

# Health and Safety Policy (CST)



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## 1. Statement of intent ¶

CfBT Schools Trust will strive to achieve the highest standards of Health, Safety and Welfare consistent with its responsibilities under the Health and Safety at Work etc. Act 1974, and

subsequent legislation. CfBT Schools Trust is committed to the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all its employees and to the provision of information, training and supervision for this purpose. CfBT Schools Trust also recognises and accepts its responsibility to protect the Health and Safety of pupils and all other visitors to its sites, to include contractors, temporary staff and members of the public.

CfBT Schools Trust is committed to ongoing monitoring and review processes, in order that continual improvement in the management of Health and Safety can be achieved.

This policy will be brought to the attention of each CfBT Schools Trust employee and volunteer.

The policy will be reviewed on an annual basis or sooner if required.

## 2. Responsibilities ¶

The person with overall responsibility for Health and Safety at CfBT Schools Trust is Andy Yarrow, Chief Executive. As the employer, CfBT Schools Trust has overall responsibility for Health and Safety across the Trust and within all CfBT Schools Trust schools.

### **Board of Trustees**

The Board of Trustees is responsible for overseeing the management and administration of health and safety.

The responsibilities of the Board will include:

- ensuring that health and safety objectives are met in accordance with its strategy
- ensuring sufficient resources are available to the control the risks
- health and safety performance is measured and reported to the Trustee Board
- systems are implemented and monitored
- ensuring that the health and safety policy is adhered to

### **Headteacher**

The Headteacher will have responsibility for overseeing the day-to-day management of health and safety. This may include, by way of non-exhaustive example, the following:

- ensuring the health and safety policy is communicated
- ensuring staff are trained in health and safety
- where appropriate, ensuring appropriate consultation arrangements are in place for staff
- arranging risk assessments
- arranging safe systems of work as identified by the risk assessments
- arranging annual audits of health and safety systems
- ensuring records are kept
- ensuring premises and equipment are inspected and tested so that they are safe
- ensuring suitable emergency procedures are in place
- ensuring that accidents are reported both internally and to external authorities as required and that accidents are investigated and remedial action taken

**Designated Responsible Person, who has special responsibility for Health and Safety at a particular site**

The Headteacher will delegate functions and responsibility for Health and Safety matters to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for Health and Safety within the school.

The delegated responsibilities *may* include:

- acting as the local lead on health and safety matters
- ensuring all regular checks are completed and records maintained (e.g. fire alarm testing)
- monitoring and managing risk assessments
- ensuring the site remains well maintained, contacting Corey Gilbert, CST Property Manager 07825 058 005 for assistance with any issues or concerns
- taking the lead in managing emergencies and incidents at the site(s)
- acting as the link between the local site(s) and the CST Health and Safety team
- working alongside the local site/line manager in respect of maintaining compliance
- ensuring actions identified in Health and Safety Audits are addressed in a timely manner
- attending a Responsible Persons Health and Safety training course annually and being

the Health and Safety champion for relevant sites

- providing advice, guidance and assistance for Health and Safety matters to persons within their local responsibility
- promoting the importance of recording all incidents including 'near misses' to all staff

### **Designated CST Health and Safety Lead**

The Chief Executive will delegate the monitoring and management of Health and Safety across the Trust to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Chief Executive from the overall day-to-day responsibilities for Health and Safety across the Trust.

The delegated responsibilities may include:

- ensuring there is a compliant and coherent policy and guidance that is properly communicated to all parts of the Trust
- ensuring proper training is in place for all relevant employees
- ensuring a Health and Safety Audit takes place at all sites and that required actions are addressed
- monitoring Health and Safety issues and incidents, provide support at Trust level as necessary
- reporting critical incidents to Trustees

### **Employees and volunteers**

Under the Health and Safety at work Act etc. 1974 all employees and volunteers have general Health and Safety responsibilities. They must be aware that they are obliged to take care of their own Health and Safety whilst at work along with that of others who may be affected by their actions.

