



# Southend East Community Academy Trust

“Strong Partnerships, Strong Community, Strong Schools”

## Health & Safety Policy

1<sup>st</sup> September 2018

**Status** : Statutory  
**Next revision due** : July 2019  
**Reviewed and recommended by** : Essential Safety  
**Signed by Chair** :



Southend East Community Academy Trust (SECAT) recognises the fact that Health and Safety has positive benefits to the organisation and commitment to a high level of safety makes good business sense. It recognises the Health and Safety at Work Etc Act 1974 and that Health and Safety is a business function and must, therefore, continually progress and adapt to changes. The approach to Health and Safety will be based on the identification and control of risks. As there are distinct benefits to be gained from providing a safe and healthy working environment, appropriate levels of resources will be allocated to ensuring health and safety within the organisation. A positive culture will be encouraged within the organisation and senior management shall actively support this culture.

Adequate planning, monitoring, and review of the implementation of the Health and Safety policy will be carried out. In order to ensure that this general statement is achieved, the following will form the Trust's aims and objectives.

1. SECAT will ensure that there are arrangements put into place for the effective planning, development, and review of this policy statement.
2. Management will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout SECAT.
3. SECAT will provide the necessary information, instruction and training to employees and others, including temporary staff, to ensure their competence with respect to health and safety.
4. Management consider that health and safety rates equal to all other business functions and will attach equal importance to achieving health and safety targets.
5. SECAT will devote the necessary resources in the form of finance, equipment, personnel and time to ensure health and safety. The assistance of experts help will be sought where the necessary skills are not available within the trust.
6. SECAT will liaise and work with all necessary persons to ensure health and safety. Each Academy will also ensure that adequate arrangements are also in place for ensuring the health and safety of visitors.
7. SECAT believes in constantly improving health and safety standards and performance. It will to this end endeavour to ensure that all relevant statutes, Regulations and Codes of Practice are complied with. The minimum standards that will be adopted by the Academy are those required by law, although SECAT will always seek to exceed these where there is a demonstrable benefit.
8. SECAT recognises that safety is the responsibility of everyone within the organisation and is not just a function of management. Managers will have specific duties and responsibilities to comply with the letter and spirit of Trust policy. Employees will have specific responsibilities to take reasonable care of themselves and others who could be affected by their activities and to co-operate with management in achieving the standards required. The Academy will ensure that health and safety management is an integral part of the manager's function and will monitor their performance along with their other duties.
9. SECAT will ensure that health and safety is fully integrated into the management and decision-making processes within the organisation.
10. SECAT will set up a system to ensure that accidents and 'near-misses' are fully investigated and appropriate action taken to reduce the likelihood of their occurrence.
11. SECAT will ensure that procedures are established to ensure that safe equipment and plant are provided for employees and non-employees.

Signed ..... Head of Education

Date.....

## **2 Organisation – Key Responsibilities**

## 2.1. SUMMARY

The following people have specific duties and responsibilities in the management of Health and Safety.

### **Chief Executive Officer**

Ruth Brock

### **Managers of Safety**

Mr Alex Baldwin – Site Manager/ Mrs Sally Carrington – Shoeburyness High School

Mrs Wendy Walden – SECAT Business Manager

Mrs Shelley Walsh – Thorpedene Primary School

Mrs Viv Stevens – Hinguar Community Primary School

Mrs Lynn Cooney – Bournes Green Infant School

Mrs Debbie Hughes – Richmond Primary School

Mr James Lupton – Bournes Green Junior School

### **First Aiders**

Refer to individual Academy information systems

### **Fire Marshall**

Refer to individual Academy information systems

### **Safety Representatives**

Refer to individual Academy information systems

### **External Contacts**



Essential Safety

**Stephen Mann:** 07950035651  
(Competent Person)

Health & Safety Executive

**Telephone** 0845-300-9923  
**Fax** 0845-300-9924

For out of hours contact Essential Safety who will if required then contact the HSE

## **2.2.2 RESPONSIBILITIES OF DESIGNATED PEOPLE**

### **Chief Executive Officer**

- The ultimate responsibility for compliance to ALL relevant H&S legislation lies with the CEO. The CEO is responsible for the authorisation and implementation of Health and Safety Policy and procedures, and for the provision of sufficient resources to maintain H&S standards - including where appropriate, the authorisation of priority attention to H&S issues.
- The CEO will designate members of the trust to support and apply the day to day requirements of the health and safety policy and functions.

### **Board of Trustees**

- The Board of Trustees has a statutory duty to ensure health and safety on the premises and to comply, in so far as it has the power to do so, with the directions of the CEO.
- The Board of Trustees will ensure that health and safety is part of an agenda item on meetings and will monitor health and safety planning, implementation and compliance, via open communication and at least 1 audit visit per Academy, per year.

### **Local Governing Body**

- The Local Governing body of each academy within SECAT, has a statutory duty to ensure health and safety on the premises and to comply, insofar as it has the power to do so, with the directions of the relevant Headteacher.
- The Local Governing Body will ensure that health and safety is part of an agenda item on meetings and will monitor health and safety planning, implementation and compliance, via open communication and at least 2 audit visits per year.

