk assessments will be maintained and reviewed periodically or when changes take place affecting the control measures. Risk assessments are located within the departments for reference as required.

### 4.7 Safe Working Procedures

- a. Safe working procedures will be developed for all activities to ensure that employees are able to conduct their work safely. Procedures will be reviewed annually or when changes take place in the working environment or practices.

- b. Training requirements related to any changes in environment or working practices, will be considered and will be implemented as required.

## **4.8 Competent Personnel**

- a. The Executive Director – Estates & Risk will have strategic oversight ensure that persons required to assist with implementation of the site specific and group health and safety policies are competent. They must have the required skills knowledge and experience to complete their tasks effectively. Training requirements for each employee position shall be assessed. Employees will be provided with information, instruction and training to ensure a level of competency to enable work to be conducted safely.

# **5. RISK ASSESSMENTS**

- a. There are explicit duties on employers to make suitable and sufficient assessment of the risks to the health and safety of employees to which they are exposed whilst at work, and, the risks to the health and safety of persons not in their employment arising out of or in connection with the conduct by him of his undertaking, and to record the findings as identified by the Management of Health and Safety at Work Regulations 1999.

## **5.1 Scope**

- a. All general tasks undertaken by employees and non-employees

## **5.2 Responsibilities**

- a. The Trust shall ensure that responsibilities are assigned for the undertaking of general risk assessments undertaken by employees.
- b. The Trust shall ensure that those assigned responsibilities for general risk assessments are trained in the appropriate techniques.
- c. The Trust shall ensure that, non-employee activities are assessed for risk; this would usually be undertaken under contractor control (Risk Assessment and Method Statements and Permissions to Work - PTW).
- d. The Trust shall ensure that there is a system in place for undertaking, recording and reviewing all general risk assessments.
- e. The Trust will ensure that the review programme of risk assessments is periodically undertaken unless there is a significant change or a significant incident, where control measures affected need dynamic review more frequently.

## **5.3 References**

- a. Management of H&S at Work Regulations 1999
- b. Contractor Control

## **5.4 Records**

- a. Risk assessments
- b. Training and compliance records
- c. Active monitoring documentation

## **5.5 Risk Assessment Process**

- a. All General tasks undertaken are to be assessed, the assessment is to be carried out and recorded in such a way that the subsequent review(s) can be achieved confidently.
- b. General risk assessments are staged so that the following can be demonstrated:
  - i. the hazards have been identified
  - ii. that specific assessments laid down under specific legislation have been identified as in place or are required
  - iii. the existing precautionary or preventative measures are suitable
  - iv. Decision on whether risk have been reduced to an acceptable level
  - v. Any further controls identified are noted
  - vi. Assessment is signed off by assessor to include date
  - vii. Formal review evidence
- c. The MHASAW Regulations 1999 do not specify a specific time scale for reviews, as a minimum review(s) should be instigated when there has been significant near miss, injury, loss or process change, if none of these occur then general risk assessments should be reviewed no later than annually.
- d. The requirement is to assess general tasks for hazards and risks based on observed practices and controls; this is known as qualitative assessment, if the need arises there are tools that can be used to assess and prioritise activities, these are known as quantitative assessments where an alpha-numerical tool is used to identify priorities, a good example of this is the MAC Tool for Manual Handling Assessments – these serve a purpose in the fact they highlight problem areas and allow prioritisation of activities.
- e. Risk Assessment

- a. Inventories of Risk Assessments will detail the Reference No. of the Assessment, the completion date of the assessment, and any reviews whether annual or due to an incident or accident.
- b. Additional controls identified by the Risk Assessment should be detailed on an action plan with time scales and person responsible for completion; these should be reviewed at quarterly intervals to monitor progress.

## **6. PROVISION & USE OF WORK EQUIPMENT POLICY (PUWER)**

- a. This policy details the arrangements put in place and provides guidance about the legal requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) which came into force December 1998 replacing the 1992 regulations.
- b. The regulations require risks to people's health and safety, from equipment that they use at work, to be prevented or controlled. In addition to the requirements of PUWER, lifting equipment is also subject to the requirements of the Lifting Operations and Lifting Equipment Regulations 'LOLER' 1998.

### **6.1 What does PUWER do?**

- a. In general terms, the Regulations require that equipment provided for use at work is:
  - i. Suitable for the intended use;
  - ii. Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case;
  - iii. Used only by people who have received adequate information, instruction and training; and
  - iv. Accompanied by suitable safety measures, e.g. protective devices, markings, warnings.

### **6.2 What equipment is covered by the Regulations?**

- A. Generally, any equipment which is used by an employee at work is covered, for example hammers, knives, ladders, drilling machines, mechanical saws, photocopiers, lifting equipment (including lifts) FLT's and motor vehicles.

#### **6.2.1 The Regulations require that:**

- a. Work equipment meets the requirements of PUWER, and should be:
  - i. Suitable for use, and for the purpose and conditions in which it is used;
  - ii. Maintained in a safe condition for use so that people's health and safety is not at risk; and
  - iii. Inspected in certain circumstances to ensure that it is, and continues to be, safe for use. Any inspection should be carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

#### **6.2.2 Risks created by the use of equipment should be eliminated where possible or controlled by:**

- a. Taking appropriate 'hard-wear measures' e.g. providing suitable guards, protective devices, markings and warning devices, system control devices (such as emergency stop buttons) and personnel protective equipment; and
- b. Taking appropriate 'soft-wear' measures such as following safe systems of work (eg ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

#### **6.2.3 Mobile work equipment:**

- a. In addition to these general requirements which apply to all work equipment, Part III of PUWER contains specific duties regarding mobile work equipment, for example fork-lift trucks and dumper trucks.
- b. Where mobile work equipment is used for carrying people, it must be suitable for this purpose and measures should be taken to reduce the risks (e.g. from it falling over) to the safety of the people being carried, the operator and anyone else.

#### **6.2.4 How the regulations relate to other health and safety legislation**

- a. The requirements of the Regulations need to be considered alongside other health and safety law. For example, section 2 of the HSW Act requires employers to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees. Similarly, the MHSWR contain important duties relating to the carrying out of Risk assessment. Other relevant legislation would be the Workplace (health, safety and welfare) regulations; the Construction (health, safety and welfare) regulations.

#### **6.2.5 Work Equipment Assessment Procedure**

- a. CLT must adhere to the PUWER Policy by applying the following procedure for Work Equipment assessments, in order to satisfy the requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998.

#### **6.2.6 Assessment**

- a. An inventory of Equipment assessments must be devised and recorded. using the following categories:
  - i. Category A: - Machinery, Vehicles, Mobile Equipment,
  - ii. Category B: - Scissor lifts, Fixed Equipment,
  - iii. Category C: - Office Equipment, Hand Tools,

- b. The Manager must ensure that an assessment of all equipment, whether belonging to the site, the contractor, or where it has been transferred from any other Trust site has been carried out. The site must be in possession of a copy of the assessment and any other documentation that may be required by legislation etc., including information on the area within which it is to be used. This assessment should be carried out by a competent person/team to identify all significant hazards.
- c. Manager must ensure equipment forming an integral part of a production line, complies with "CE Regulations".
- d. Managers must ensure risks associated with New/Expectant Mothers and Young Persons are specified and controlled.
- e. The Manager responsible for purchasing work equipment must ensure a pre-purchase assessment has been carried out and any issues raised are resolved prior to delivery of any new/used equipment to site.

### **6.2.7 Training**

- a. The Manager must ensure that all persons, including employees, who supervise the use of equipment have received adequate training for the purposes of health and safety. This should include the correct methods to be adopted when using the relevant item of work equipment, any risks which such use may entail, precautions to be taken and where appropriate written instructions.
- b. The Manager must ensure that records of training are maintained for individual employees (and others as applicable). Training records must contain a listing of the equipment assessment and its findings, the date on which they were trained and a signature of the employee confirming the receipt of the training.
- c. Where training matrices are utilised, employee's initials are acceptable as record of training.

### **6.2.8 Reviews**

- a. The Manager must ensure that a system is in place to ensure reviews of assessments take place within a frequency no greater than:
  - i. Category A = once per annum
  - ii. Category B = three yearly
  - iii. Category C = five yearly
- b. Reviews must be conducted by competent person(s), must ensure the content and findings of assessment remain valid and take account of any change in the method of operation or change to workplace.
- c. The Manager must ensure that applicable work equipment assessments are reviewed following a serious accident or incident, amendments made accordingly and staff affected retrained in amended procedure.
- d. The Manager must ensure that back dated records of work equipment assessments are adequately maintained and the dates for which the assessments were applicable can be identified.

### **6.2.9 Authorised Risk Assessment Methodology**

- a. Produce an inventory of all equipment on site
- b. The following procedure utilises the PUWER Work Equipment Assessment Form
- c. The form must be completed as follows:
  - i. **Form Header:**
    - Insert the equipment supplier if available
    - Manufacturer
    - Model number,
    - Description e.g., Pallet truck
    - The area of use e.g., yard, site etc.
    - Use a unique assessment identity number
    - Process and task equipment are being used for
    - Insert a category as applicable

## **7. LOLER POLICIES AND PROCEDURES**

- a. There are explicit duties for employers, as identified in the Lifting Operations and Lifting Equipment Regulations1998, to ensure that all equipment provided for lifting is suitable for the task and undergoes stringent and thorough examinations. There is a direct link to PUWER in terms of suitability of equipment and the Management Regulations in terms of risk assessments.
- b. LOLER covers all equipment required for lifting and lowering, this includes people lifting equipment and associated items such as harnesses, slings ropes etc.

### **7.1 Responsibilities**

- a. CLT shall ensure that all tasks undergo a risk assessment and lifting equipment is identified within that assessment.
- b. The Trust shall ensure that all lifting equipment is subject to PUWER assessment
- c. The Trust shall ensure that a written scheme of statutory inspection is in place for all lifting equipment and that an appointed person is assigned responsibility for the management of the scheme.

- d. The Trust shall have in place a system of corrective actions for defects identified from the statutory inspection, and that equipment designated as dangerous is not used until remedial action is undertaken
- e. The Trust shall ensure that there is a system of risk assessment for activities that require the lifting of people, (there is a direct link to working at height regulations)
- f. The Trust shall ensure that all lifting equipment is installed and positioned so as not to injure persons from moving loads, falling loads, etc. this is relevant to fixed and mobile lifting equipment.
- g. The Trust shall have in place a system to ensure that all lifting equipment is clearly marked with its safe working load and that the markings are legible to all users.
- h. The Trust shall have in place a system to ensure that all lifting operations involving lifting equipment is planned and organised by a competent person, is supervised and carried out in a safe manner.
- i. The Trust shall have in place a system of maintaining and keeping records of lifting equipment in use, training and statutory inspections for 4 yrs, incorporated in this shall be certificates of conformity.
- j. The Trust shall have a system in place of provision for training in the safe use of lifting equipment and authorisation to use where applicable.

## 7.2 Introduction

- a. This Policy provides information about the legal requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) which came into force on 5 December 1998 and the arrangements CLT have made to comply with those Regulations.

## 7.3 What is LOLER?

- a. In the main, LOLER replaced existing legal requirements relating to the use of lifting equipment, for example the Construction (Lifting Operations) regulations 1961, the Docks regulations 1988 and the Lifting Plant and Equipment (Records of Test and Examination etc) Regulations 1992.
- b. The Regulations aim to reduce risks to people's health and safety from lifting equipment provided for use at work. In addition to the requirements of LOLER, lifting equipment is also subject to the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER).

## 7.4 What does LOLER do?

- a. a. Generally, the Regulations require that lifting equipment provided for use at work is:
  - i. Strong and stable enough for the particular use and marked to indicate safe working loads;
  - ii. Positioned and installed to minimise any risks;
  - iii. Used safely, i.e. the work is planned, organised and performed by competent people; and
  - iv. Subject to ongoing through examination and, where appropriate, inspection by competent people.

## 7.5 What equipment is covered by the Regulations?

- a. Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. The Regulations cover a wide range of equipment including, cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts etc.
- b. LOLER will not apply to work equipment which does not have as its principle function a use for lifting or lowering of the type associated with traditional lifting equipment such as cranes and fork-lift trucks.
- c. The regulations cover places where the Health and Safety at Work Act applies.

## 7.6 What do the Regulations require?

- a. The Trust must ensure that in using any lifting equipment the requirements of LOLER are met.
- b. For example, the Trust should ensure that all lifting equipment is:
  - i. Sufficiently **strong, stable and suitable** for the proposed use. Similarly, the load and anything attached (eg timber pallets, lifting points) must be suitable;
  - ii. Positioned or installed to prevent risk of injury, eg from equipment or the load falling or striking people;
  - iii. Visibly marked with any appropriate information to be considered for its safe use, eg safe working loads.
- c. Accessories, eg slings, clamps etc, should be similarly marked.