The general responsibilities of employees and volunteers include:

- taking reasonable care for the Health and Safety of themselves and others in undertaking their work
- complying with the school/academy's Health and Safety policy and procedures at all times
- reporting all accidents and incidents in line with the reporting procedure
- cooperating with school/academy management on all matters relating to Health and Safety

- not intentionally interfering with or misusing any equipment or fittings provided in the interests of Health, Safety and Welfare
- reporting all defects in condition of premises or equipment and any Health and Safety concerns immediately to their line manager
- reporting immediately to their line manager any (or any perceived) shortcomings in the arrangements for Health and Safety
- ensuring that they only use equipment or machinery that they are competent/have been trained to use
- making use of all necessary control measures and personal protective equipment (PPE) provided for Health and Safety reasons.

### 3. Procedures ¶

#### **Risk assessments – general**

In accordance with the Management of Health and Safety at Work Regulations 1999 the Trust and its schools shall carry out risk assessments of all activities which present a risk to its employees and anyone else affected by its undertaking, to include pupils, contractors, third parties and members of the public.

The risk assessments for specific sites (for all activities, teaching and non-teaching, premises and one-off activities) will be coordinated by the designated Responsible Person and are to be approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally by the designated Responsible Person.

Risk assessments will be reviewed on an annual basis or sooner if required, for example in response to changes to work activities. Employees are to be made aware of any changes to risk assessments relating to their work.

Specific risk assessments relating to individuals, e.g. staff member or student/pupil are held on that person's file and will be undertaken by the appropriate staff member.

A list of statutory and good practice Risk Assessments can be found in Appendix B of this document.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. These risk assessments will be reviewed on a regular basis.

Areas addressed in this policy are:

- fire evacuation and emergency procedures
- inspection/maintenance of emergency equipment
- First Aid and medication
- accident reporting procedures
- lone working
- premises, work and curriculum equipment
- electrical safety
- flammable and hazardous substances
- radioactive sources
- lifting and handling
- Display Screen Equipment (DSE)
- asbestos
- managing external contractors
- work at height
- Legionella
- work experience
- driving at work

### **Fire evacuation and emergency procedures**

A fire risk assessment must be undertaken by a suitably qualified and experienced health and safety practitioner at each school. This must be reviewed at least every two years or after any major refurbishment works. This risk assessment should be made available to all staff, pupils, visitors and other stakeholders on request.

An Emergency Evacuation Plan must be in place and should include (but not limited to):

- How people will be warned if there is a fire.
- What staff, pupils and visitors should do if they discover a fire.
- How the evacuation should be carried out.
- Where people should assemble after they have left the premises.

- The duties any staff assigned with specific responsibilities during an evacuation.
- How the fire and rescue services will be called.

There must be a fire drill at least once a term. This should be based on the assumption that one or more of the fire escape routes is affected by fire and cannot be used. A staff debriefing can point out the lessons to be learnt and the areas where improvements can be made.

Details of fire drills must be entered in the fire logbook and should include (but not limited to):

- date
- duration
- name of instructors/observers
- type of drill (e.g. full evacuation or only part of the school)
- the results

All participants in fire drills should be encouraged to report any potential improvements in evacuation arrangements observed during the evacuation.

Fire marshal roles must be appointed and are responsible for safe evacuation of staff, pupils, visitors and contractors by directing occupants out of the building, checking that their designated areas are cleared. Fire marshals are not to remain with or confront individuals refusing to leave the building. They should note their name and location and report this at the fire assembly point.

Pupils should also be given some form of fire safety training so that they are aware of the actions to be taken in the event of a fire and measures to mitigate the effects of fire.