### **The Headteacher**

- The ultimate responsibility for compliance to ALL relevant H&S legislation within each Academy, lies with the Headteacher of the relevant academy.
- The Headteacher is responsible for the authorisation and implementation of the relevant academy Health and Safety Policy and procedures, and for the provision of sufficient resources to maintain H&S standards - including where appropriate, the authorisation of priority attention to H&S issues.
- The Headteacher makes the commitment to adopt management systems to ensure the continuous development of health and safety performance, and will carry out at least 2 site safety visits each year.

- The Headteacher is responsible for the provision of sufficient financial resources to maintain compliance to all H&S legislation.
- The Headteacher shall ensure that the H&S implications are considered prior to the purchase or design of new work equipment.
- The Headteacher will designate members of the LT to support and apply the day to day requirements of the health and safety policy and functions.

### **2.2.3 RESPONSIBILITIES OF DESIGNATED PEOPLE**

#### **Manager of Safety**

- The Manager of Safety is responsible for the day-to-day management of health and safety, involving appropriate liaison with external assistance (Essential Safety).
- The Manager of Safety is the designated representative within SECAT and/or the relevant academy for liaison with the Health and Safety Executive and other enforcing bodies, in particular with regard to reporting of accidents, diseases and dangerous occurrences. Essential Safety will support this liaison.
- The Manager of Safety is responsible for the approval of contractors and holding records required for the demonstration of competency.
- The Manager of Safety will carry out site safety visits and spot checks to confirm the continued compliance and adoption of the relevant academy Policy and specific local risk assessments and control measures.
- Additionally, responsible for communications with employees to ensure, as far as is reasonable, the availability of the necessary resource to ensure effective compliance to the relevant academy Policy.
- Responsible for the identification and coordination of staff training needs. The Manager of Safety will hold copies of training records, which will be used to demonstrate individual competency in the various academy activities.
- The ultimate responsibility for compliance to ALL relevant H&S legislation lies with the Head of Establishment (Headteacher).

#### **Line Managers Heads of Departments**

- Ensure ALL staff are aware of, and comply with, the current H&S Policy.
- Identify staff training needs with respect to H&S.

- Investigate all accidents, near miss and abuse incidents, to ensure full reports are available for the records.
- Maintain full documented records of all assessments carried out for the relevant academy.
- Allow Safety Representatives sufficient time and resources to carry out their duties. These duties must be carried out within the normal contractual terms of employment and at the expense of the Company.
- Undergo, at the expense of the relevant academy, any H&S training as may be required.

#### **2.2.4 RESPONSIBILITIES OF DESIGNATED PEOPLE**

##### **First Aiders**

- To provide on the spot first aid attention in case of any accident, until the Emergency Services arrive (if required).
- To maintain the stocks of First Aid equipment
- To ensure accident report forms are generated for all accidents regardless of severity of outcome.
- To follow the procedures as set out within the First Aid at work policy Ref: - FA1

To undergo, at the expense of the relevant academy, further Health, Safety and First Aid training as may be required and approved by the manager of safety.

#### **2.2.5 RESPONSIBILITIES OF DESIGNATED PEOPLE**

##### **Fire Marshalls**

- Responsible for the weekly checking of smoke alarms, fire exits, fire alarms, and fire extinguishers
- Responsible for ensuring the building is cleared in the event of an evacuation.

To undergo, at the expense of the relevant academy, further Health, Safety training as may be required and approved by the managers of safety.

## **2.2.6 RESPONSIBILITIES OF DESIGNATED PEOPLE**

### **Health & Safety Representatives within each academy**

- Plays a key role in the safety management system.
- Responsible for communicating actions back to the Management team and staff alike, reporting on progress, and raising any issues brought up by the staff they represent.
- To assist in the accident reporting and investigation process, ensuring that a no-blame culture is actively promoted.
- To undergo, at the expense of the relevant academy, any H&S training as may be required and approved by the manager of safety.

## **2.2.7 RESPONSIBILITIES OF DESIGNATED PEOPLE**

### **Essential Safety**

Essential Safety will be responsible for the provision of:

- Relevant knowledge, and experience of applicable H&S legislation
- Help and advice in procedures and management systems to ensure legal compliance
- Advice and guidance to ensure effective implementation of safety policy
- Information, training, instruction, and coaching to all staff when required by Southend East Community Academy Trust (SECAT) within the capabilities of Essential Safety.
- Help and guidance on safety literature and notice boards, as required to positively promote Health and Safety within all Southend East Community Academy Trust (SECAT) academy.

The role of Essential Safety is to assist with the specification, design, and implementation of the relevant academy Health & Safety Policy, and to specifically assist each designated responsible person within the policy to achieve their safety management objectives, acting as a competent person as and when required.