- d. Additionally, the Trust must ensure that:
  - i. Lifting operations are **planned, supervised** and carried out in a safe manner by competent people;
  - ii. Where equipment is used for lifting people it is marked accordingly, and it should be safe for such a purpose, eg all necessary precautions have been taken to eliminate or reduce any risk;
  - iii. Where appropriate, before lifting equipment (including accessories) is used for the first time, it is **thoroughly examined**. Lifting equipment may need to be examined in use at periods specified in the Regulations (i.e. at least six monthly for accessories and equipment used for lifting people and, minimum, annually for all other equipment) or at intervals laid down in an **examination scheme drawn up by a competent person**. All examination work should be performed by a competent person; and
  - iv. Following a thorough examination or inspection of any lifting equipment, a **report** is submitted by the competent person to the Trust to take appropriate action.

## 7.7 CLT Arrangements

### 7.7.1 Responsible Persons:

- a. Executive Director - Estates & Risk will be responsible for ensuring that all equipment classified under LOLER is periodically, examined and inspected.

### 7.7.2 Examinations and Inspections:

- a. The Trust must maintain a current list of all such equipment and its location and make such equipment available to the competent persons when inspections become due.

### 7.7.3 Reports and Defects:

- a. CLT will be notified in the form of a report from the insurer of the condition of the equipment, if it was found in order and any observations made.
- b. In the event that any equipment is not found in order, a report will notify the defect(s) found and remedial action required. In such an event this equipment should be removed from services or prevented being operated until such defects have been rectified.
- c. The HSE will be automatically notified by the insurers of any equipment failing a thorough examination and inspection and will request in writing the action taken by the Trust.
- d. Reports of thorough examinations and other documents should be readily available to inspectors from the relevant enforcing authority should they request to see them. Records must be maintained until the next report is made or the expiration of two years, whichever is later. If deemed necessary to monitor defects reports should be maintained for longer periods.

### 7.7.4 Typical Equipment at City Learning Trust includes:

- a. Lifts/Chair Lifts
- b. This list is not exhaustive

## 8. COSH POLICIES AND PROCEDURES



- a. There are explicit duties on employers with regard to undertaking any work that is liable to expose employees to any substance hazardous to health; these are defined under the Control of Substances Hazardous to Health Regulations 2002 (amended)

### 8.1 Responsibilities

- a. The Trust shall have in place a maintained register of all substances used in all areas of operations and Office Environments.
- b. The Trust shall have in place competent person(s) to assess the risk to employees from substances used.
- c. The Trust shall have a system to assess the risk associated with substances, documentation from suppliers, known as Material Safety Data Sheets (MSDS), Workplace Exposure Levels (WEL's) as defined in EH/40, will aid in hazard identification.
- d. The Trust will ensure reviews of risk assessments are every three years as a minimum unless there is a significant change or a significant incident.
- e. The Trust shall have in place a system of prevention of exposure or control of exposure
- f. The Trust shall have in place a system to ensure use of control measures
- g. The Trust shall have in place a system of maintenance, inspection and testing of control measures by a competent person(s)
- h. The Trust shall have in place a system of monitoring exposure at the work place where required by assessment or statutory requirement

- i. The Trust shall have in place a system of training employees in the safe use of substances, control measures and procedures
- j. The Trust shall have in place systems to deal with emergencies, accidents and incidents

## **8.2 A Guide to completing your COSH Risk Assessments**

- a. Using Chemicals or other hazardous substances at work can put people's health at risk, so the law requires CLT to control exposure to hazardous substances to prevent ill health. We have to protect both employees and others who may be exposed to substances by complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended).

### **8.2.1 Hazardous substances include:**

- a. Substances used directly in work activities (e.g. cleaning agents, adhesives, paints);
- b. Substances generated during work activities (e.g. Fumes from soldering and welding);
- c. Naturally occurring substances (e.g. grain dust);
- d. Biological agents such as bacteria and other micro-organisms

### **8.2.2 Where are hazardous substances found?**

- a. In nearly all work environments, for example:
  - i. Classrooms
  - ii. Laboratories

### **8.2.3 Effects of Hazardous Substances**

- a. Examples of the effects of substances include:
  - i. Skin irritation or dermatitis as a result of skin contact;
  - ii. Asthma as a result of developing allergy to substances used at work;
  - iii. Losing consciousness as a result of being overcome by toxic fumes;
  - iv. Cancer, which may appear long after the exposure to the chemical that caused it;
  - v. Infection from bacteria and other micro-organisms (biological agents).

### **8.2.4 Labelling**

- a. Some of the most common hazard labels to look out for are shown below, however the omission of these labels does not mean your product is exempt from COSHH. Check the manufacturer's data sheet for compliance information.
- b. These symbols are being replaced by others because the law on chemical classification and labelling has recently changed. The new symbols, called pictograms, show similar images just a slightly different shape and colour.

<b>Old CHIP Symbol</b>	<b>New CLP symbol (Pictogram)</b>	<b>Illustration</b>
		Toxic
		Harmful
		Oxidising

		Explosive
		Flammable
		Environmentally damaging
		Corrosive
		serious longer term health hazard, carcinogenicity & respiratory sensitisation
		Contains gas under pressure

## 8.2.5 What to do next

- To comply with COSHH you will need to follow these eight steps and document your risk assessment on the form provided at the end of this guidance. Assessment records should be kept for a period of 3 years. Further guidance is available from the Health and Safety Executive's COSHH Essentials Website; [www.coshh-essentials.org.uk](http://www.coshh-essentials.org.uk) Online assessment forms are also available from this website but should be only used in conjunction with our internal assessment form.

### 8.2.5.1 Step 1: Assess the Risks

- Assess the risks to health from hazardous substances used in or created by workplace activities. Read manufacturer's instructions and their health and safety data sheet for any substances used. Attach data sheets to your assessment form.

### 8.2.5.2 Step 2: Decide what precautions are needed

- You must not carry out work which could expose staff or others to hazardous substances without first considering the risks and the necessary precautions. These could be Personal Protective Equipment (PPE), Control Methods or choosing alternative substances less harmful.

### 8.2.5.3 Step 3: Prevent or adequately control exposure

- You must prevent your staff or others being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, then you must adequately control it.

#### **8.2.5.4 Step 4: Ensure that control measures are used and maintained**

- a. Ensure that control measures are used and maintained properly and that safety procedures are followed. Compliance can only be achieved by proper monitoring of activities and enforcing your control measures.

#### **8.2.5.5 Step 5: Monitor the Exposure**

- a. You will need to monitor exposure and any exposure limits especially where control methods do not safe-guard against working limits. A list of approved workplace exposure limits is available on; [www.hse.gov.uk/coshh/table1.pdf](http://www.hse.gov.uk/coshh/table1.pdf)

#### **8.2.5.6 Step 6: Carry out appropriate health surveillance**

- a. Carry out appropriate health surveillance where your assessment has shown this is necessary or where COSHHA sets specific requirements. Health Records must be kept for 40 years.

#### **8.2.5.7 Step 7: Prepare plans and procedures to deal with accidents, incidents and emergencies**

- a. These can be entered on the assessment form, for more detailed or specific procedures you will need to write these up and attach to the risk assessment.

#### **8.2.5.8 Step 8: Ensure employees are properly informed, trained and supervised**

- a. You should provide your staff with suitable and sufficient information, instruction and training. Specific training should be discussed with our Health and Safety department who provide a COSHHA training course. It is recommended that all staff who use substances as a large part of their work activities receive this training.

### **9. MANUAL HANDLING PROCEDURES**

- a. There are explicit duties on employers to avoid the need, so far as is reasonably practicable, for employees to undertake manual handling activities at work which involves a risk of injury as defined by the Manual Handling Operations Regulations 1992 (Amended).
- b. Where it is identified that there is a requirement for employees to undertake manual handling activities then the risk needs to be assessed as defined in general risk assessment (MHASAWR 1999 regulation 3) and Manual handling assessment under (MHOR regulation 4).1 Responsibilities
  - a. The Trust shall ensure that responsibilities are assigned for the undertaking of manual handling activities undertaken by employees
  - b. The Trust shall ensure those assigned responsibilities for manual handling assessments are trained to an appropriate standard, and, the appropriate techniques; such as the MAC Tool (<https://www.hse.gov.uk/msd/mac/>)
  - c. The Trust shall ensure that, non-employee activities are assessed for manual handling risk; this would usually be undertaken under contractor control (method statements and PTW)
  - d. The Trust shall ensure there is a system in place for undertaking, recording and reviewing all manual handling risk assessments

#### **9.2 Introduction**

- a. This policy applies to all manual handling operations undertaken by employees, visitors, contractors of CLT.
- b. The Trust recognises the importance of addressing manual handling activities. It acknowledges that problems associated with manual handling are relevant to all types of employment; it affects most work places, including office workers.
- c. The Trust aims, wherever practicable, to reduce the need for manual handling either by eliminating such tasks, or by reducing the risk of manual handling injuries by providing information, appropriate training and instruction on how to ensure the safe lifting, transportation and supporting of loads in the workplace. The Trust acknowledges the importance of an ergonomic approach to removing or reducing the risk of manual handling injury, and advocates "fitting the job to the person, rather than the person to the job".
- d. The Trust will take all reasonable steps to ensure the safety of its employees, visitors and contractors when undertaking manual handling operations within the premises.
- e. The Trust aims to eliminate the risk of manual handling or, where this is not reasonably practicable, minimise the incidence and severity of manual handling injuries through a programme of identification, assessment and control based on the requirements of the Manual Handling Operations Regulations 1992. Where the risk assessment identifies that manual handling training is needed, all relevant persons will receive appropriate training, instructions and information.

- f. In consultation and co-operation with employees, the Trust management will:
  - i. Provide adequate resources to enable identification and documentation of manual handling tasks within the Trust.
  - ii. Avoid Hazardous manual handling operations where possible.
  - iii. Assess unavoidable hazardous manual handling operations and record the findings.
  - iv. Remove or control any risk of injury using the assessment as a basis for action.
  - v. Provide and maintain mechanical aids to assist handling operations, where practicable.
  - vi. Provide information and training for persons who carry out manual handling. vii. Monitor incident and inspections reports.
- g. Review progress of the implementation of the policy.

### **9.2.1 Specific Problems**

- a. Muscular skeletal disorders are the most common form of work-related ill-health in Great Britain. These injuries are rarely fatal but can cause permanent disability. Manual handling injuries may be due to one incident or may be due to the cumulative effect of poor manual handling practices over a period of time.
- b. Injuries most commonly linked with manual handling include sprains and strains, back pain, damage to the back and hernias. The ways in which manual handling causes injuries are complex. However, in general, the injuries are caused by wear and tear and damage to the joints, ligaments, and muscles and inter vertebral discs which occur during manual handling activities.
- c. Manual handling injuries may result from:
  - i. Gradual wear and tear caused by frequent or prolonged periods of manual handling activity.
  - ii. Increased wear and tear or sudden damage caused by intense or strenuous manual handling or awkward lifts.
  - iii. Lifting.
  - iv. Sudden damage caused by unexpected movements.
- d. Experience has shown most manual handling injuries are associated with day to day tasks. Very often there is no "accident" (sudden or unexpected event) associated with the injury. The person may not feel pain until several hours after the injury occurs.
- e. It is difficult, if not impossible, for an examining doctor to accurately gauge the severity of symptoms. Some people are susceptible to recurrent attacks of incapacitating back pain, others have a low threshold for pain and some complaints mask an underlying depressive illness or anxiety state.

### **9.2.2 Summary of Duties under Law**

#### **9.2.2.1 Health and Safety at Work Act 1974**

- a. Under Section 2 of the Health and Safety at Work Act 1974, the Trust must ensure the health, safety and welfare of persons at work, as well as others who may be affected by the work of the Trust, so far as reasonably practicable. This includes arrangements for the use, handling, storage and transport of articles and substances.

#### **9.2.2.2 Management of Health and Safety at Work Regulations 1999**

- a. Under the Management of Health and Safety at Work Regulations 1999, the Trust must carry out a suitable and sufficient risk assessment of the health and safety issues in the workplace that may affect the employees whilst at work. If the assessment identifies any risks from the manual handling of loads, the Manual Handling Operations Regulations 1992 must be complied with.

#### **9.2.2.3 Manual Handling Operations 1999**

- a. Under the Manual Handling Operations 1999, employers must avoid the need for employees to carry out manual handling operations at work that may adversely affect their health and/or safety. Where this is not reasonably practicable, the risk must be suitably and sufficiently assessed and appropriate steps must be taken to reduce the risk of injury to the lowest level reasonably practicable. The assessment must be reviewed, as necessary.