### **Inspection/maintenance of emergency equipment**

All fire safety equipment must be regularly maintained by a combination of recorded visual checks by site staff and formalised inspections by specialist contractors as follows:

<b>Type</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Every 6 months</b>	<b>Annually</b>
<b>Fire alarms</b>	X	X	X		X
<b>Fire extinguishers</b>		X			X
<b>Fire blankets</b>	X				X
<b>Smoke/heat detection</b>	X				X
<b>Emergency lighting</b>		X			X
<b>Automated fire doors</b>					X

<b>Sprinkler systems</b>		X (routine test)		X (service visit)	
<b>Gas suppressant systems</b>				X	

### **First Aid and medication**

Schools should develop a school First Aid Policy and procedures, detailing how First Aid works in their school. This should include the monitoring arrangements of accidents and incidents.

First Aid arrangements in schools must be clearly on display in prominent areas and high-risk areas such as workshops and kitchens. The process for summoning a First Aider must be clearly defined and communicated to all staff, pupils and visitors.

First Aid assistance must be provided at all times during core school hours by nominated and qualified members of staff. Schools must consider the arrangements for First Aid for any staff who work outside of the core hours (such as cleaners and Site Managers). First Aid arrangements for people working when the school is shut should be covered in the Lone Working Policy.

### **Location of First Aid provision**

The Education (School Premises) Regulations 2012 require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

First Aid kits must be readily available throughout the site. Schools may wish to refer to British Standard BS 8599 which provides further information on the contents of First Aid kits. Whether using a First Aid kit complying with BS 8599 or an alternative kit, the contents and quantity of kits provided should reflect the outcome of the First Aid needs assessment.

### **Use of defibrillators**

If a school decides to provide a defibrillator it is important that those who use it are appropriately trained. HSE does not specify the content of this training and sites providing a defibrillator do not need HSE approval. Information on training is available from the Resuscitation Council UK at <https://www.resus.org.uk/>. Further information can be found in the IOSH publication, *Use of defibrillators in the workplace*.

## **Identity of trained staff and levels of training**

Schools must keep a record of all staff members trained to provide First Aid. The information kept must include the level of training received and when retraining is required.

## **Transport to hospital/home**

Any pupil advised to leave school due to ill-health or injury must be collected by the appropriate emergency contact (adult) on their pupil file or provided with suitable alternative transport[1].

Any staff member advised to leave work due to ill-health or injury, after receiving First Aid, an assessment should be made of the patient's fitness to drive. If deemed unfit they should be collected by an appropriate person or provided with suitable alternative transport[1].

*[1] If transport is provided by a staff member, they must have business use cover on their car insurance.*

Ambulance required: If the decision is to call an ambulance, the First Aider is to arrange for a second person to call the emergency services and inform the Responsible Person.

## **Administration of medicines**

Please refer to the Administering Medicines Policy for more information on this.

## **Accident reporting**

Any accident, incident or work-related ill health must be recorded in accordance with the Incident Category Matrix (see Appendix A) - please note that incidents that fall into Category 1-4 require schools to forward a CST Incident Form to [cstteam@cftb.com](mailto:cstteam@cftb.com). Accidents involving a child will result in a note being sent to their parents/guardian.

## **Reporting to the Health and Safety Executive (HSE)**

The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR), require any workplace to notify the Health & Safety Executive (HSE) in the event of certain injuries, diseases or dangerous occurrences that happen at their premises.

There is a stringent time frame within which CST must legally notify the HSE.

- Death/specified Injuries – report immediately to the HSE (without delay).
- Work-related accident resulting in over seven-day absence needs to be reported within 15 days.

Therefore, it is vital that schools notify the CST Health & Safety Lead immediately, to ensure the correct report can be filed with the authorities.

### **Internal accident investigation**

Every incident that carries the potential to cause harm, or has resulted in an injury, near miss or damage to property must be reported to the CST Admin Team. This should include incidences of violence towards staff, threatening behaviour, verbal abuse, etc.

Where appropriate, the following key areas will be considered during any incident investigation undertaken:

- management control
- activity procedures
- information/instructions
- environment/premises
- human factor

Remedial actions to prevent a similar incident should be developed, planned and implemented. These could be immediate and/or long-term actions. The actions should be implemented within a set time scale and should be monitored and reviewed for their effectiveness.