## **2.2.8 RESPONSIBILITIES OF DESIGNATED PEOPLE**

**All employees of Southend East Community Academy Trust (SECAT) academy.**

- Work in accordance with Academy procedures and policy's
- Report defective equipment and dangerous situations
- Use safety equipment provided
- Comply with management requests and instructions
- Not to use defective equipment
- Not to misuse equipment
- Not to use damaged equipment
- Exercise reasonable care towards themselves and others
- Not to undertake tasks that they are not sufficiently trained for
- Report equipment that becomes out of date or redundant

Health and Safety is no one person's function. It is a team effort. We all should help and encourage pupils and adults to act in a safe manner, so that we do not endanger ourselves or others who we work with or teach

The costs of accidents to the British economy are estimated by the Health & Safety Executive (HSE) to be between £11 billion and £14 billion per year (at 2011 prices). Furthermore, the uninsured costs incurred by an academy following an accident usually exceed the insured costs.

## **3. ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

The various arrangements detailed within this policy folder are, in general, comprehensive. Where a subject requires further consideration, the reader will be referred to a specific document or procedure, and only a summary will be given in this Policy.

Each policy page will be dated and have an issue number, the Manager of Safety will keep up to date copies of the policy.

**SOUTHEND EAST COMMUNITY ACADEMY TRUST (SECAT)**  
**ARRANGEMENTS**  
**FOR IMPLEMENTING THE POLICY**

**INDEX**

- 3.1...EMERGENCY PROCEDURE**
  - 3.1.1...FIRE**
- 3.2...SECURITY**
  - 3.2.1... GENERAL**
- 3.3...FIRST AID**
- 3.4...ACCIDENT REPORTING**
- 3.5...EMPLOYEES**
  - 3.5.1...INDUCTION TRAINING**
  - 3.5.2...TRAINING RECORDS**
  - 3.5.3...H&S COMMITTEE**
  - 3.5.4...YOUNG PERSONS**
  - 3.5.5...PREGNANT WOMEN & NURSING MOTHERS**
  - 3.5.6...WELFARE**
  - 3.5.7...DRUGS**
  - 3.5.8...MOBILES**
- 3.6...WORKPLACE**
  - 3.6.1...GENERAL**
  - 3.6.2...LONE WORKERS**
  - 3.6.3...MAINTENANCE**
  - 3.6.4...HOUSEKEEPING**
  - 3.6.5...ELECTRICAL/TELEMETRY INSTALLATION CONTRACTS**
- 3.7...PROVISION AND USE OF WORK EQUIPMENT REGULATIONS (PUWER)**
  - 3.7.1...ELECTRICAL**
  - 3.7.2...MAINTENANCE**
  - 3.7.3...PROCUREMENT OF NEW EQUIPMENT**
  - 3.7.4...LIFTING OPERATIONS & LIFTING EQUIPMENT**
  - 3.7.5...HAND TOOLS**
- 3.8...RISK MANAGEMENT**
- 3.9...CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**
- 3.10...MANUAL HANDLING**
- 3.11...PERSONAL PROTECTIVE EQUIPMENT**
- 3.12...DISPLAY SCREEN EQUIPMENT**
- 3.13...CONTRACTORS**
  - 3.13.1...CONTRACTORS TO Southend East Community Academy Trust (SECAT)**
  - 3.13.2... Southend East Community Academy Trust (SECAT) AS THE CONTRACTOR**
- 3.14...VISITORS / GENERAL PUBLIC**
- 3.15...ENVIRONMENTAL AND WASTE MANAGEMENT**
- 3.16...SAFETY INSPECTIONS & AUDITING**
- 3.17...REVIEW OF SAFETY POLICY & PROCEDURES**
- 3.18...STRESS MANAGEMENT**
- 3.19...PERSONAL HEALTH**
  - 3.19.2... MEDICAL REFERRAL**
- 3.20...EDUCATIONAL HEALTH AND SAFETY**

### **3.1. EMERGENCY PROCEDURES**

#### **3.1.1. FIRE**

On discovery of a fire

1. Raise the alarm
2. Telephone the Fire Brigade by dialling 999 offering as much information as possible:
  - Location of the fire?
  - If anybody is injured, trapped or unaccounted for?
  - Are there any dangerous substances involved or in the immediate vicinity of the incident (e.g. large volumes of solvents, compressed gas bottles)
3. Leave the building by the nearest Emergency Exit and report to the Assembly Point

#### **Use of fire fighting equipment:**

- ALWAYS alert other staff **before** attempting to tackle the fire
- ALWAYS ensure that you have a safe exit – never let the fire get between you and the exit

#### **On hearing the fire alarm**

Leave the building by the nearest Emergency Exit and report to the Assembly Point.

Close classroom doors as you leave.

DO NOT return to the building in any circumstances until informed that it is safe to do so.

### **3.2. SECURITY**

#### **3.2.1. GENERAL**

1. Southend East Community Academy Trust (SECAT) accepts the responsibility for ensuring, so far as is reasonably practical, that unauthorised access to its premises is prevented at all times.
2. From time to time access to specific areas within Southend East Community Academy Trust (SECAT) may be restricted to nominated staff as identified by assessments of particular hazards. Such restrictions will be clearly marked.