#### **9.2.2.4 Provision and Use of Work Equipment Regulations 1998**

- a. Under Provision and Use of Work Equipment Regulations 1998, employers must ensure that work equipment is used for its intended purpose and it's maintained in an efficient state, in good working order and in good repair. Employees must be provided with adequate health and safety information regarding the use of the equipment, as well as suitable and sufficient written instructions and training.

## **9.2.2.5 Safety Representatives and Safety Committees Regulations 1977 and the Health Safety (Consultation with Employees) Regulations 1996**

- a. In addition, employers must, under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 consult with their employees or their safety representatives on issues that may affect their employee's health and safety.

## **9.2.2.6 Contractors**

- a. CLT will ensure contractor's method statements include details of manual handling training. The Trust will not accept contractors that are unable to prove manual handling training has been provided to all relevant employees.
- b. PFI Contractor work, CLT Site Managers will, with provider (EQUANS) ensure all relevant information and details of contractor RAMS, including information on appropriate training, will be covered in pre-start meetings on sites.

## **9.2.2.7 Management**

- a. Managers need to be aware of the tasks in their areas, which involve manual handling operations. Firstly, they must decide if there is a problem. If there is they must decide who may be harmed and how, evaluate the risks and decide if current controls are adequate or if more should be done.
- b. Managers and supervisors must take all reasonable steps to safeguard the safety of them but more importantly their staff who may be affected by their departments work activities. They must ensure that:
  - i. They identify manual tasks.
  - ii. Manual handling risk assessments are undertaken and record their findings.
  - iii. Resources are provided controlling the tasks.
  - iv. Staff are adequately supervised.
  - v. Persons carrying out manual handling operations are screened for health and safety reasons before they undertake such work.
  - vi. Injuries/incidents relating to manual handling are investigated and corrective action taken.
  - vii. Employees adhere to safe systems of work.
- c. Safety arrangements for manual handling operations are regularly monitored and reviewed.
- d. Determine whether manual handling needs to be undertaken, if so provide necessary control measures.

## **9.2.2.8 Employees**

- a. Where employees are required to carry, lift and handle, the managers responsible for the activity will ensure training is provided and undertaken before employees are allowed to perform carry, lift and handling operations employees must:
  - i. Take care of their own safety
  - ii. Ensure the safety of others.
  - iii. Work according to any instructions and training they have received, including manual handling training received.
  - iv. Report any hazards not addressed by the risk assessment.
  - v. Report any hazards associated with any equipment provided to a responsible person.
  - vi. Use any equipment to minimise manual handling activities.
  - vii. Not interfere with or misuse any item provided for their safety.

## **9.2.2.9 Risk Assessment**

- a. The Trust aims to tackle manual handling through an ergonomic approach. This involves looking at a manager's responsibility to undertake the necessary assessment of risk.

## **9.2.2.10 The Task**

- a. Bending and stooping should be avoided and preferably, items should be lifted from no lower than knee height and to no higher than shoulder height. Where possible, materials should be stored at waist height. Twisting should also be avoided. Consideration should be given to manual handling operations undertaken whilst seated as all the strain is placed on the arm and trunk muscles. If seating is used, it should have a swivel action and should not be on castors.
- b. When a load is unsafe to be handled by one person, teams may be used. Team members should preferably be similar in size to ensure even distribution of load stresses.
- c. Carrying distances should be minimised, particularly if the task is repetitive and there should be a suitable break from work or recovery period to counteract body fatigue.

#### **9.2.2.11 Load**

- a. Loads should be carried close to the body. When loads are moved away from the body, the stress level in the lower back area increase and the ability to carry a load may be reduced. Loads should also not obscure vision when carried.
- b. Consideration should be given as to the weight, size, shape, rigidity, stability, physical properties and location of the centre of gravity of a load. Staff should be informed of the approximate weight of a load and told about any unusual weight distributions.
- c. For heavy, sharp, hot/cold or awkward shape loads, gloves or handholds may need to be provided.

#### **9.2.2.12 Working Environment**

- a. Adequate space must be provided and work routes must be free from obstructions. Floors and other working surfaces must be even and well-maintained and adequate lighting and ventilation must be maintained.
- b. Work should, where possible, be undertaken on one level. Where this is not possible, a ramp or stairs should have a gentle incline.

#### **9.2.2.13 Individual Capability**

- a. Account must be taken of the physical ability of the individual undertaking manual handling operations. Factors that should be considered include the individual's age, health, height, sex, and fitness. New and expectant mothers need to make their line manager aware of their condition and a risk assessment; specific to their condition must be undertaken.
- b. The site has adopted a 3-tier system to Manual Handling Assessments:
  - i. Use of the HSE Mac Tools as a pre-filter
  - ii. Use of the Lifting guidance for Male and Female employees
  - iii. Full Manual Handling Assessment
- c. If using parts 1. & 2. the risk is identified as low, there is no need to progress and complete a full Manual Handling Assessment unless there are still concerns with that activity.

#### **9.2.2.14 Impact of Protective Equipment and Clothing**

- a. Considerations must be given to whether protective clothing/equipment makes it difficult to hold the load. In such cases, alternative, less restrictive clothing/equipment may be required. All personal protective equipment and handling equipment should be suitable for the task and kept in good condition.
- b. In the first instance management should undertake a general risk assessment, it is necessary that management must undertake a more detailed assessment.

#### **9.2.2.15 Expectant and Pregnant Mothers**

- a. The nature of the manual handling operation is the most important element; the health of the pregnant person and the foetus can be affected by manual handling operations.

#### **9.2.2.16 Procedures for Dealing with Manual Handling Concerns**

- a. If an employee of the Trust reports a manual handling concern to their Department Manager, that Manager will ensure:
  - i. That the Executive Director - Estates & Risk is informed who will investigate the issue.
  - ii. Appropriate corrective measures are taken.
  - iii. Person reporting the concern is informed of the action taken.
- b. Where the risk assessment identifies that it is unsafe to carry out a manual handling operation, managers will consider appropriate alternative actions, including:
  - i. Altering the load. Loads may be packed in smaller containers or packed in containers that are easier to hold, made more stable or less damaging to hold.
  - ii. Improving task organisation, such as enabling workers to self-pace their work.
  - iii. Utilising team handling.
- c. Improving the working environment. Floors should be flat and well maintained, adequate space should be provided and any spillages should also be immediately cleared. A comfortable working environment should also be provided, accounting for temperature, lighting and ventilation:
  - i. Improving the task layout.
  - ii. Giving employees a variety of tasks to allow various postures to be used and to reduce highly repetitive tasks.
  - iii. Providing mechanical assistance, such as levers, hoists, trolleys and conveyors. All handling equipment must be well maintained and defects reported immediately.
  - iv. Training persons to use their body more efficiently, e.g. pushing or pulling rather than lifting.
  - v. Providing personal protective equipment such as gloves, overalls or safety footwear.

#### **9.2.2.17      Information and Training**

- a. Managers will provide adequate information, instruction, training and supervision to enable employees to act in a safe manner when carrying out manual handling operations. The training will be appropriate to the task being undertaken.
- b. Executive Director - Estates & Risk will ensure that Managers can access expert support and training to undertake manual handling risk assessments. For employees carrying, lifting and handling activities identified by management, the Health and Safety Advisor will provide the necessary training to ensure that employees will understand:
  - i. The hazards and risks associated with each task.
  - ii. How to avoid the hazard.
  - iii. How to recognise and address any unavoidable/unfamiliar handling tasks.
  - iv. Any controls in place to reduce the risks.
  - v. How to correctly use any handling aids provided.
  - vi. How to correctly use personal protective equipment.
  - vii. The importance of housekeeping.
  - viii. How to carry out good handling techniques.
- c. It must be remembered that information and training alone will not ensure safe handling techniques and that consideration must be given to the task, individual capability, load and working environment as discussed earlier in this policy.

#### **9.2.2.18      Record Keeping**

- a. The significant findings of the risk assessment will be recorded and kept in an easily accessible form by Management and Staff. Records enable management to ensure that training is current and relevant and enable compliance with the law to be demonstrated.
- b. Records will include the following details:
  - i. Location/Department.
  - ii. Description of the assessed activity.
  - iii. Numbers of persons involved.
  - iv. Significant risks identified.
  - v. Current control measures and their effectiveness.
  - vi. Additional controls needed and the target date for their implementation.
  - vii. Date of review.
  - viii. Name of assessor(s).
  - ix. Date of assessment
- c. Records of manual handling training will also be kept. Employee's copies of assessments will be forwarded to the Executive Director - Estates & Risk.

#### **9.2.2.19      Safe Systems of Work**

- a. Poor manual handling techniques can lead to physical injuries which can have an adverse effect on physiological well-being, work performance, work attendance and efficiency. To avoid injury from manual handling operations, the following precautions should be taken:
  - i. Formal safe systems of work must be developed.
  - ii. Employees should be given appropriate instructions, information, training and supervision.
  - iii. If provided, mechanised/automated aids should be used, according to their instructions.
  - iv. Twisting, stretching and stooping should be reduced. When lifting, the knees should be bent and the back kept straight. A firm grip should be obtained, the load kept close to the body, and the load smoothly lifted.
  - v. Lifting from floor level or above shoulder height should be avoided.
  - vi. Carrying distances should be reduced. vii. Repetitive handling should be avoided.
- h. If possible, loads should be light, easy to grasp, stable, and free from sharp, hot or cold edges.
- i. Walkways must be free from obstructions.
- j. Good flooring should be maintained.
- k. Good lighting and a comfortable temperature must be maintained
- l. If provided, personal protective equipment should be correctly used. xiii. Hazards should be immediately reported to a responsible person.

- m. The Regulations do not set specific weight requirements, as they focus on the needs of the individual. However, based on the fact that the load is easy to grasp with both hands, the working conditions are reasonable and the handler is in a stable body position, the HSE presents the following guideline figures for identifying when manual handling and lowering operations do not need assessing. It must be remembered that these figures are only guidelines and in all cases Line Managers will try to ensure that each of the guidelines weight are reduced. Managers must not allow any employees to lift any heavier weights than those listed in the figures below.
- n. The figures also apply for carrying operations, where the load is held against the body and is not carried for more than 10m without a rest.
- o. When pushing or pulling, the guideline figures for stooping or starting a load is a force of about 25kg for men and 16kg for women. For keeping the load in motion, a force of about 10kg is given for men and about 7kg for women. This needs to be added to weight when undertaking risk assessment.
- p. When seated, the guideline figures for handling operations are 5kg for men and 3kg for women.
- q. Where frequent lifting and lowering is undertaken, the figures should be reduced, as follows:
  - i. For operations undertaken twice a minute, weight limits should be reduced by 30%.
  - ii. For operations undertaken up to eight times a minute, weight limits should be reduced by 50%.
  - iii. Operations undertaken up to and beyond 12 times a minute, weight limits should be reduced by 80%.

#### **9.2.2.20 References**

- a. The Management of Health and Safety at Work Regulations 1999
- b. The Manual Handling Operations Regulations 1992
- c. Health and Safety at Work Act 1974
- d. Provision and use of Equipment Regulations (PUWER) 1998
- e. Safety Representative and Safety Committee 1997
- f. Health and Safety (Consultation with Employees) Regulations 1996

### **10. POLICY MONITORING**

- a. The Board of Trustees will ensure that the policy aims are achieved throughout the Trust. Monitoring will take the form of regularly checking the Accident statistics, Manual Handling Risk assessments, Suitability of Control Measures and Training Records.
- b. Following accident investigations, the Executive Director - Estates & Risk will ensure the recommendations are carried out by management and staff of the Trust.

# SECTION 11 - PPE

## 1. Purpose

- a. There are explicit duties for employers to ensure that personal protective equipment (PPE) is provided to employees who may be exposed to risk to their health and safety while at work, except where to the extent that such risk has been adequately controlled by other means, which are equally more effective. PPE will be provided free of charge.
- b. There are explicit duties for employees to ensure their own health & safety whilst at work and to co-operate with his/her employer in executing their duty

## 2. Scope

### 2.1 Employees

#### 2.1.1 Responsibilities

- a. CLT shall ensure PPE, where a risk assessment identifies the need, is provided where risks cannot be adequately controlled by other means
- b. CLT shall ensure that any PPE provided to their employees is maintained (including replaced or cleaned as appropriate in an efficient working order and in good repair)
- c. CLT shall provide a system for employees to report loss or defect in the PPE
- d. CLT shall have in place a system to ensure that members of staff are aware of the requirements

### 2.2 Personal Protective Equipment (PPE) Procedure

- a. CLT must adhere to the following procedure for provision of personal protective equipment in order to meet the requirements of Personal Protective Equipment at Work Regulations (1992). Personal protective equipment should only be used as a last resort to guard against residual risk that cannot be reduced by any other practicable means.