## **4. Lone working ¶**

Lone working should be avoided wherever possible. In circumstances where lone working is unavoidable, a risk assessment must be carried out and control measures implemented to eliminate or reduce any risks identified. The control measures should take account of normal work and foreseeable emergencies e.g. fire, equipment failure, accidents and illness.

Employees working alone on their normal working site should have arrangements in place to monitor their wellbeing. This can range from personal GPS monitors to more basic arrangements such as an agreement to call a colleague at regular intervals to confirm the employee's safety and wellbeing. The level of security will be dependent on the risks identified as part of the risk assessment process.

## 5. Premises, work & curriculum equipment ¶

All work equipment, machinery and plant must be managed safely and in accordance with relevant legislation and manufacturer instructions – to prolong life of plant equipment, planned preventative maintenance is strongly recommended. Pupils and staff may only use equipment/machinery once they have been assessed and proven that they are competent and, where applicable, under adequate supervision.

The Provision and Use of Work Equipment Regulations 1998 (PUWER) which covers starting, stopping, repairing, modifying, maintaining, servicing, cleaning and transporting equipment.

These regulations require that work equipment provided is:

- Suitable for the intended use.
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
- Used only by people who have received adequate information, instruction and training.
- Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices.
- Used in accordance with specific requirements, for mobile work equipment and power presses.

Further guidance for schools is available via HSE publications Provision and using work equipment safely INDG291(rev1) and Shattered Lives – Building & Plant Maintenance available from the HSE website at <http://www.hse.gov.uk/pubns/>.

## 6. Playground equipment ¶

British Standard EN 1176 requires that an inspection should be carried out at regular intervals subject to its use, purpose and position.

## 7. Lifts ¶

Lifting equipment and lifting operations are subject to specific requirements, including periodic thorough examinations under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Examples of such equipment include scaffolding, forklift trucks, lifts (including passenger lifts), hoists, mobile equipment working platforms, and scissor lifts. The main requirements are:

- To provide equipment that is sufficiently strong, stable and suitable for the proposed use. Similarly, the load and anything attached (e.g. timber pallets, lifting points) must be suitable.
- To position or install the equipment to prevent the risk of injury, e.g. from the equipment or load falling or striking people.
- To ensure equipment is visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads.

A LOLER inspection is undertaken by a competent person who completes a written report which will include the examination date; the date when the next thorough examination is needed; any defects found which are (or could become) a danger to people.

## 8. Electrical safety ¶

The Electricity at Work Regulations 1989 (EAW) requires electrical appliances to be maintained, as necessary to prevent potentially hazardous situations. No specific inspection schedules are legally prescribed however, in accordance with best practice a testing frequency schedule is included in this policy.

To ensure compliance with current standards, all electrical work undertaken must be completed by competent and qualified electricians.

Fixed electrical installations (fuse boards, circuit breakers, etc.) must be formally inspected every five years by a qualified electrical testing contractor and the findings of these checks detailed within a report. Testing must also be carried out when fixed electrical equipment is subject to modification.

Any defects found must be repaired by a qualified electrician within the recommended timeframe provided. All certifications relating to these inspections must be securely stored on-

site.

Portable Appliance Testing (PAT) should be completed periodically. The suggested frequency for testing is:

- Class 1 equipment should be tested every 12 months.
- Class 2 equipment should be tested every 48 months.

Any testing undertaken must be completed a competent and trained person, with testing records retained on-site. In addition to formal testing, visual inspections can be undertaken by equipment users – any visual signs of a defect must be reported immediately and the item in question must be removed from service.

## 9. Flammable and hazardous substances ¶

If possible, schools should avoid using hazardous substances.

Non-hazardous or less hazardous substances should be chosen in preference to hazardous substances. Hazardous substances must be stored and used in accordance with the manufacturer's instructions.