Southend East Community Academy Trust (SECAT), operate a visitor's booking in system therefore all visitors will have to sign in. Each visitor host will have the responsibility in the case of fire or emergency to escort the visitors to the assembly area. Visitors should not be left alone unless this has been agreed via the Manager of Safety first and instruction given in the case of emergency.

### **3.3. FIRST AID**

#### **On academy Site**

ALL injuries and illnesses of employees, students and visitors should be reported to a First Aider as soon as possible, so an appropriate assessment can be made as to whether treatment is required. This is vital as even the most trivial of injuries could lead to complications later.

First Aid boxes are available but under NO circumstances should items be removed without the consent of the First Aider. The First Aiders have a responsibility to maintain an inventory checklist and sufficient stocks for each first aid box. The inventory checklists will be held with the First Aid boxes.

In the event that an injury was sustained outside of working hours, press the front door bell three times for first aid assistance

#### **LOCATIONS OF FIRST AID BOXES**

Main Office

Please Note if you require a first aider you can telephone or report to the main office

#### **Off Site (Trips)**

A risk assessment will be done prior to any trip or visit, this will include the provision of first aid and a first aid box will be taken.

### **3.4. ACCIDENT REPORTING**

The SECAT staff handbook gives details about how to make the report and what actions are taken following the report. The procedure is NOT designed to allocate blame to those involved in the accidents, but to identify recurring trends within accidents to allow effective control and accident prevention measures to be taken.

Additionally, there is a legal duty to report accidents and to maintain accident statistics. This is a useful method of demonstrating continuous improvement in safety performance, BUT it can only work if ALL accidents are reported including pupil, staff and visitors.

Property damage accidents are rarely reported in general, and yet they are thought to cost approximately twenty times as much as personal injury accidents. Naturally the personal injury accidents are considered the priority accidents to prevent, but it is likely that several similar accidents will have occurred before the accident resulting in the injury – these are more often the ‘property damage’ accidents.

More serious accidents require reporting to the Health and Safety Executive and are specified under the Reportable Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR). The Manager of Safety and Essential Safety should file these reports.

It is the policy of Southend East Community Academy Trust (SECAT) academy that all personal injury accidents are reported. This will be done at the first aid point within each academy, where appropriate treatment can be arranged. If you receive treatment elsewhere ensure that you notify one of the first aiders or Manager of Safety of the relevant academy.

For your own protection in cases of personal injury, ensure an entry is made in the Accident and Incident Policy

### **3.5. EMPLOYEES**

#### **3.5.1. INDUCTION TRAINING**

All new employees of Southend East Community Academy Trust (SECAT) will receive Induction training. This will constitute familiarisation of the relevant building lay out, including the location of all relevant H&S items (e.g. fire exits). A copy of the Southend East Community Academy Trust (SECAT) Health and Safety Policy and relevant supporting procedures will be available to the employee who will sign and state that they have read and understood the contents.

#### **3.5.2. TRAINING RECORDS**

Southend East Community Academy Trust (SECAT) makes the commitment to provide sufficient training in the awareness and implementation of Health and Safety initiatives, to ensure compliance with the relevant academy Policy.

All training relating to H&S issues will be recorded and signed by both the trainer and the individual as a record that such training was given. The Manager of Safety will hold training records. These will be subject to inspection and are auditable in line with the relevant academy's safety inspections and audits.

#### **3.5.3. HEALTH & SAFETY COMMITTEE**

A H&S meeting will be held each term, within each Academy, chaired by the relevant responsible person.

The meeting is designed to bring together representatives from across all functions of the business to discuss all health and safety issues pertinent to Southend East Community Academy Trust (SECAT). It is a vehicle to ensure relevant academy Policy and Procedures are clearly defined, communicated to all staff, and complied with on a consistent basis. Governors may also be invited to attend the meeting as an ex-officio

It is through the Trust Committee that Southend East Community Academy Trust (SECAT) will meet its obligations under the Health and Safety (Consultation) Regulations.

### **3.5.4. YOUNG PERSONS**

Southend East Community Academy Trust (SECAT) recognises that there is greater risk of accidents when employing young people due to the general lack of experience and unfamiliar working environment. It therefore will provide appropriate supervision and training as appropriate to control the risks where young people are employed.

### **3.5.5. PREGNANT WOMEN & NURSING MOTHERS**

Under these special circumstances an appropriate risk assessment will be carried out for the tasks undertaken by the pregnant women or nursing mothers. Where necessary extra control measures will be implemented, and if required appropriate alternative employment will be found in order to eliminate the risks to the employee. Southend East Community Academy Trust (SECAT) will provide suitable facilities for private use as required by pregnant and nursing mothers.

### **3.5.6 WELFARE**

#### **Welfare Facilities**

Kitchens, cooking areas, toilets and washing facilities are provided for your use. Your assistance in keeping these facilities in a tidy condition and in reporting defects will help us all.