#### 2.2.1 Assessment

- a. The Manager must ensure that the general risk assessments are reviewed by a competent person/team to identify the recommended control measures involving the provision and use of personal protective equipment (PPE).
- b. An inventory of workplace activities and conditions identifying the need for PPE must be devised and recorded.
- c. A PPE assessment of each activity, identified in the general risk assessment, must be conducted for each activity/condition etc.

#### 2.2.2 Provision of PPE

- a. CLT employees must be provided with the PPE determined by the assessment before they are allowed to begin work.
- b. The provision of PPE must be free of charge (HASWA 1974 Section 9).
- c. The PPE must be suitable for use, appropriate to the characteristics of the particular employee, appropriate to the level of risk and compatible with any other PPE used simultaneously.
- d. Contractors working on site should be managed so that any PPE requirements determined by formal or informal risk assessment are worn or used by the contractors' employees.
- e. Visitor requirements regarding PPE must be assessed on a case by case basis considering the level of exposure to risk and the degree of risk involved. All visitors should receive instruction on the risks they may encounter.
- f. The Manager should ensure that a record of issue of PPE is maintained for each employee, which should be reviewed if the issue of replacement PPE is higher than normal.

### 2.3 Management of PPE

- a. The Manager should ensure there is a procedure in place for supervisory staff to check that the employees for whom they are responsible are wearing the appropriate PPE. The checks should also ensure that the PPE is in a suitable state of repair and continues to offer a reasonable degree of protection (this process could form part of other daily operational checks).
- b. Such PPE checks should be auditable and hence recorded.
- c. Any employee identified as working without the correct PPE should be immediately stopped and the reasons investigated. Unsatisfactory reasons for the lack of use of PPE should be dealt with through the normal disciplinary procedures.

## **2.4 Training**

- a. The Manager must ensure that the results of the PPE assessments are effectively communicated to all persons affected by them. This training, instruction and information must be communicated through a safe working procedure.
- b. Training must include an explanation of the reasons for the PPE and a demonstration of its application and use.
- c. Training must include the employee's responsibilities to ensure the maintenance and upkeep of their PPE and to inform their line manager should their PPE become unsuitable for use.
- d. The Manager must ensure that records of training are maintained for individual employees (and others as applicable). Training records must contain a listing of the individual PPE assessment findings communicated to the employee, the date on which they were trained and a signature of the employee confirming the receipt of the training.
- e. Where training summaries are utilised to record training, then the employee's initials are acceptable as a record of training.

## **2.5 Signage**

- a. Areas where PPE is required to be worn should be adequately and clearly signed so as to be obvious to all persons on site. See Health & Safety (Safety Signs & Signals) Regulations 1996.

## **2.6 Storage**

- a. The Manager should ensure that employees are provided, where appropriate, with adequate storage arrangements to store their PPE.

## **2.7 Reviews**

- a. The Manager must ensure that a system is in place to ensure that reviews will take place at least once per year.
- b. PPE assessments must be reviewed by a competent person(s) and ensure that the content and findings of the assessments remain valid and take account of any change in the method of operation or change to the workplace.
- c. The Manager must ensure that applicable PPE assessments are reviewed following a serious accident or incident and amendments made accordingly. Where amendments are made the employees affected will need to be retrained in the procedure.
- d. The Manager must ensure that back dated records of PPE assessments are adequately maintained and the dates for which the assessments were applicable can be identified.

## **2.8 Authorised PPE Assessment Methodology**

- a. The following procedure utilises a PPE assessment form, Appendix 3.
- b. The form must be completed as follows:
  - c. Form Header Insert:
    - i. The date of the assessment.
    - ii. The date on which the assessment is planned to be reviewed.
    - iii. The applicable location for the activity.
    - iv. The actual task being assessed for PPE requirements
  - d. Main Table on the form:
    - i. The first three points should be completed for all body parts which are exposed to a risk and which require PPE to protect against risk for the specific task being assessed.
      - The parts of the body exposed to risk of injury after all other control measures have been implemented, should be identified in the columns "Body Part / Specific".
      - The source of the risk to the specific body part (e.g., flying objects, falling objects, chemicals, falls from height, blows, cuts, crushing, stabs, grazing, vibration, slips, trips, heat, cold, wet, electrical, noise, radiation, dust, splashes, fumes, bacteria etc.) should be indicated in the column headed "Source of Risk" on the appropriate line for the body part.
      - The type of PPE that is required to afford the employee protection from the risk (including specific models or standards) should be indicated in the column headed "Equipment Required for Protection" and the specification required. (e.g. safety footwear to En 345-1, safety gloves, safety glasses to EN 166 etc.).

e. Comments Section under main table:

- i. Indicate the inspection / maintenance requirements indicated by the manufacturer, Indicate by whom the inspection / maintenance should be carried out.
- ii. Indicate if the use of PPE could increase any foreseeable risks.
- iii. Indicate in the section situated underneath the table, the appropriate storage arrangements for the PPE that has been detailed in the assessment
- iv. In the section starting "What remedial action is required?" the assessor should record any action that is required as a result of the assessment. This will invariably be the provision of additional PPE, a change in the PPE or an improvement in the storage facilities for the PPE.
- v. In the last table, both the assessor and the Manager of the site should insert their names, signatures and date. This confirms that they hold the opinion that the assessment is a true reflection of the risks and PPE requirements and that any remedial action as cited in the assessment will be conducted.

### **3. References**

- a. H&S at Work etc Act 1974
- b. Provision of PPE at Work Regulations 1992 (amended)

### **4. Records**

- a. Risk Assessments
- b. PPE Issue

# SECTION 12 - WORKING AT HEIGHT

## 1. Purpose

- a. There are explicit duties for employers to ensure that working at height is avoided, as detailed in the Working at Height Regulations 2005, where it cannot be avoided then controls must be implemented to eliminate or reduce the risk of injury

## 2. Scope

- a. All employees and contractors.

## 3. Responsibilities

- a. CLT shall minimise the need to work at height through planning and organisation requirements, where working at height cannot be avoided will have the following systems in place
- b. CLT will have a system assessing the risk to employees who have a requirement to work at height, this includes both equipment to get to height and surfaces worked on at height, such as roofs
- c. CLT will ensure suitable and sufficient working at height equipment is supplied in relation to the risks, this means reviewing the hierachal needs of working at height (ladders should not be the first option)
- d. CLT will ensue that those who have a need to work at height are competent to do so through information, instruction and training
- e. CLT will ensure that where employees undertake routine or non-routine work at height activities, and there is no control procedure in place, a PTW is issued
- f. CLT will ensure that contractors define their safe system for working at height in method statements, this includes both equipment to get to height and surfaces worked on at height, such as roofs and that they are provided with PTW
- g. CLT will have in place both statutory and business unit inspection regimes for working at height equipment

## 4. Introduction

- a. The Work at Height Regulations 2005 were designed to implement the European Commission Temporary Work at Height Directive (2001/45/EC). The Work at Height Regulations 2005 adopts a risk-based approach so that compliance is proportionate to the risk involved. This approach dovetails into other legislations requiring risk assessments to be carried out.
- b. Work at Height is defined as "work in any place - from which, if no action is taken a person could fall a distance, liable to cause personal injury", this could be above or below ground level. There is no minimum distance for a fall, serious injuries and fatalities have resulted in falls from less than 2 meters.
- c. Those that manage or undertake working at heights should do so in accordance with this policy.
- d. Where the initial Risk Assessment for the work indicates a personal lack of knowledge, competence or a lack of existing adequate control measures, additional detailed guidance must be sought and implemented by a suitably qualified / competent person.

## 5. Planning Work at Height

- a. The overriding principle for Work at Heights is to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.

### 5.1 Work at Height Regulations 2005

- a. **AVOID** the risk by not working at height. Where it is reasonably practicable to carry out the work safely other than at a height, do so.
- b. **PREVENT** falls - where it is not reasonably practicable to avoid work at height, assess the risks and take measures to allow the work to be done whilst preventing so far as is reasonably practicable people or objects falling. This might include ensuring the work is carried out safely from an existing place of work or choosing the right work equipment to prevent falls.
- c. **MITIGATE** the consequences of a fall - where the risk of people or objects falling still remains you should take steps to minimise the distance and consequences of such falls. This involves the selection and use of work equipment and preventing those not involved with the work entering the hazardous area.
- d. At all stages give collective protective measures (e. g. guard rails nets, airbags, etc.) precedence over personal (e.g. safety harnesses) protective measures

## 5.2 Duty Holders' Responsibilities (Staff who control work at height undertaken)

- a. This Policy requires you to:
  - i. Assess the risk to determine a safe way to work,
  - ii. Follow the above hierarchy,
  - iii. Plan and organise the work taking account of emergency measures, possible weather and environmental conditions.
  - iv. Make sure that those Working at Height are trained and competent to do so, understand the risks and the Risk Assessments.
  - v. Ensure the correct use appropriate work equipment,
  - vi. Ensure the risk from fragile surfaces are properly considered
  - vii. Ensure appropriate inspections on equipment to be used and the work area itself is carried out.
  - viii. That risks from falling objects are properly controlled
- b. Plan and organise the work correctly, to ensure it is carried out in a safe manner.
- c. Ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height. The work force and work representatives should be involved at all stages when planning any work at height.
- d. Ensure that the work is properly planned, appropriately supervised and carried out in as safe a way as reasonably practicable. Supervision should be provided proportionate to the findings of the risk assessment and the experience and capability of the people involved in the work. A worker may be trained to a nationally accredited standard but he/she will still need to be acquainted with all aspects of the job that is required of him/her.
- e. Make sure that an effective understanding of the works is given to all workers involved. A full briefing is to be given to make sure that workers are aware of the hazards and when they should ask for further assistance. The activity may also affect other people on site not just our employees, inform and discuss with these people how you plan to carry out the work.
- f. Plan for emergencies and rescue. If required have a rescue plan in place before the work starts. This plan should be reviewed regularly throughout the lifetime of the project and updated if there are any substantial changes to the work being carried out.
- g. Take account of the risk assessments carried out under the Management of Health and Safety at Work Regulations. Under The Provision and Use of Work Equipment Regulations 1998 it requires that work equipment is suitable for the conditions intended, and that suitable and sufficient lighting is provided at any place where work equipment is used.
- h. The weather is also a major factor that must be considered, as the weather changes this may increase the risk so this must be constantly monitored. Your risk assessment must take into consideration Personal Protective Clothing (PPE), wearing bulky jackets or not wearing a non-slip shoe may increase the risk.

## 5.3 Appropriate Work Equipment

- a. Any equipment must be carefully selected to ensure its suitability for the job in hand. The Work at Height Regulations 2005 recognises that working at height can be performed safely in a number of different ways using a wide variety of equipment.
  - i. When an individual chooses equipment they must consider:
  - ii. Is the equipment able to safely reach its required height?
  - iii. Is the equipment suitable for the task (visual inspection of condition)?
  - iv. Can the equipment safely support any weight that may need to be placed on it?
  - v. When we choose equipment, would it be better to use a ladder or would scaffolding be a safer choice?
  - vi. We must consider access or egress and confined working spaces
  - vii. How long will the equipment be there for (if scaffold is fitted do we fit a set of stairs and hand rails or do we safely secure a ladder for access?)
- b. Every option must be considered to minimise any potential risk of causing death or serious injury when working at height.
- c. Where risk assessments identify that mobile tower scaffolds are the most appropriate form for working at height, then these should only be erected, altered, operated or dismantled by those with the necessary competence and in accordance with the manufacturer's instructions.
- d. Mobile Elevating work platforms should not generally be used as a means of access to or from another structure or surface - climbing out of Mobile Elevating Work Platforms in these circumstances has injured several people. However, Mobile Elevating Work Platforms may be used for this purpose if they have been specifically designed for it or as part of a properly planned operation where, in exceptional circumstances, this is the safest way to gain access to a place of work at height. In such cases suitable fall protection should be worn and correctly anchored.