If use of a hazardous substance is unavoidable, attention is drawn to the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended), which requires an assessment of the risks associated with the use and storage of the substance.

### **For all hazardous substances used:**

- Storage must be secure to prevent unauthorized access.
- Hazardous substances must be stored separately to avoid incompatible materials coming into contact with one another (e.g. acids and sodium hypochlorite (bleach)).
- Flammable liquids must be stored in a secure area away from heaters, lights and combustible materials (e.g. paper, cardboard, fabric, wood). It is also essential to ensure that they are kept away from naked flames and that smoking is prohibited.
- Highly flammable liquids must be stored in closed containers in a secure, purpose built highly flammable liquids store, or, if there are no more than 50 litres, in a fire resisting, spill resistant cabinet marked with a 'highly flammable' warning symbol.
- Gas (LPG) must be stored and used in a well-ventilated position so that any small leaks

can disperse diluted to well below the flammable concentration. Signs prohibiting smoking must be displayed in the storage area. LPG should preferably be stored outdoors and away from combustible materials, corrosive materials and oxygen cylinders, and in accordance with LP Gas Association Code of Practice No. 7, 2004. It is essential that other materials (especially combustible materials) are not stored close to LPG cylinders, and do not obstruct or restrict natural ventilation of the storage area.

- Oxygen and Acetylene cylinders must be stored in well-ventilated areas away from combustible materials.
- Adequate local exhaust (ie. fume cupboard/LEVs) and general ventilation must be provided and maintained, where applicable.
- Safe systems of work (and risk assessments) incorporating instructions, training, personal protective equipment and record keeping must be in use.
- Emergency procedures must be provided in case of spillage or accident.
- Emergency eye irrigation and body washing facilities must be available.
- Pre-prepared spill kits should be used, if possible.
- Chemical data sheets for each substance must be stored on-site.

**The following should be taken into consideration when handling glass reinforced plastics and glass materials:**

- Resins and catalysts can be classified as hazardous substances.
- Glass reinforced plastics materials must be stored in cool, dry conditions away from direct heat sources.
- Catalysts (organic peroxides) and accelerators (cobalt naphthenate) used for glass reinforced plastics work must be stored in separate (preferably metal) cupboards where any spillage can be retained.

**Radioactive sources**

All who teach science must know how to handle radioactive substances and perform demonstrations. Any school that holds radioactive materials must, by law, appoint a Radiation Protection Adviser. Further advice is available from CLEAPPS ([www.cleapss.org.uk](http://www.cleapss.org.uk)), where up to date information for educational providers can be obtained.

A staff member must be designated to be responsible for the security, safety and proper use of radioactive sources.

Records of all radioactive sources must be properly kept, showing what they are, when they

were bought, when and by whom they have been used, and eventually, how they were disposed of.

Radioactive sources should be used only when there is an educational benefit.

Radioactive materials must be securely stored when not in use.

## 10. Lifting and handling ¶

The Manual Handling Operations Regulations 1992 (MHOR) defines manual handling as 'any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force'. The load can be an object, person or animal.

The MHOR 1992 set out a clear ranking of measures for dealing with risks from manual handling, these are:

- **First:** avoid hazardous manual handling operations so far as is reasonably practicable.
- **Second:** assess any hazardous manual handling operations that cannot be avoided; and
- **Third:** reduce the risk of injury so far as is reasonably practicable.

School must ensure that proper mechanical aids and lifting equipment is available in school and that proper training has taken place to ensure that staff and pupils are aware of safe lifting techniques.

Children must also be protected in this area:

- Children who have been asked to move chairs or furniture must only do so with guidance and support from an adult, and;
- after having been trained to do this safely, and;
- if supervised by an adult.