#### **General Access**

Any workplace or class room can easily resemble a battlefield if attention is not paid to tidiness and access requirements. We all have a part to play and attention is necessary to the following: -

- 1.** Do not obstruct roadways, pathways and access areas with vehicles or materials. Roads may be required for the emergency services.
- 2.** Observe direction and speed signs when moving around site. With the number of children on the relevant academy site we should always be very careful when driving on the grounds. The work programme may alter these routes – be alert to changes.
- 3.** There must be safe means of access to all work and welfare areas do not take short cuts, report any problems of access to the Manager of Safety.
- 4.** Clear all surplus material and rubbish to agreed points and leave work/class area clear for next staff/teacher. Do not leave materials, rubbish or equipment where they may block access or fire routes.

### **3.5.7. DRUGS AND ALCOHOL**

The use of illegal drugs or substances is forbidden to all employees of SECAT and sub-contractors of the relevant academy.

Employees, Parents, Carers or Visitors may not consume alcohol on the premises.

Personnel who have been prescribed drugs or have any medical condition that may affect their ability to work safely must inform the HR Manager immediately. Parents must contact the main office if their child is required to have prescribed drugs or medical items on the grounds so that arrangements can be made.

Any person found to be under the influence of illegal substances or alcohol during working hours shall be removed from the premises and disciplinary action may be taken under the disciplinary (misconduct) policy and or the Drug and Alcohol Policy

Smoking is not allowed within any Academy building, on Academy grounds or within 100 metres of Academy premises.

### **3.5.8. MOBILE PHONES**

Employees are strictly forbidden from using hand-held mobile phones or similar devices whilst driving a vehicle on SECAT business. Vehicles must be stationary prior to the use of any hand-held mobile phone device and the engine must be switched off.

On 1 December 2003 a new law came into force to prohibit drivers using a hand-held mobile phone, or similar device, while driving. This was then upgraded on the 27th February 2007.

The definition of “holding a phone” will not include pushing buttons on a phone that is held in a cradle or pressing buttons on a steering wheel or motorcycle handlebars.

Although there are no proven adverse health and safety effects from the use of mobile phones, employees are encouraged to keep the use of mobile phones to a minimum.

#### **The Road Traffic Act 2006 (RTA)**

RTA came into force on February 27, 2007. S.26 introduced a new fixed penalty of three points, along with a doubling of the fine for using a hand-held mobile phone to £60. If this is challenged in court, the maximum fine increases to £1,000 (£2,500 for drivers of Lorries and vans). It is illegal to use a hand-held, even whilst stationary at traffic lights.

#### **The Definition of a Hand-Held Mobile Phone**

The Regulations include any “device, other than a two-way radio, which performs an interactive communication function by transmitting and receiving data”.

It states that a “mobile telephone or other device is to be treated as hand-held if it is, or must be, held at some point during the course of making or receiving a call or performing any other interactive communication function”.

"Interactive communication function" includes:

(i) Sending or receiving oral or written messages;

- (ii) Sending or receiving facsimile documents;
- (iii) Sending or receiving still or moving images; and
- (iv) Providing access to the internet

There are two exemptions:

1. 2- way “press to talk” radios, such as used by the emergency services and taxi drivers.
2. Using a hand-held phone for a genuine emergency call to 999 or 112 if it would be unsafe for the driver to stop.

**Note:** You can still be personally prosecuted for failing to drive without due care and attention, or for dangerous driving. *If you are unsure about any information contained within this policy, please contact Stephen Mann in the first instance.*

### **3.6. WORKPLACE**

#### **3.6.1. GENERAL**

Southend East Community Academy Trust (SECAT) Academies will ensure that the detailed requirements of the Workplace Regs 1992 are complied with at all times. Including, but not limited to, the supply of safe access and egress; the provision of suitable ventilation and lighting; a supply of fresh drinking water; and suitable welfare facilities.

#### **3.6.2. LONE WORKERS**

Under no circumstances should anybody perform any potentially hazardous work whilst working alone (e.g. out of normal hours) without a Lone Worker assessment accounting for the environment and the task to be carried out, authorised by the Manager of Safety. The Lone Worker assessment forms are detailed in the Risk Management Procedure

#### **3.6.3. MAINTENANCE (Non Vehicle)**

Required buildings and general maintenance is identified through the various inspections, housekeeping checks, and maintenance schedules. The maintenance shall be sufficient to maintain a healthy and safe working and teaching environment.

#### **3.6.4 HOUSEKEEPING**

It is recognised that housekeeping is often a contributory cause to accidents, for example slips, trips, and falls are often caused by a cluttered workplace or classrooms

**It is everybody's responsibility to maintain a clean, tidy  
and safe working environment at all times.**

A programme of housekeeping checks will operate to monitor the tidiness of the workplace, and to identify problem areas. This will be supported by the Safety Inspection Procedure and will allow issues to be corrected quickly.