## 5.4 Ladders

- a. Ladders should only be used for periods of short duration work e.g. 30 minutes to enable a task to be completed. Ladders should also only be used following a risk assessment, which has indicated that there is no reasonably practicable safer method for carrying out the task whilst working at height.
- b. If you are required to use a ladder, and there is no safer alternative method for working at height, ensure that you fully understand the task you are required to carry out and that every precaution has been taken.
- c. Ladders are one of the most commonly used pieces of work equipment, this includes fixed and step ladders. However around 12 people are killed and more than 1,500 are seriously injured each year. There are many types of ladders available however all ladders are classified as work equipment under the Provision and Use of Work Equipment Regulations 1998, they must also meet the requirements of the Work at Height Regulations 2005.
- d. The following considerations should be made when choosing to use a ladder:
  - i. Ladders must be the correct type and grade for the job
  - ii. They must be in good working condition and effectively secured to prevent movement
  - iii. You must be able to do the job without stretching
  - iv. Those that use them should be competent to inspect and secure them as well as having knowledge of the points at which a ladder can be tied or chocked
  - v. Ladders can provide safe access and egress however, both hands must be free when climbing them and you should always have three points of contact whilst on a ladder
  - vi. The safety of workers on ladders depends significantly on their correct use and adequate training is essential.
  - vii. All ladders must be used in accordance with the manufacturers instructions and safety should not be compromised by haste to complete the job.
  - viii. Ratio of slope for a ladder use is 4 verticals to 1 horizontal
  - ix. When you site a ladder always ensure it is clear of hazards (do not erect over a door that may be opened or next to live electric wires etc)
  - x. If it is necessary to carry out any electrical work you must use a wooden or fibreglass ladder.

## 5.5 Competency

- a. Any person undertaking work at height should be competent or, if being trained, is supervised by a competent person. Competence is a combination of appropriate practical and theoretical knowledge, training and experience, which collectively should enable a person to:
  - i. Undertake safely their specified activity at their level of responsibility,
  - ii. Understand fully any potential risks related to the work activity (tasks and equipment) in which they are engaged
  - iii. Detect any defects or omissions and recognise any implications for health and safety with the aim of specifying appropriate remedial actions that may be required in relation to their particular work activity.
- b. This could include refusing to carry out a particular task if the potential risk is assessed as being too great, pending reassessment of the risk reduction strategy.

## 5.6 Fragile Surfaces

- a. No person working at height is to go onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regards to the demands of the task, equipment or working environment.
- b. If any work is carried out or near a fragile surface, the duty holder is to ensure (so far as is reasonably practicable) that suitable platforms, coverings, guard rails and the like are provided to minimise the risk. If any risk remains, minimise the effects of a fall.

## 5.7 Falling Objects

- a. Falling objects are just as hazardous as a person falling, even though every consideration may have been taken for a person working at height a falling object can still kill or cause serious injury.
- b. Where it is necessary to prevent injury, reasonably practicable steps must be taken to prevent anything falling, and ensure no one is injured by anything falling.
- c. Nothing is to be thrown or tipped from a height if it is likely to injure anyone. Any materials or equipment stored at height are to be stored in such a way that its movement is unlikely to injure anyone.

## 5.8 Danger Zones

- a. Wherever an area exists and a risk is identified of possible falling objects, the area must be identified, barriers placed in position around the area, notices placed warning of the danger and all persons not directly related to the works are to remain outside of the zone. If absolutely necessary to enter this area and everything reasonably practical has been done, you must move in and out as quickly and safely as possible ensuring you are wearing all your Personal Protective Clothing (PPE) e.g. head protection.

## **5.9 Inspections**

- a. "Inspection" is defined as "such visual or more rigorous inspection by a competent person, as is appropriate for safety purposes, including any testing appropriate for those purposes.
- b. Equipment that is used for working at height requires regular inspection and should be clearly marked stating when the next inspection is due. Formal inspections of the equipment as required by this Policy should not be substituted for any pre-use checks or routine maintenance.
- c. All CLT sites ladders must be individually numbered and carry the date of the next inspection, this will be 12 months from the date of last inspection. Ladder inspections are to be carried only by those who are suitable competent to do so.
- d. Any platform used for construction work (or access to) and from which a person could fall more than 2 metres is to be inspected in place before use (and not more than seven days before use). Where it is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved. All inspection records are to be kept until the next inspection has been carried out.
- e. Before using any equipment which has come from another business, and before any equipment leaves the Trust, it is to be accompanied by an indication that the last inspection as required by the Work at Height Regulations 2005 has been carried out.

## **5.10 Maintenance and Record Keeping**

- a. Competent persons inspecting equipment should have access to a maintenance log this must be properly managed.
- b. Planned preventative maintenance involves replacing parts or making necessary adjustments at pre-set intervals so that risks do not occur as a result of the determination or failure of the equipment.
- c. Condition-based maintenance involves monitoring the condition of safety-critical parts and carrying out maintenance whenever necessary to avoid hazards which could otherwise occur. This would include, for example, hydraulic systems in a mobile elevation platform.
- d. The frequency of maintenance will depend on the frequency of use, conditions in which the equipment is used and the manufacturers instructions.
- e. When equipment is hired in or leased out the respective parties must determine who is going to be responsible for the equipment maintenance. This particularly applies to long term lease; an agreement of exact responsibility should be drafted and then handed to the workers. All inspections must be carried out by a competent person who has the necessary experience, knowledge and skills. This should allow them to identify defects/potential defects, understand the significance and know what appropriate action must be taken.
- f. Regulation 12 of Work at Height Regulations 2005 requires employers to record inspections relating to the site safety or to the work equipment so in the event of an accident they can provide useful information.
- g. A health and safety inspector may legally ask to see these records therefore, they must be stored in a way that is accessible but is tamper proof. Records may be kept on a PC or laptop as long as it is capable of being printed out.
- h. For further information or advice contact the Executive Director – Estates and Risk, who will provide support from a health and safety advisor as required.

## **SECTION 13 - Electricity**

### **1. Purpose**

- a. There are explicit duties for employers as identified in the Electricity at Work Regulations 1989. The purpose of the Regulations is to require precautions to be taken against the risk of death or personal injury from electricity in work activities.

### **2. Scope**

- a. All persons who work with electricity.

### **3. Responsibilities**

- a. CLT shall have in place systems, work activities and protective equipment to prevent, so far as is reasonably practicable, danger. CLT shall ensure that all systems are of sound construction and maintained
- b. CLT shall ensure that every work activity, including operation, use and maintenance of a system and work near a system, shall be carried out in such a manner as not to give rise, so far as is reasonably practicable, to danger.
- c. CLT ensure that any equipment provided under these Regulations for the purpose of protecting persons at work on or near electrical equipment shall be suitable for the use for which it is provided, be maintained in a condition suitable for that use, and be properly used.
- d. CLT shall have in place a system of assessing the risks when working on or near electrical systems
- e. CLT shall ensure that earthing or suitable precautions are implemented to protect from danger when any conductor (other than a circuit conductor) may become charged
- f. CLT shall have in place a system where no unauthorised person is able to work on or near electrical systems
- g. CLT shall have in place procedure to deal with emergencies as they arise i.e. electrocution, these procedures must include first aid measures, contacting emergency services etc.
- h. CLT shall ensure that regular inspection and testing of portable, transportable and fixed installations is in place, fixed installation must include thermo graphic inspection.

### **4. References**

- a. Electricity at Work Regulations 1989
- b. Electricity at Work – safe working practices HSG (85)

### **5. Records**

- a. Risk Assessments
- b. Written procedures
- c. Permit to Work
- d. Training records
- e. Inspection records

## **SECTION 14 – Confined Spaces**

### **1. Purpose**

- a. There are explicit duties for employers identified in the Confined Space Regulations 1997 to prevent the need for entry into confined space/s and where prevention cannot be achieved to have in place the necessary requirements to prevent risk of death, injury or ill health associated with the hazards of confined space working.

### **2. Scope**

- a. Under these regulations a 'confined space' has two defining features. Firstly, it is a place which is substantially (though not always entirely) enclosed and, secondly, there will be a reasonably foreseeable risk of serious injury from hazardous substances or conditions within the space or nearby.

### **3. Responsibilities**

- a. CLT shall have in place a system of assessing the risks associated with confined space work; this would normally be the Permit to Work system along with method statements for contractors and General Work Activity Task assessments for employees.
- b. The Trust shall have in place a safe system of work for entry and work in a confined space that is appropriate to that type of confined space as not all confined spaces are of the same nature and risks; this is covered on the PTW system.
- c. The Trust shall have in place emergency procedures in the event of an incident and responsibilities clearly defined for the personnel involved and roles they play.
- d. The Trust shall have in place the correct plant and equipment for entry into and work in confined spaces; this will be ascertained from risk assessments for employees & contractors and that all plant and equipment is maintained as per local policy or statutory inspection requirements.
- e. The Trust shall have in place a system of ensuring all who undertake confined space work are competent.
- f. The Confined Spaces Regulations 1997 apply where the assessment identifies risks of serious injury from work in confined spaces.
- g. These regulations contain the following key duties:
  - i. avoid entry to confined spaces, e.g. by doing the work from the outside;
  - ii. if entry to a confined space is unavoidable, follow a safe system of work; and
  - iii. put in place adequate emergency arrangements before the work starts
- h. A number of people are killed or seriously injured in confined spaces each year in the UK. This happens in a wide range of industries, from those involving complex plant to simple storage vessels. Those killed include not only people working in the confined space but those who try to rescue them without proper training and equipment.

### **4. What is a Confined Space?**

- a. It can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (eg lack of oxygen). Some confined spaces are fairly easy to identify, eg enclosure with limited openings:
  - i. Storage Tanks;
  - ii. Silos;
  - iii. Reaction Vessels;
  - iv. Enclosed drains;
  - v. Sewers.
- b. Others may be less obvious, but can be equally dangerous, for example:
  - i. Open topped Chambers;
  - ii. Vats;
  - iii. Combustion Chambers in furnaces etc;
  - iv. Ductwork;
  - v. Unventilated or poorly ventilated rooms;
- c. It is not possible to provide a comprehensive list of confined spaces. Some places may become confined spaces when work is carried out, or during their construction, fabrication or subsequent modification.

## 5. What are the dangers from Confined Spaces?

- a. Dangers can arise in a Confined Space because of:
  - i. A lack of Oxygen; this can occur:
  - ii. where there is a reaction between some soils and the oxygen in the atmosphere;
  - iii. following the action of groundwater on chalk and limestone which can produce carbon dioxide and displace normal air;
  - iv. in ships holds, freight containers, lorries etc as a result of the cargo reacting with oxygen in the space;
  - v. inside steel tanks and vessels when rust forms.
- b. A poisonous gas, fume or vapour; these can:
  - i. build up in sewers and manholes and in pits connected to the system;
  - ii. enter tanks or vessels from connecting pipes;
  - iii. leak into trenches and pits in contaminated land, such as old refuse tips and old gas works;
  - iv. liquids or solids which can suddenly fill the space, or release gases into it, when disturbed Free flowing solids such as grain can also partially solidify or 'bridge' in silos causing blockages which can collapse un-expectedly;
  - v. Fire and explosions (eg from flammable vapours, excess oxygen etc).
  - vi. Residues left in tanks, vessels etc, remaining on internal surfaces which can give off gas, fume or vapour;
  - vii. Dust may be present in high concentrations, eg in flour silos;
  - viii. Hot conditions leading to a dangerous increase in body temperature.
- c. Some of the above conditions may already be present in the confined space. However, some may arise through the work being carried out, or because of ineffective isolation of plant nearby, eg leakage from a pipe connected to the confined space. The enclosure and working space may increase other dangers arising through the work being carried out, for example:
  - i. Machinery being used may require special precautions, such as provision of dust extraction for a portable grinder, or special precautions against electric shock;
  - ii. Gas, fume or vapour can arise from welding, or by use of volatile and flammable solvents, adhesives etc;
  - iii. If access to the space is through a restricted entrance, such as a manhole, escape or rescue in an emergency will be more difficult.

## 6. What the Law says

- a. You must carry out a suitable and sufficient assessment of the risks for all work activities for the purpose of deciding what measures are necessary for safety. For work in a confined space this means identifying the hazards present, assessing the risks and determining what precautions to take. In most cases the assessment will include consideration of:
  - i. the task;
  - ii. the working environment;
  - iii. working materials and tools;
  - iv. the suitability of those carrying out the task;
  - v. arrangements for emergency rescue.
- b. Before any work is carried out in any area that is defined as or has the potential to become a confined space, a risk assessment must be carried out by a person or persons who have been trained and are authorised to do so. The risk assessment must include a review of the hazards and risks associated with any rescue that may be needed in the event of an injury or ill health.
- c. All work must be carried out under a Confined Space Permit of work written specifically for the task in hand
- d. A test of the atmosphere within an identified/potential confined space must be carried out prior to any entry. Where there is potential for a build-up of harmful gases or a depletion of breathable gases (e.g. whilst welding, cutting or burning) continuous monitoring must take place throughout the period the work is carried out
- e. Emergency procedures must be drawn up in place before any work of any kind commences within a defined or potential confined space, regardless of how trivial that work may be, emergency arrangements must reflect the risks
- f. All persons working within the defined or potential confined space and those assigned duties under the rescue plan, must be trained and competent in their duties.
- g. The site will ensure that a competent person is appointed to ensure that an up to date inventory of all the confined spaces is maintained.
- h. The site will ensure that Risk assessments are carried out on every confined space where there is a significant risk identified and that suitable controls are applied and enforced including the use of Safe Operating Procedures and specific Confined Space Permit to Work.
- i. Review - The Associated Risk Assessments and Safe Operating procedures should be reviewed every 2 years.