## 11. Display screen equipment (DSE) ¶

The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to establish and maintain a safe working environment and operating procedures, so far as is

practicable through risk assessment, education and training. Any workstation used by a member of staff is required to meet the 'minimum requirements' of the Regulations. These are laid down in a schedule to the Regulations. Where a member of staff is a 'user', a full risk assessment is required.

It is appropriate to classify a person as a DSE 'user' if they:

Normally use DSE for continuous or near-continuous spells of an hour or more at a time; and

- have to transfer information quickly to or from the DSE
- need to apply high levels of attention and concentration; or
- are highly dependent on DSE or have little choice about using it; or
- need special training or skills to use the DSE.

'Users' should receive information about the safe use of DSE equipment and where appropriate will be provided with additional equipment and or support to be able to safely carry out their role. Any issues highlighted will be communicated to and actioned by the Responsible Person. A copy of the DSE self-assessment must be returned to the Responsible Person for central filing on site. The selfassessment should be reviewed as necessary and if there are any changes that will affect the original assessment, for example, new staff, new equipment or relevant results of research on the health effects of DSE.

### **Eye tests**

If a user or a potential user requests an eye test, schools are required to provide one and this can be arranged via their line manager and/or HR representative.

ICT suites used by pupils are not covered by the Regulations. However, general duties under the Health and Safety at Work etc. Act 1974 in relation to persons who are not employed do apply.

## 12. Asbestos ¶

Most school buildings contain asbestos. Asbestos is a naturally occurring fibrous mineral which was incorporated into a wide variety of materials that became part of buildings or articles in the UK up to the year 2000. If managed carefully, the presence of asbestos in your school will not pose a risk to your staff and pupils.

The duty to manage asbestos in non-domestic premises is included in the Control of Asbestos Regulations 2012. CfBT Schools Trust is the Duty Holder and is required to:

1. Take reasonable steps to determine the location of materials likely to contain asbestos.
2. Presume materials contain asbestos, unless there are good reasons not to do so.
3. Make and maintain a written record of the location of the Asbestos Containing Materials (ACM) and presumed ACMs.
4. Assess and monitor the condition of ACM's and presumed ACMs.
5. Assess risk of exposure from ACM's and presumed ACM's and prepare a written plan of the actions and measures necessary to manage the risk (i.e. a management plan), and;
6. Take steps to see that these actions are carried out.

In order to meet the requirements set out in the Regulations, all schools must complete the following:

- Carry out an Asbestos Management Survey to identify any ACMs present in your school which may be disturbed in the course of routine maintenance or everyday activities. This must be completed for all buildings constructed before 2000, including new buildings with residual elements of pre-2000 buildings. This survey must be comprehensive and systematic, establishing the location, type and condition of ACMs. The aim of the survey is to produce an asbestos register, which records the location and condition of the asbestos in your building. It should be conducted in accordance with HSE guidance and undertaken by a United Kingdom Accreditation Service (UKAS) accredited surveying organisation. Schools may find it helpful to arrange for the surveyor to meet with school staff, such as the headteacher, to brief them on the survey once it is completed and advise them on the risks presented by the materials and how they should be managed. You can have these meetings included within the surveyor's terms of appointment.
- Have an Asbestos Register, which should include (but not limited to) details of any ACM

present, its type, location, condition, risk score and any recommendations provided for mitigating any risks present. In many instances, an Asbestos Register is produced as part of an Asbestos Management Survey.

- Have an Asbestos Management Plan, which sets out how the school is managing the risks identified, and by whom (and if applicable, by when).

In addition:

- The condition of asbestos containing materials (ACMs) must be regularly reviewed and can be undertaken effectively by visual inspection.
- It is essential that you make sure all relevant contractors, staff and other workers in your school receive the right information, instruction and training and are clear what precautions to follow. This will include caretakers and maintenance staff and could include any member of the school staff that may damage ACMs. The level of information, instruction and training required will depend on the type of work being undertaken. For any building work in affected areas, contractors/staff must receive information relating to ACMs present in the work area. Managing any risks present must be agreed prior to work commencing.
- For major building work/refurbishment, to undertake a 'Refurbishment or Demolition' Asbestos Survey prior to work commencing.