### **3.7. PROVISION AND USE OF WORK EQUIPMENT REGULATIONS (PUWER)**

Southend East Community Academy Trust (SECAT) Academies will provide all equipment necessary to allow employees to carry out their tasks. The equipment will be suitable for purpose and maintained in a safe and orderly state of repair. Appropriate training in the use of the equipment shall be provided before staff are:- allowed to use it. This training will be documented and form part of the training records referred to in 3.5.2.

#### **3.7.1. ELECTRICAL**

All portable electrical equipment shall be tested at regular intervals to ensure it is suitable for use. The Managers of Safety will hold records of the testing and the results.

#### **Working safely with Electricity**

There is a very tragic way to learn about the dangers of misusing electrical tools and equipment – it's called ELECTROCUTION! Obey the Rules and Prevent the Pain.

- Electrical supply will be a maximum of 220 volts unless permission and procedures have been agreed for higher voltages.
- Electricians must be used to install and maintain electrical supplies on site. Do not tamper with or adapt any electrical equipment or cable.
- Check all equipment before use for: - defective plugs, sockets, cables or switches.
- Tool adjustments or changes must not be carried out unless isolated (pull out the plug).
- Report all electrical defects to the Site Manager.
- Observe and report defects in access and safety lighting.
- Cables must be long enough for use without strain on connections.
- Use correct plugs and sockets for extensions – DO NOT MAKE TAPED CONNECTIONS.
- Task lighting at your place of work is your responsibility; ensure it is adequate.
- Isolate the supply before any work is carried out on the electrical system.
- Overloading of plugs and sockets can lead to fires – 1 plug per socket.

#### **3.7.2. MAINTENANCE**

All work equipment will be inspected and maintained to ensure its suitability for use. The period of inspection will be identified from risk assessments, but shall be construed as annually unless otherwise stated.

Maintenance will be carried out by a competent person, as deemed by the relevant Academy, and is likely to be the supplier of the equipment. The Manager of Safety will hold records of inspection and maintenance.

#### **3.7.3. PROCUREMENT OF NEW EQUIPMENT**

In conjunction with the relevant academy procedures for purchase of new equipment, the suitability for purpose of any new equipment should be demonstrated before purchase. Once purchased, the designated responsible person will carry out a risk assessment and detail any further control measures necessary before the equipment is used. Staff will be trained in the use of the new equipment before being allowed to operate it.

### **3.7.4 LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS (LOLER)**

In general terms Southend East Community Academy Trust (SECAT) does not have any lifting equipment that is covered by the LOLER Regs. The detailed extension to the PUWER Regulations, these Regs specifically cover all lifting equipment. If the Academy was to have such equipment it would follow the steps detailed below: -

All equipment shall be inspected before use by the operator and routinely maintained and inspected by external competent personnel on an annual basis

All operators shall receive appropriate training with records being held by the Managers of Safety.

### **3.7.5 HANDTOOLS**

Many accidents occur due to hand tools being poorly maintained or misused. Good workmen require safe tools.

Follow these rules: -

- Use the right size spanner for the nut. NOTE: adjustable spanners slip more easily.
- Fit files with handles to prevent hand injuries. Don't use as punches or for levering – they break easily.
- Chisels and punches with mushroomed heads must be ground down to prevent splinters of metal flying off.
- Keep hammer heads tightly wedged on their shafts and replace split or damaged wooden handles, don't wire up.
- Keep edges of cutting tools sharp and keep hands behind the cutting edge when working.
- Don't use screwdrivers on work held in the hand or as chisels.
- Keep tools in racks or boxes when not in use.
- Protect sharp edges of tools are to be stored or covered.
- Stanley knives, screwdrivers and sharp edge tools kept in pockets can lead to serious injuries.
- Scrap tools when they become worn or damaged beyond repair.
- Always use the correct tools for the job. Don't improvise.

### **GOOD TOOLS MEAN FASTER AND SAFER WORKING**

## **3.8. RISK MANAGEMENT**

Every task undertaken, which presents any significant risk, requires a “suitable and sufficient” risk assessment demonstrating that the hazards and risks have been identified and that control measures have been implemented.

The risk assessments, or Job Safety Analyses, will be complimented with COSHH, Display Screen Equipment (DSE), and Manual Handling assessments as appropriate. The assessments will undergo adequate review as and when significant changes are identified, and in any case not less than every 12 months.

### **3.9. COSHH**

All materials representing a potential hazard due to their storage, handling, use or disposal will be assessed to identify the level of risk. The materials and the corresponding process in which they are used shall have a written assessment carried out detailing the control measures to be used, and any residual risks. All operators must sign the relevant assessment indicating their acknowledgement of the controls and residual risks.

COSHH Assessments can be found within the relevant Health and Safety File

### **3.10. MANUAL HANDLING**

All tasks requiring any lifting, twisting, pulling or other movement of materials or objects from one place to another will be assessed. The vast majority of such manual handling tasks will be assessed within the overall risk assessment for that task. Where specific hazards are observed e.g. where the weight to be lifted exceeds 25kg, or where the distance of relocation is significant, or where the number of repetitive tasks is high, the tasks will be assessed formally in accordance to the Manual Handling Assessment forms.