# **SECTION 15 – Training & Competence**

## **1. Purpose**

- a. The Health and Safety at Work Act 1974 refers to training and competence, as does every piece of H&S legislation that is written. Training and competence are central to working safely within any environment. This policy sets out the minimum requirements to ensure training and competence is identified and provided where required.

## **2. Scope**

- a. All employees

## **3. Responsibilities**

- a. CLT shall have in place a system of ensuring that every employee receives a basic induction into the workplace before work commences.
- b. CLT shall ensure that differing levels of training and competence are identified for differing levels of the organisation
- c. CLT shall ensure that the management team receive training in their accountabilities and responsibilities for H&S
- d. CLT shall ensure that training and competence requirements are reviewed periodically and needs identified, this should primarily be undertaken through the appraisal review process
- e. CLT shall ensure that provision of training and competence is undertaken by competent person(s), this can be in house or external

## **4. Reference**

- a. H&S at Work Etc Act 1974
- b. Management of H&S at Work Regulations
- c. And other legislation

## **5. Records**

- a. Training records
- b. Certification of competence

# SECTION 16 – Lone Working

## 1. Purpose

- a. The Health and Safety Executive (HSE) defines lone workers as:
- b. People in fixed establishments where:
  - i. Only one person works on the premises
  - ii. People work separately from others.
  - iii. People work outside normal hours i.e. maintenance, security, overtime etc.
- c. Mobile workers working away from base:
  - i. Working at different locations on a regular basis
  - ii. Visiting clients at their premises
- d. Certain places are prohibited by legislation from lone working including:
  - i. Work at or near live electrical conductors
  - ii. Entry into confined spaces.

## 2. Scope

- a. All employees who work alone be it total lone working or those who work in an area of a habited business unit but on their own. Lone working can increase the risk from Hazards that staff would normally be exposed to where illness, injury or entrapment may not be noticed for a critical period

## 3. Introduction

- a. Lone workers should not be at more risk than other employees. This may require extra risk-control measures. Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. CLTs UC should identify situations where people work alone and ask questions such as:
  - i. Does the workplace present a special risk to the lone worker?
  - ii. Is there a safe way in and out for one person? Can temporary access equipment which is necessary, such as portable ladders or trestles, be safely handled by one person.
  - iii. Can all plant, substances and goods involved in the work be safely handled by one person? Consider whether the work involves lifting objects too large for one person or whether more than one person is needed to operate essential controls for the safe running of equipment.
  - iv. Is there a risk of violence?
  - v. Are women especially at risk if they work alone?
  - vi. Are young workers especially at risk if they work alone?
  - vii. Is the person medically fit and suitable to work alone?
  - viii. Where staff have to work alone the specific risk to a person being alone should be assessed to implement extra controls as required.
- b. Where the risk is high through certain activities it may not be possible to work alone.
- c. Hence where the risk is high, 2<sup>nd</sup> person should accompany
- d. Good communications systems with staff established. (mobile phone)
- e. Regular monitoring and checks of staff periodically.
- f. Tasks controlled through Permit to Work.
- g. Pre-employment medical and health surveillance to establish any medical conditions that may put staff at greater risk.
- h. When assessing risks to lone workers or staff working away from base, particular consideration should be given to:
  - i. Communication – are sufficient communication facilities available?
  - ii. The person – are they sufficiently trained and physically able?
  - iii. The workplace – is there safe access to and egress from the area? Does the location present any particular risks?
  - iv. Emergencies – are adequate first aid facilities and warning devices available?
- i. All risks identified in the assessment will require suitable control measures. The type of control measures will vary depending on the type of work, location and experience of the worker and may include:
  - i. Providing communication equipment
  - ii. Pre-work inspections
  - iii. Check-in arrangements
  - iv. Suitable information, instruction and training
  - v. Permits to work

- j. Managers must ensure that all employees are informed of the risks identified and provided with the necessary information, instruction and training for them to work safely. Employees must adhere to any control measures implemented and to report any difficulties, failure of equipment or general concerns to their Manager.
- k. Risk assessments should be reviewed annually or whenever there is reason to believe that they are no longer valid.

#### **4. Responsibilities**

- a. CLT shall have in place a system of identifying and assessing the risk of lone working or being a lone worker. CLT shall ensure that adequate controls are implemented to minimise the risk of injury or ill health from lone worker/working
- b. CLT shall ensure that there are procedures in place to deal with emergency situations for lone worker/working.
- c. CLT shall have in place a system of information, instruction, training and supervision for lone worker/working for all employees affected.

#### **5. References**

- a. Management of H&S at Work Regulations
- b. Working Alone in Safety 2005 INDG 73

#### **6. Records**

- a. Risk Assessments
- b. Training records

# **SECTION 17 - Smoking**

## **1. Introduction**

- a. Second-hand exposure to tobacco smoke has now been shown to be a risk factor for lung cancer and heart disease in non-smokers, as well as many other illnesses.
- b. As a responsible employer, CLT acknowledges that breathing people's smoke is a public health hazard and is committed to ensuring a safe working environment.
- c. This policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to assist in the compliance with the Health Act 2006 effective 1 July 2007 in England. This policy seeks to guarantee non-smokers the right to work in air free of tobacco smoke, while also taking account of the needs of those who smoke. In addition, the Trust wish to provide an environment where support is available to smokers that wish to give-up.
- d. Failure to comply with this policy may lead to disciplinary action or even dismissal.

## **2. Restrictions**

### **2.1 Indoor areas**

- a. Smoking will not be permitted in any workplaces, where the premises are 'enclosed' or 'substantially enclosed'. This includes not only the smoking of tobacco in all forms, but the smoking of herbal substitutes.
- b. Premises will be considered as enclosed if they have a ceiling or roof and except for doors, windows or passageways, are wholly enclosed. Premises will be considered as substantially enclosed if they have a ceiling or roof and there are permanent openings in walls which are less than half the total area of walls.

### **2.2 Outside areas**

- a. Smoking will not be permitted at site entrances or within any site grounds.

### **2.3 Vehicles**

- a. Smoking will not be permitted in an employee's own vehicle whilst in work car parks.

## **3. Signage**

- a. No Smoking signs will be clearly displayed at each entrance to workplace premises in a prominent position. Signage should be a minimum area of any shape that is equal to the size A5 showing the international no smoking symbol at least 70mm in diameter and contains in characters that can be easily read the following words " -No smoking. It is against the law to smoke in these premises".

## **4. Communication of the Policy**

- a. All induction sessions will refer to the Smoke-Free policy and reasons for it. All sites will display appropriate signage at all entrances. In addition, the Trust will inform all existing employees, contractors and other visitors to the site of this policy.

## **5. Help for those who smoke**

- a. It is recognised the smoking policy represents a change in the working conditions of those who smoke.
- b. Any employee who smokes and requires support to adjust to this change or wishes to give-up is encouraged to seek guidance and assistance. They should speak to their Line Manager in the first instance, who can provide any site-specific information regarding support available, or, put them in contact with the Health & Safety Advisor.
- c. Other sources of support include Smoke line 0800 848484, [www.canstopsmoking.com](http://www.canstopsmoking.com), the Public Health Department, your local NHS PCT or local GP surgery. Contact details can be found in your local directory.

## **6. Enforcement**

- a. Anyone failing to observe the Smoke-Free policy may be disciplined or even dismissed. This will be seen as a serious breach and treated as Gross Misconduct which could lead to Summary Dismissal.
- b. The Trust will endeavour to support employees through the transitional period through education and counselling.

# **SECTION 18 – Controlling the risks of infectious diseases in the workplace. Public Health- Control of Infectious Diseases in Schools**

## **1. Introduction**

- a. All employees may be at risk of infection, or of spreading infection, and viruses which can be spread if staff do not take adequate precautions.
- b. Our procedures for controlling the risks of infectious diseases must always be followed. However, there may be times when it is more important than ever that they are strictly followed, for example, during the outbreak of a notifiable disease.
- c. In order to restrict and reduce the risk of infection in the workplace, the Trust will:
  - i. have systems in place that assess the risk of and prevent, detect and control the risk of infection
  - ii. Ensure that all Academy Sites have a suitable and sufficient Public Health – Control of Infectious Diseases in Schools Risk Assessment in place, which is reviewed regularly, at least annually. This risk assessment will be shared with all staff.
  - iii. ensure sufficient resources are available at all times to secure effective prevention and control of infection
  - iv. ensure employees, contractors and other persons who directly or indirectly provide work are provided with the relevant information, instruction, training and supervision in the procedures to follow whilst on site, and if there are any changes to this under contingency planning.
  - v. audits are carried out to ensure policies and procedures are being implemented
  - vi. ensure an appropriate standard of cleanliness and hygiene is maintained throughout the premises and that the premises are maintained in good physical repair and condition
  - vii. ensure appropriate standards of cleanliness and hygiene are maintained in relation to equipment viii.ensure that a suitable cleaning schedule is in place and followed
  - i. ensure there is suitable and sufficient hand washing facilities and antimicrobial hand rubs where appropriate
  - j. ensure the supply and provision of linen and laundry is appropriate
  - k. ensure suitable information on infections is provided to visitors, including the importance of hand washing by visitors
  - l. ensure information regarding infection is passed on to any other person, as necessary
  - m. ensure individuals who develop an infection are identified promptly and follow the appropriate government guidelines
  - n. actively monitor to ensure all staff co-operate with our control of infection procedures
  - o. provide regular suitable training, including induction training to all staff on the prevention and control of infection
  - p. keep a record of all training and updates to staff
  - q. ensure prevention and control of infection responsibilities are outlined to employees in job descriptions as appropriate
  - r. stagger start and finish times so that fewer people are together at once, if this is recommended. xix.stagger break times so fewer people are together at once, if this is recommended.
  - t. cancel non-essential training sessions, if this is recommended.
  - u. deal with clients/customers by phone and email, if this is recommended.
  - v. meetings to be virtual, if this is recommended, if face to face meetings must take place ensure that facilities are suitable to minimise the spread of infection eg allowing a distance of more than one metre between participants
  - w. consider whether employees may work from home, if this is recommended.

## **2. Procedure**

- a. The Trust will apply the below infection outbreak procedure to control the risk of infectious diseases in the workplace:
  - i. Plan for the minimum number of people needed on site to operate safely and effectively.
  - ii. strongly recommend that employees follow any Government guidance published on self-isolation/quarantine
  - iii. encourage staff to report symptoms of infectious diseases
  - iv. ensure staff who have infectious disease symptoms do not come to work and, in the case of diarrhoea and vomiting, they stay away for at least 48 hours after the symptoms have stopped
  - v. where required, ensure notifiable outbreaks are reported to the relevant authority eg Public Health, HSE
  - vi. co-operate with any investigation by a relevant authority and comply with any investigation findings
  - vii. keep the number of employees dealing with affected persons to a minimum and do not allow these employees

- to be involved with food handling
- viii. prioritise cleaning, paying particular attention to the cleaning and disinfecting of toilets, handles, support handrails, taps and wash basins
- ix. ensure staff pay strict attention to infection control procedures, in particular to the washing of hands and the wearing of protective clothing if required
- x. provide and use antibacterial hand wash in all hand washing areas and in the rooms of outbreak
- xi. inform visitors of the outbreak and discourage unnecessary visits
- xii. receive external advice, if necessary.

### **3. Social Distancing**

- a. Social distancing may be implemented as part of contingency planning. This could apply to all parts of the Trust, not just the place where people spend most of their time, but also entrances and exits and canteens and any other area where people may gather.
- b. If Social Distancing measures are implemented, you will be advised of this through your line manager and through the updated risk strategy documentation and then you must maintain social distancing in the work- place wherever possible

#### **3.1 Entering/Moving around the Building**

- a. a. Staggered arrival/departures may be implemented as part of contingency planning. If so, we will stagger arrival/departure times to reduce crowding into and out of the site and where possible:
  - i. Reducing congestion by having more entry points to the workplace.
  - ii. Using markings and introducing one-way flow at entry and exit points.
  - iii. Reducing movement by discouraging non-essential trips within
  - iv. Job and equipment rotation.