Further information on asbestos management in schools can be found at:

<http://www.hse.gov.uk/services...>

<https://www.gov.uk/government/...>

## 13. Managing external building contractors ¶

The school and CST have a duty to protect the school's staff, pupils, visitors and any third parties from hazards while contractors are on site.

All contractors must operate in a safe way at all times – prior to commencing work, site specific risk assessments and safe systems of work must be forwarded to the school contact. On arrival, contractors must sign in at reception and be provided with site specific health and safety information. This needs to include information on the health and safety risks they may

face, measures to deal with those risks and the schools emergency procedures.

Cooperation and communication must be maintained by all parties throughout the works and this includes where there is shared occupancy of a site. The level of supervision will be dependent on the type and nature of work involved. All contracts must specify that failure to comply with safe working practices may constitute grounds for termination of the contract with immediate effect.

In the event a contractor is found to be operating with unsafe working practices or equipment, the Responsible Person should highlight the non-compliance to the contractor's manager and ensure that the situation is remedied immediately (allowing the works to continue only when the situation is resolved) or in the case of severe non-compliance, terminate the contract with immediate effect.

Ensure the contractor is removed from the site as soon as is practicable, and the works made safe prior to allowing access by employees, visitors or other third parties.

Where contractors are working at the site during term time (or at any time when pupils will be present at the site) a Disclosure and Barring Service (DBS) check is required and the contractor must supply the organisation with written confirmation that the staff they supply have the correct level of DBS check in place.

Any contractors that have not been DBS checked must be supervised at all times when on the school site during term time (or at any time when pupils will be present at the site). If a contractor is being supervised, they should not agree to be left unsupervised if they have not been DBS checked.

Contractors must be easily identifiable to staff/volunteers and pupils.

## 14. Work at height ¶

The Work at Height Regulations 2005 places a duty on CST to do all that is reasonably practicable to prevent anyone falling.

The Regulations require schools to ensure:

- all work at height is properly planned and organised
- all work at height takes account of weather conditions that may endanger health &

safety

- those involved in work at height are trained and competent
- the risks are assessed, and appropriate work equipment is selected and used
- the place where work at height is done is safe
- equipment for work at height is appropriately inspected
- the risks from fragile surfaces are properly controlled
- the risks from falling objects are properly controlled
- all ladders, stepladders, platforms, fall-arrest systems, etc. must be stored securely to prevent unauthorised access when not in use
- pupils are not permitted to work at height unless activities form part of the curriculum and have been appropriately risk assessed.

## 15. Legionella ¶

The HSE has published an Approved Code of Practice (ACoP) Legionnaire's Disease: The Control of Legionella Bacteria in Water Systems L8. This ACoP specifically relates to the management of water systems to ensure safety.

To control the risks of water contamination on-site, a water risk assessment must be completed by a specialist contractor, which must be reviewed every two years (or following major alterations to the water system). Water hygiene will form part of the planned preventative maintenance programme for the site and ongoing maintenance to protect water sources from contamination must be carried out.

In accordance with the L8 ACOP, the following tasks (but not limited to) should be carried out and the findings of such tests will be recorded within a water hygiene folder (which must also contain a copy of the water risk assessment). All records must be retained on site for at least three years.

Please find a copy of the tasks to be recorded in the download section at the end of this policy.

## 16. Work experience ¶

This policy is intended to cover pupils from your school attending work experience, but it can

also apply to any young person or child expressing interest in completing work experience in your own school. Under Health and Safety law, work experience pupils are classed as employees. They should be treated no differently to other employed young people.

Definitions of young people and children by age:

- A young person is anyone under 18.
- A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

The placement must be discussed in advance with organisers. The views of the parents/carers should be taken into account, i.e. their physical and psychological capacity and any particular needs, for example, due to any health conditions or learning difficulties.