### **3.11. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

All PPE required to carry out any task will be identified from appropriate assessments (COSHH, Risk, DSE, and Manual Handling). Only when all other forms of controlling the risks have been considered should PPE be used. Such PPE will then:

- Be identified as being suitable for the task
- Be supplied by Southend East Community Academy Trust (SECAT) free of charge
- Be used by the Operator as intended by the manufacturer
- Be stored in a suitable and safe condition when not in use
- Be maintained and inspected to ensure its continued suitability for use
- Be replaced if deemed unsuitable for use

Southend East Community Academy Trust (SECAT) will ensure suitable training is given for the use of PPE as required ensuring the correct use of the designated equipment.

The employee accepts that he/she will **NOT** use the PPE unless properly trained.

### **3.12. DISPLAY SCREEN EQUIPMENT (DSE)**

The identification of DSE “users” will be supported with full DSE assessments. A list of identified users will be kept with the assessments. The assessment of DSE workstations extends to include those that may be “off-site” for management working from home. The relevant manager will hold the assessments.

Identified users of DSE are entitled to regular eye tests carried out by a competent person. Southend East Community Academy Trust (SECAT) Academies will reimburse the individuals for these expenses in accordance with current procedures within the relevant academy.

### **3.13. CONTRACTORS**

#### **3.13.1 Contractors to Southend East Community Academy Trust (SECAT)**

The contractors will be selected on their ability to carry out the tasks to a suitable standard at an acceptable cost *without compromising health, safety and environmental standards in any way*. Before offering the contract, tenders are required to submit evidence of their safety policies, method statements, risk assessments, and training records to demonstrate their ability to do the job.

The Manager of Safety will hold a list of approved contractors on the basis of the above information to allow the appointment of contractors to be a less onerous procedure for subsequent contracts. The decision to approve a contractor will be made by the Manager of Safety or designated deputy.

During the work Contractors will be obliged to operate to Southend East Community Academy Trust (SECAT) Permit to Work System. This will ensure communication between Southend East Community Academy Trust (SECAT) and Contractors staff is maintained and that all relatively high-risk tasks are assessed before permission is given for the task to commence. Such tasks will include hot-work and electrical isolation.

All contractors will supply their own equipment, materials, and PPE required for the task. Southend East Community Academy Trust (SECAT) Academies will not supply any PPE unless it is very specific to the hazard present. NB: In these regulations, the term Works Contractor, includes all sub-contractors and their employees.

The following standards have been prepared to ensure the safety of all people on Southend East Community Academy Trust (SECAT) projects. It is the responsibility of a works contractor to see that his employees are conversant with the regulations and that they comply with them.

All works contractors and their employees must at all times comply with the Health and Safety at Work Act and all subordinate legislation, in addition to complying with the safety requirements set out in this Health & Safety Policy, or such other safety requirements as may be deemed necessary by the Safety Manager and/or Head Teacher and shall take all the necessary precautions to ensure the safety of their employees, students and the general public and all people not in their employment.

Works contractors shall ensure that their supervisors are competent and have received sufficient training in site safety to enable them to carry out their work safely.

Works contractors shall ensure that their employees shall be instructed as to any hazards, which exist at their place of work and shall receive such training and supervision as may be deemed necessary to carry out their jobs safely and satisfactorily in accordance with the Health and Safety at Work Act 1974 and any applicable regulations and Codes of Practice there under and shall comply with the Southend East Community Academy Trust (SECAT) Policy.

Works contractors' employees must be released to attend Project Site Safety training sessions (where required). This does not relieve works contractors of their duty to ensure that their employees are adequately trained in matters of Safety and Health and relevant legislation.

All works contractors shall, at the end of each operation, ensure that the work area is cleared up of their material and not left in a hazardous condition.

It is forbidden to use other contractors' tools or equipment without authorisation.

Work contractors' plant and equipment must be kept in a good and safe condition.

### **Site Rules**

Adherence to the following rules is a condition of your employment on site: -

- It is prohibited to bring on site, firearms or unauthorised explosives.
- It is prohibited to possess or consume alcohol, drugs or other intoxicants on site or be under their influence.
- Permits to work, safety procedures and safe system method statements must be followed.
- All plant and equipment is to be operated and repaired only by trained competent personnel. CITB certificates (or equivalent approved training body) of training achievement must be held by operators of all plant currently within that scheme.
- Incorrect or faulty tools must not be used.
- Transistor radios and IPod's etc. may not be used.
- Safety helmets are to be worn at all times where applicable.
- Protective footwear must be worn where applicable.
- Personal protective equipment such as eye, hand, fall and respiratory protection must be used at all times where dictated by statutory or site requirement.
- Drivers of all vehicles must obey site road signs and traffic rules – drivers of dumpers must not remain on the vehicle during loading.
- It is prohibited to indulge in horseplay, fighting or malicious damage.
- Appropriate language will be used at all times whilst on SECAT grounds

### **3.13.2 Southend East Community Academy Trust (SECAT) as the Contractor**

Under these conditions Southend East Community Academy Trust (SECAT) shall ensure that the Client if required, receives copies of Southend East Community Academy Trust (SECAT) H & S Policy, specific risk assessments and method statements for the activities to be undertaken so far as is reasonable to ensure the safe completion of the tasks, and the demonstration of operator competency.