#### **3.2 Meetings**

- a. a. Different arrangements for meetings may be implemented as part of contingency planning. If so, this may include measures such as:
  - i. Using remote working tools to avoid in-person meetings, Teams or Zoom.
  - ii. Hand sanitiser to be available

#### **3.3 Breaks**

- a. a. Staggered breaks may be implemented as part of contingency planning. If so, measures may include:
  - i. Staggering break times to reduce pressure on canteen.
  - ii. Using safe outside areas for breaks.
  - iii. Employees who elect to smoke on their break must adhere to social distancing

#### **3.4 Managing Visitors and Contractors**

- a. Under any updated contingency planning, we will provide clear guidance on social distancing and hygiene to people who visit the site, for example, inbound delivery drivers, on arrival. Measures may be as below e.g:
  - i. There are a minimum number of contractors on site (2-3 max for any one job).
  - ii. They travel to us singularly (i.e. in separate vehicles).
  - iii. They avoid contact with other people whilst on site and during work time and breaks.
  - iv. They wash hands and sanitise upon arrival
  - v. They wear appropriate PPE including gloves and masks as appropriate.
- b. Appropriate Risk Assessments and Method Statements should be submitted in advance, and followed.

#### **3.5 Hygiene**

- a. We will communicate to our employees using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
- b. Providing regular reminders and signage to maintain hygiene standards.
- c. Providing hand sanitiser in multiple locations in addition to washrooms.
- d. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.
- e. Providing hand drying facilities – either paper towels or electrical dryers.

#### **3.6 Personal Protective Equipment**

- a. PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective

equipment, such as face masks.

- b. Where you are already using PPE in your work activity to protect against non-public health identified risks, you should continue to do so.
- c. When managing the risk of any public health infectious disease recommendation, including but not limited to Covid-19, additional PPE beyond what you usually wear may not be beneficial. Guidance from Public Health England will be followed as required, regarding the need for and use of any additional PPE.
- d. There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.
- e. A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. If employees choose to wear a face mask they must follow the Trust Face mask procedure.

### **3.7 Communication and Training**

- a. We will ensure all workers understand Public Health related safety procedures and make sure all workers are kept up to date with how safety measures are being implemented or updated by:
- b. Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.
- c. Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.
- d. Signage to promote hygiene and social distancing measures, where recommended.

### **3.9 Movement of Goods - Inbound/Outbound**

- a. To maintain social distancing and avoid surface transmission, if recommended in guidance from Public Health, when goods enter and leave the site, especially in high volume situations we will:
- b. Review, revise where necessary pick-up and drop-off collection points, procedures, signage and markings.
- c. Minimise unnecessary contact at gatehouse security, yard and warehouse.
- d. Where possible and safe, having single workers load or unload vehicles.
- e. Where possible, using the same pairs of people for loads where more than one is needed.
- f. Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.

## SECTION 19 – CLEAPPS

### a. Summary guidelines for teachers, technicians and support staff:

- i. Teachers and technicians have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and students. They have specific duties: to be familiar with this health and safety policy, its updates, the texts to which it refers and any appendices. They must cooperate with employer's instructions, observe requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in specific health & safety duties. They have a duty to report to local management any failure of equipment that has health & safety function.
- ii. Staff practice must set a good example to students and be consistent with the pupil laboratory rules, e.g. over the wearing of eye protection.
- iii. Staff must be familiar with emergency drills and with the location in each science room of: the escape route; fire-fighting equipment; the eye wash station; the main gas cock; the main electricity switch and the nearest spill kit.
- iv. Laboratories must be left safe. Special arrangements must be made for equipment which has to be left running overnight and hazardous equipment which has to be left out. In general, all gas taps should be completely turned off and all mains-operated apparatus switched off. At the end of the day, if practicable, gas should be turned off at the laboratory main gas cock and electricity at laboratory main switch.
- v. Eating, drinking and the application of cosmetics should not take place in laboratories, storage areas or preparation rooms unless an area in which it is safe to do so has been created. Students should not be allowed to drink from water bottles.
- vi. When staff are alone in the science department, nothing should be done which could lead to an accident requiring remedial measures. A teacher or technician must assess risks very carefully before conducting any practical operation in such circumstances.
- vii. In general, students must not be left unsupervised in a laboratory. Staff needing to leave a class briefly must assess the risks of doing so, perhaps arranging for temporary supervision by a neighbouring member of staff. Special arrangements may be needed for senior students doing project work, depending on the hazards involved, eg, an experienced member of staff in an adjacent room.
- viii. Science laboratories, preparation rooms and stores must be locked by staff when not in use. [Special arrangements must be made if access is required to a fire-escape route.] Students must never be allowed into preparation rooms [unless 100% supervision can be guaranteed]. [Laboratories must only be used by teachers who are not scientists for teaching or registration after they have received special training] / [or if the laboratories have been specially cleared].] Laboratories must be available for teacher-supervised club activities only by special arrangement.

### b. Teachers:

- i. At the beginning of each school year, teachers must make sure that their classes have copies of the student laboratory rules [see section 10] and issue them if necessary. They should be stuck into an exercise book, work folder or similar place.
- ii. Teachers must enforce student laboratory rules, reminding students of them often enough for them to be familiar. With new students, time should be spent explaining rules, with appropriate demonstrations.
- iii. Lesson preparation should be adequate and include checking on risk assessments and, where necessary, the health & safety precautions required. Requisitions must not be handed in at the last minute; technicians must be given adequate time to prepare work safely. Time should be allowed for consulting more- senior colleagues where there is any doubt and to try out practicals, particularly those involving significant hazards. Teachers must only deviate from the scheme of work (for which the activities have been checked against model risk assessments), after considering a further risk assessment, checking with a subject specialist, possibly obtaining a special risk assessment from CLEAPSS. Teachers should explain precautions to students as part of their health & safety education, [using the CLEAPSS Student Safety Sheets, where appropriate].
- iv. Open-ended investigations must be organised to allow the teacher to assess any risks and identify precautions before any hazards are met / practical work begins.
- v. If, because of large class size or indiscipline, health and safety cannot be maintained during certain practical work, the work should be modified or abandoned. This decision should be reported to the Head of Science/ subject specialist.
- vi. A teacher is responsible for the health and safety of any of his/her classes taken by a trainee teacher. If the normal class teacher is absent, another science teacher must be given this responsibility by the Head of Department.
- vii. Teachers in charge of courses are responsible for ensuring technicians are familiar with appropriate precautions needed to control any hazards which might be encountered in preparing equipment for lessons and in clearing equipment away. Class teachers may need to remind technicians of warnings.

## 1. General Aims

- a. Science teaching has an excellent health & safety record and is keen to promote practical work as an essential component of good science teaching. It is determined that spurious concerns about health and safety should not be allowed to inhibit good teaching.
- b. However, it is the duty of all members of science staff ie teachers or staff who work in the department occasionally, technicians, teaching assistants and other support staff (eg, special needs and bilingual staff) and trainees:
  - i. to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions during work;
  - ii. to be familiar with this health & safety policy by periodic reference to it;
  - iii. to look out for any revisions;
  - iv. to follow its provisions, and to cooperate with other members of staff in promoting health and safety.

## 2. Health and Safety Roles

- a. The task of overseeing health and safety on individual Academy sites has been delegated by the Trust to the Headteacher/Principal. Within a science department, this task is further delegated to Head of Science.
- b. Communication of health & safety information is of the greatest importance and is the task of the Head of Science with the assistance of second in department.
- c. All staff are issued with this policy. A reference copy is kept in the main prep room.
- d. Any new instructions, restrictions or rescinded (lifted) restrictions made by the employer are communicated to all staff in writing as well as being attached to the reference copy of this policy.
- e. The Trust expects the science department to monitor the implementation of this policy and the employer's Code of Practice for Science. Records of monitoring are kept by the Head of Science. Records of the checks are kept by the HOD/Senior Technician.
- f. The person with the task of seeing that training is provided is the Head of Science.
- g. Generally, this department follows guidance in the CLEAPSS documents L238, Health and Safety Induction and Training of Science Teachers and L234, Induction and Training of Science Technicians, suitably customised, to identify the training needs of staff.
- h. Particular training functions are delegated as follows:

Health & safety aspects of the work of newly-qualified teachers and other new teachers	HOD
Health and safety of trainees on teaching practice	HOD /SLT(All staff involved)
Induction of newly-appointed technicians	HOD/Trust
Immediate remedial measures and other emergency procedures (spills, bench fires, etc)	HOD
Training in the use of specialist equipment, chemicals or procedures (in line with CLEAPSS guides L238 and L234, as customised)	HOD/SLT
Health & safety training of non-science support staff	HOD/SLT
Health and safety of non-science teachers using laboratories	HOD/SLT
Manual handling for all staff using laboratories	HOD/SLT
Healthy and safety procedures for laboratory cleaners	HOD/Trust
Regular update training (covering new or changed regulations, new equipment etc)	HOD (all science staff)

## 3. Risk Assessments

- a. As it is impractical for the Trust to write risk assessments for each of the many activities in school science, this Trust follows the recommendation of the Health and Safety Commission to adopt published 'model' or 'general' risk assessments which school science departments adapt to their local circumstances.
- b. The Trust has instructed that the following publications are to be used as sources of model (general) risk assessments. The Trust has endorsed the use of the following publications as sources of model (general) risk assessments:
  - i. CLEAPSS publications generally
  - ii. CLEAPSS, Hazards, current edition
  - iii. CLEAPSS, Laboratory Handbook, current edition

- iv. CLEAPSS, Recipe Book, current edition
- v. CLEAPSS, L93, Managing Ionising Radiations and Radioactive Substances
- vi. ASE, Safeguards in the School Laboratory, ASE, 2006 (11th Edition), ISBN 978-0-86357-408
- c. When new course is adopted or developed, all activities (including preparation and clearing-up work) are checked against model risk assessments and significant findings incorporated into texts in daily use, ie, scheme of work.
- d. If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment is obtained, following the employer's instructions, from CLEAPSS.
- e. In order to assess the risks adequately, the following information is collected:
  - i. Details of the proposed activity.
  - ii. The age and ability of the persons likely to do it.
  - iii. Details of room to be used, ie, size, availability of services and whether or not ventilation rate is good or poor
  - iv. Any substance(s) possibly hazardous to health.
  - v. The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions.
  - vi. Class size.
  - vii. Any other relevant details, eg, high voltages, heavy masses, etc.
- f. We encourage the development of new practical activities (including on open evenings, at science clubs, etc) but these should be undertaken only after a prior check against model risk assessments and/or a special risk assessment has been obtained.
- g. For technicians' activities in and around the prep room, the assessments in CLEAPSS publication PS25, Model Risk Assessments for Laboratory Technician Activities have been customised and form an Appendix to this document, kept with the reference set in the prep room.

## **4. Equipment and Resources**

- a. The COSHH Regulations require the regular testing of fume cupboards (maximum interval 14 months) with a quick check before use. Testing normally takes place each year in August. All users have been trained to carry out a quick check that a fume cupboard is working before use.
- b. The Standard Operating Procedures for the use of ionising radiations have been adapted from the CLEAPSS model and it is a function of the Teacher in Charge to see that they are adhered to. The Radioactive Sources History (ie, authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal) are kept on site.
- c. The Use Log (showing the times that any sources are removed from and returned to their store) is kept in the store room in the prep room.
- d. The Monitoring Record of tests for leakage of radioactive sources and contamination by radium sources is kept in the prep room.

### **4.1 Pressure vessels**

- a. Autoclaves, pressure cookers and model steam engines need periodic inspection under the Pressure Systems Safety Regulations.

### **4.2 Animals Plants and Microorganisms**

- a. The hazards associated with the use of animals, plants and microorganisms are discussed in the texts listed previously which also give advice on controlling them. This advice will be followed and any queries referred to the subject specialist for biology.

### **4.3 Equipment Safety**

- a. All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the Provision and Use of Work Equipment Regulations). Equipment listed by specialist educational equipment suppliers is taken to meet these Regulations but all other equipment, especially gifts, is treated with caution and carefully assessed. Advice on safety and suitability is sought from CLEAPSS through publications and directly. Equipment restricted to those users who have received special training is annotated in scheme of work.
- b. Any user who discovers a hazardous defect in an item of equipment must report it to the Senior Technician / Head of Department.

### **4.4 PPE**

- a. The Trust accepts the duty to provide eye protection, gloves and laboratory coats for employees where the risk assessment requires
- b. Prescription safety spectacles are to be ordered from any optician and employer will meet the full cost of the safety features. Laboratory coats are supplied by the employer and laundered by staff when required.
- c. The employer expects eye protection to be available for students and visitors. Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them. Goggles or face shields to chemical-splash standard are worn whenever there is a risk to the eyes.