Where the employer is providing work experience for post-16 placements, there is no requirement for the employer to have a DBS check. Should the work experience be for pupils under the age of 16, it may be necessary according to Keeping Children Safe in Education, Paragraph 140. The school needs to decide what checks are necessary considering the circumstances which might include the nature of the supervision and the frequency of the activity.

Where schools are providing the work experience placement, the same age restrictions apply. DBS checks cannot be carried out on young people under the age of 16 and schools will need to carry out a risk assessment in order to ensure the safety and well-being of both the worker and their own pupils. For those post-16, the checks may be made should the student be unsupervised and in regulated activity (according to the definitions of KCSIE 2016).

For placements in low-risk environments, such as offices or shops, with everyday risks that will mostly be familiar to the pupil, the employer's existing arrangements for other employees should be enough.

For environments with risks less familiar to the pupil, employers will need to make arrangements to manage the risks – this will include induction, supervision, site familiarisation, and any protective equipment needed.

For a placement in a higher-risk environment, such as construction, agriculture and manufacturing, working with noise, hazardous substances, etc. employers need to consider what work the pupil will be doing or observing, the risks involved in that work and how these

are managed.

Where these specific factors exist in the workplace employers should already have control measures in place. This will also apply to legally required age limits on the use of some equipment and machinery (e.g. forklift trucks and some woodworking machinery).

Consideration needs to be given to determine whether employers need to do anything further to control the risks to young people.

Employers should explain to parents/carers of children what the significant risks are and what has been done to control them. This can be done in whatever way is simplest and suitable, including verbally, and is very often done through the school.

When employers induct students, the risks and control measures should be explained, checking that they understand what they have been told.

Schools must check that students know how to raise any Health and Safety concerns whilst on placement.

## 17. Driving at work ¶

Driving at work is defined as any staff member (inc. agency staff and volunteers) that may be required to drive during the course of their work, whether in the employee's vehicle or another. This excludes commuting to and from their normal place of work but includes travelling to a location that is not their usual place of work (such as for training, conferences, meetings).

Every driver must have a full and valid UK driving licence and must complete the CST Driver Declaration Form prior to commencing any work-related driving.

Under the Road Traffic Act, drivers are legally responsible for their own actions on the road and for adhering to all traffic regulations. CST expects drivers to be sensible and to follow the Highway Code and other driving laws and regulations at all times whilst driving at work.

Where extensive driving is required, employees using their own vehicle are advised to have appropriate breakdown cover.

Individuals who are required to drive regularly in order to carry out their duties must inform

the Responsible Person about any changes in the status of their licence (e.g. traffic summons or fixed penalties), or a medical condition (i.e. one that has been notified to the DVLA), which may affect their continued driving.

Please see Child Protection Policy for Guidance on transporting children in staff vehicles.

## 18. Health and safety monitoring and inspection ¶

Every CST school has membership to The Royal Society for the Prevention of Accidents (RoSPA).

All schools are encouraged to utilise their services for any Health and Safety queries and support.

An annual SchoolSafe Health and Safety review must be undertaken at each school – this can be arranged via RoSPA. All recommendations following the review must be completed as soon as practicably possible, with any serious concerns raised to the CST Health and Safety Lead.

Headteachers and Local Governing Bodies are encouraged to monitor the effectiveness of this policy and to provide feedback to CST, as and when required.

In addition to the external review undertaken by RoSPA, CST will complete an annual internal H&S review, which will be led by the CST Health and Safety Lead. All recommendations following the review must be completed within the timeframe given by the CST Health and Safety Lead.

## 19. Appendices ¶

Appendix A - Incident Category Matrix

Appendix B - Risk Assessments in School

Appendix C - Generic Risk Assessment Record

*Appendices can be found in the download section below.*

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Provision Committee Review Date: Saturday 01st September 2018

Governing Body Review Date: Monday 29th October 2018

*Originally created on Thursday 28th September 2017*