### **3.14. VISITORS / GENERAL PUBLIC**

All visitors must report to the relevant academy Reception and must read a copy of the safety policy statement of intent displayed in reception. Visitors will have to sign in. Staff should question any person on any Academy site who is not an employee of Southend East Community Academy Trust (SECAT).

They must abide by any general or specific terms of control measures detailed in the area that they may visit. All visitors must be supervised by a member of staff at all times whilst on SECAT premises unless agreed by the Manager of Safety, and the visitor has had full instruction on all the emergency policies.

### **3.15. ENVIRONMENTAL AND WASTE MANAGEMENT**

In line with the Environmental Protection Act of 1990, Southend East Community Academy Trust (SECAT) Academies will act as required to minimise the effect on the environment of any of its acts or omissions.

#### **Legionella Management**

Water management will be undertaken in line with ACoPL8. The managers of safety will hold records of all monitoring. All staff involved in the water management programme will be appropriately trained and competent. Training will be refreshed regularly.

#### **Management of records of specialist waste materials**

All monitoring records of the management of specialist waste materials will be archived and held for the current recommended duration.

### **3.16. SAFETY INSPECTION & AUDITING**

There are many varied ways of measuring safety performance and procedural compliance. The best results are achieved from using a variety of inspection and auditing techniques, as this ensures assessment of different areas, issues, and involves more staff in safety management.

#### **TECHNIQUE**

Safety Tour – Spot Checks  
Housekeeping Checks  
Safety Inspection  
Safety Audit

#### **PERSONNEL**

Head Teacher (Once per term)  
Manager of Safety (Twice per term)  
Safety Reps (Twice per term)  
Competent Person/Essential Safety

### **3.17 REVIEW OF SAFETY PROCEDURES**

The effectiveness of all H&S procedures will be monitored in line with regular inspections and audits. From time to time changes will be required to reflect improvements and changes in working practices. The safety policy will be an agenda item on all health and safety meetings

Required alterations to H&S procedures must be approved by the Managers of Safety and discussed at the H&S Committee before implementation.

### **3.18 STRESS MANAGEMENT**

Southend East Community Academy Trust (SECAT) understands that at times people could be and could feel under stress either from the effects of their home life or from duties at work and therefore will follow some key points to manage the levels of stress within its employees. The following points will be the basis of a stress management policy adopted by Southend East Community Academy Trust (SECAT)

- Promote employee health, safety and welfare including health surveillance
- Health promotion and good welfare facilities
- An effective management style that recognises the value of its people
- An open communication network that encourages feedback and communication across all levels
- Introduce management tools and techniques that ease the obvious stress caused by fear of change

#### **Action Plans for Managing Stress**

As a Trust we plan to manage stress levels within our employees by: -

- Recognition of Causes and Symptoms of Stress
- Decision on How to Handle the Stress
- Evaluation of Key Personnel to Manage Stress
- Review of Specific Stressors
- Selection of Strategy

#### **Conclusion**

Stress is not always given the recognition it deserves and often is seen as being a weakness. However research has shown that stress can affect the stability of an organisation and that human factors are an important part of stress management Southend East Community Academy Trust (SECAT) has commitment to manage stress effectively and therefore will: -

- Identify the true causes of stress
- Measure and evaluate the effects
- Develop strategies to handle stress

### **PERSONAL HEALTH**

It is policy of Southend East Community Academy Trust (SECAT) to provide, so far as is reasonably practicable, a healthy working environment for all of our employees. This means that we will take steps to monitor and prevent the occurrence of any work-related disease. We will also take steps to provide working conditions which are not only healthy and comfortable, but which will encourage optimum performance from staff.

Whilst working on site you are liable to come into contact with materials or substances, which could cause health problems if sensible precautions are not taken.

Always follow the manufacturers' instructions printed on containers or packages and wear any protective equipment advised. Consult your supervisor where doubt exists.

Special precautions will be notified where contaminated materials or substances are known to be present but to ensure good health the following simple steps are necessary.

1. Always wash hands before eating.
2. Barrier creams can help minimise infection, use where available.
3. Seek medical treatment immediately for cuts and abrasions and report all cases of suspected work-related illness.
4. Do not leave unwanted food lying around to encourage vermin (rat's mice, pigeons etc) and report any evidence of them.

### **3.19.2 MEDICAL REFERRAL**

Should a problem arise which needs further clarification, we also retain the right to make a referral to an independent medical advisor of our choice. Where this becomes necessary, the right of an employee to access any medical report is protected under the Access to Medical Reports Act 1988. This and any related information will also be kept in accordance with the requirements of the Data Protection Act 1998 at all times.