## **4.5 Chemicals**

- a. Offers of gifts of chemicals are viewed with extreme caution to ensure that stocks are not increased unduly and that no unwanted chemicals are included. The task of arranging safe storage of chemicals (and, where necessary, disposal), including highly-flammable liquids, in accordance with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) is given to the Senior Technician who will ensure that chemicals are stored securely, the risks of fire, explosion and spillage are minimised, labels are readable and that a spill kit is available and properly replenished.

- b. Hazardous activities involving chemicals restricted to those who have received special training.

## **4.6 Waste Disposal**

- a. Waste chemicals and equipment are disposed of in an environmentally-responsible manner in accordance with relevant legislation. Chemical disposal follows guidance on CLEAPSS Hazards (2007 edition or later). Other disposal follows relevant CLEAPSS guidance.

- b. Activities and procedures

## **4.7 Outdoor Activities**

- a. When planning any field trips etc, please refer to whole school procedures for trip/visit arrangements, associated risk assessments and the QES system – 'eVISITS' completion deadlines.
- b. Staff may also find it helpful and appropriate to consult one or more of the following:
  - i. The 'eVISITS' visit system – there are a range of resources, support documents and checklists available.
  - iii. CLT's document : Emergency Planning and response related to Health Protection in Schools – Sections on: PETS AND ANIMALS CONTACT and/or WATER BASED ACTIVITY TRIPS AND VISITS.
  - iv. Related CLT Policy documents, e.g. Charging and Remissions, the Business Continuity Planning Document.
  - v. d. For specialist trips and visits relating to practical subjects such as Science/PE, CLEAPSS guidance is also extremely useful. Specialist staff/technicians in schools will be able to signpost staff to relevant CLEAPSS guidance and resources.

## **4.8 Manual handling and working at height**

- a. All regular operations involving lifting or carrying equipment, pushing trolleys, etc will be assessed to see if any may give rise to risks of injury (Manual Handling Operations Regulations) by the Site manager.
- b. As it is sometimes necessary to carry chemicals or equipment through heavy fire doors, we have assessed risks under both the Manual Handling Operations Regulations and under the Regulatory Reform (Fire Safety) Order and will always use the trolleys to transfer heavy items. If needed technicians can prop open doors to allow ease of transfer but must remove the prop as soon as possible.
- c. Occasional (ie, one-off) manual-handling operations will be assessed by the staff member(s) before attempting them. Problems will be reported to the Head of Science/Senior Technician and Site Manager.
- d. Following risk assessments under the Work at Height Regulations, when it is impossible to avoid storage or display above head height, glass or other fragile items are never stored above head height and only light-weight and rarely-used items are stored there. When displaying items at high level or fetching or replacing items stored at high level, step ladders or kick stools are used; staff never climb onto laboratory stools or benches.

## **4.9 Security**

- a. Access to laboratories and preparation rooms will be controlled to comply with the Management of Health & Safety at Work Regulations. All laboratories / preparation rooms / store rooms are to be kept locked at all times except when in use. It is the task of the staff member leaving such a room to see that the room is empty and that the door is locked. It is the task of the technician in charge to see that the room is empty and that the door is locked when the teacher leaves. All laboratories which are left open are cleared of all hazards, including shutting-off all services when supervision by a qualified science teacher suitably-trained teacher or teaching assistant comes to an end. No class is allowed to work or be in a laboratory without supervision by a teacher, familiar with the departmental safety procedures.
- b. Any non-science staff who have to supervise any class in a laboratory will receive brief training in laboratory rules. These are left on each desk.

## **5. Emergency Procedures**

### **5.1 Fire**

- a. Science staff will follow the normal school procedures in case of major fires. All science staff are trained to deal with minor bench fires, clothing fires and hair fires. This training is supported by regular drills arranged by the Head Teacher.

## 5.2 Spills

- a. Trivial spills are dealt with using damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers or technical staff using a 'spill kit' prepared for this purpose [in accordance with section 7 of the CLEAPSS Laboratory Handbook]. Spill kits are kept in each laboratory.
- b. Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small amounts can be 'major spills' if spilt in small rooms.)

## 5.4 Injury

- a. Science staff will follow the normal school procedures in cases that require first aid. Science staff are trained to carry out immediate remedial measures (eg, eye rinsing), while waiting for first aiders, after accidents which occur in science. See the most recent edition of the CLEAPSS Laboratory Handbook section 5. Instructions for immediate remedial measures are posted on the walls of all laboratories and prep rooms.

## 5.5 Reporting Procedures

- a. Injuries or suspected injuries to a pupil or a member of staff, dangerous occurrences and instances of damage or theft will be reported using the standard school procedures. Following an injury, so that the Regulations (**RIDDOR**) can be complied with. **NOTE:** the accident must be reported to the Executive Director – Estates & Risk as quickly as possible.
- b. Dangerous situations and incidents which might have resulted in injury ('near-misses') should be reported to the Executive Director – Estates & Risk. These will be analysed and discussed at relevant departmental meetings.

## LABORATORY RULES FOR STUDENTS

- a. The biggest danger in the lab is YOU! You are at risk when you don't understand the hazards or you are careless, or both. The person most likely to suffer from your mistakes is YOU! Report any accident or breakage to your teacher.
- b. Only enter a lab when told to do so by a teacher. Never rush about or throw things in the lab. Keep your bench and floor area clear, with bags and coats well out of the way.
- c. Follow instructions precisely; check bottle labels carefully and keep tops on bottles except when pouring liquids from them; only touch or use equipment and materials when told to do so by a teacher; never remove anything from the lab without permission.
- d. Wear eye protection when told to do so and keep it on from the very start until all practical work is finished and cleared away.
- e. When using naked flames (eg, Bunsen or spirit burners or candles), make sure that ties, hair, baggy clothing etc are tied back or tucked away.
- f. Always stand up when working with hazardous substances or when heating things so you can quickly move out of the way if you need to.
- g. Never taste anything or put anything in your mouth in the laboratory. If you get something in your mouth, spit it out at once and wash your mouth out with lots of water. Tell your teacher.
- h. Always wash your hands carefully after handling chemicals, microbes or animal and plant material.
- i. If you are burnt or a chemical splashes on your skin, wash the affected part at once with lots of water. Tell your teacher.
- j. Never put waste solids in the sink. Put them in the bin unless your teacher instructs you otherwise.
- k. Wipe up all small spills and report bigger ones to your teacher.

## 19. MONITORING AND REVIEW

KEY INFORMATION		ASSOCIATED DOCUMENTS	
Contact Name:	Compliance Director	First Aid Policy	
Date Effective:	January 2026		
Version:	V1.5		
Frequency:	Annual		
Next Date:	January 2027		
DISTRIBUTION		REVIEW BODY	
Name:	All Acadmies	Name:	Compliance Director
Date:	January 2026	Date:	January 2026
Websites:	n/r		
VERSION HISTORY			
Version:	Date:	Change:	
V0.1	February 2021	New Document	
V1.0	Annual review November 2021	Updated, minor typos	
V1.1	Annual review November 2022	Updated dates, additional guidance added regarding staff responsibilities, cross check on legislation and accuracy check.	
V1.2	Interim review May 2023	Changes to Section 8.37.a to bring in line with Academy Medicines policy.	
V1.3	Annual review November 2023	Updates to responsibilities and risk assessments and near-miss, see sections: Section 2.3 Section 2.3.1.f Section 3.5.b.vii Section 3.6.a Section 3.8.a Section 4.2.e Section 18.4.7.a & b.i Appendix a Appendix C (date only)	
V1.4	Annual review November 2024	Dates changed and role titles updated.	
V1.5	Annual review January 2026	References to PFI, TSSL and EQUANNS removed Headteacher removed Section 4.1.c - removed (PFI references) Section 9 - removed (First Aid, have stand alone policy) Section 18.3 removed - (clinically/extremely vulnerable individuals) Section 18.3.a ii / 18.3.4.a.vi / 18/3/4/a/vii - (all include COVID related information)	

## APPENDIX A

### Near Miss Report Form

A 'near miss' is defined as a high profile event which, if realised, could have led to significant harm, injury or death. It is an incident WITHOUT injury to person(s) or property. Once complete send to the site manager.

#### NEAR MISS REPORT FORM

Date of Near Miss:

Time of Near Miss:

Location of Near Miss:

Who was involved in the Near Miss (please tick):

- Student
- Employee
- Contractor
- Visitor

Name of individual involved in Near Miss:

Witness (Name, address & contact details):

Description of the Near Miss:

Actions taken to prevent reoccurrence:

Signature:

Date:

Name:

Job Title:

## APPENDIX B

### Accident/Investigation Report Form

**Accident Report No: (DATE/SITE):**

**Name of Injured Person(s) (if applicable):**

**Faculty/Service:**

**Exact Location of Accident/Incident:**

**Time:**

**Witnesses:**

**Addresses/Tel/Fax/Email:**

**Description of how accident/incident occurred:  
(include details of any machinery/equipment involved)**

**Medical attention needed:**       None       First Aid       Doctor       Hospital

**Immediate causes: What, if any unsafe acts or conditions are believed to have contributed to this event?**

**Underlying Causes: What organisational and/or job factors caused the event?**

**Remedial Actions: Recommendations to prevent a recurrence**

**Advice to injured**

**Conclusion of investigation?**

**Signature of Investigator(s):**

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Affected Person**

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Follow-up action/review of recommendations and progress:**

**Name of Reviewer:**

**Position/Title of Reviewer:**

**Signature of Reviewer:**

**Date of review:**

## APPENDIX C

### Risk Assessment



# City Learning Trust

Inspiring Outstanding Achievement

# (Area/Event) Risk Assessment

## 2023-2024

Updated: (Date here)

United by our values, we place children and young people first in everything we do.

## CONTENTS

### Introduction to CLT Risk Management

- a. Risk is the threat that something, an event or action, will adversely affect the Trust's ability to meet its objectives. Risk management is the process by which such risks are identified, their severity assessed and cost effective actions are taken to address, or mitigate against them, to bring them down to acceptable levels.
- b. It is important that risk management should not make the Trust 'risk adverse'. An attempt to eliminate risk could hamper day-to-day activities and be prohibitively expensive. Risk management should make the organisation 'risk aware'.
- c. Risk management is consistent with:
  - i. creating a culture of risk awareness throughout the organisation
  - ii. adopting a proportionate approach, to ensure that the time and cost implications of putting in place and maintaining controls and contingency plans are justified when compared with the likelihood of a risk happening and the potential impact if it does
  - iii. increasing, rather than reducing, innovation
  - iv. compliance with laws and regulations

### Process

- a. There are four fundamental stages to the risk management process:
  - i. Identifying risks: having a process for identifying the risks that face the Trust
  - ii. Assessing risks: assessing the probability and impact of those risks enabling management action to be prioritised
  - iii. Addressing risks: determining what the management action should be and who should take it
  - iv. Monitoring risks: ensuring that the risks are managed effectively and that a register of risks is regularly reviewed and updated
- b. Risk management is an inclusive process as it is the staff who best understand the risks the organisation faces and they will be key to the management of those risks. Feedback from the staff through the Central Team structure will help with the risk identification. The responsibility for assessing, addressing and monitoring the risks will lie with the Senior Leadership team of the Trust. The Risk Register will be reviewed in detail through the Audit & Risk

Committee.

### Levels of risk:

The RAG rating is assigned as follows:	
Score:	Colour:
1-6	Green
7-8	Light Green
9-12	Yellow
13-19	Orange
20-25	Red

A current rating is given on the Red/Amber/Green (RAG) rating system based on the level of overall risk. Level of risk is identified by the potential impact and the likelihood of occurrence. Both are allocated a 5-point scale where 5 is the highest risk and 1 the lowest risk. The two factors are then multiplied together to give an overall rating. Where the level of risk has changed since the register was last reviewed, the previous number is indicated in brackets.

Risk Status Key:	
Code:	Meaning:
Inc	Increasing
Stable	Sta<c, no change
Dec	Decreasing

\* Numbers in brackets refer to level of risk as of previous review and indicate whether the level has gone up or down. If there are no numbers in brackets, the level risk has not changed.

## RISK ASSESSMENT

<b>AREA OF RISK</b>						
<b>SITE</b>				<b>DEPARTMENT</b>		
<b>RESPONSIBILITY</b>				<b>MONITORING</b>		
<b>DATE OF ASSESS- MENT</b>				<b>DATE FOR REVIEW</b>		
Details of Hazard/ Risk	Who is affected and how?	Probability (1-5)	Impact (1-5)	Total Risk (probability x impact)	Control Measures in place	Further action required Y/N
<b>Names of employees/Safety Reps involved in or consulted during or pursuant to this assessment</b>						
<b>IF FURTHER ACTION IS REQUIRED, COMPLETE THIS SECTION</b>						
Hazard/Risk Area	Additional action needed			By whom?	Complete by date?	