HEALTH and SAFETY ARRANGEMENTS

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1. **Accident and Incident Reporting**

1.1 While Macmillan Academy aspires to avoid accidents, cases of occupationally related ill health and incidents resulting in damage to property or equipment, it is recognised that they can occur and that it is essential to learn from any event with a view to preventing it happening again.

1.2 The term accident in these arrangements refers to accidents (whether injury occurs or not), near misses, incidents, injury, disease and dangerous occurrence.

1.3 **ALL** accidents no matter how small shall be recorded on the EVOLVE accident book.

1.4 The student and staff accident book is managed by the Academy Health & Safety Officer, with support from the lead first aider, who reviews cases on a weekly basis.

1.5 The Academy has a commitment to collecting and collating all accident information to provide statistical data, which is used as a measure of the Academy Health and Safety Performance.

1.6 Changes to RIDDOR took place in October 2013. The purpose of the changes to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) is to simplify reporting arrangements, following the Löfstedt review of health and safety regulation.

The main changes are in the following areas:

- The classification of ‘major injuries’ to workers is being replaced with a shorter list of ‘specified injuries’
- The existing schedule detailing 47 types of industrial disease is being replaced with 8 categories of reportable, work-related illnesses
- Fewer types of ‘dangerous occurrence’ will require reporting.

There are no significant changes to the reporting requirements for:

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

Recording requirements will remain broadly unchanged, including the requirement to record accidents resulting in the incapacitation of a worker for more than three days.
Only work-related accidents need to be reported and, when deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- The way in which the work was carried out
- Any machinery, plant, substances or equipment used for work
- The condition of the site or premises where the accident happened.

If any of the above factors were related to the cause of the accident, then it is likely you will need to report the injury to your enforcing authority. If none of the above factors are satisfied, it is likely that you will not be required to send a report.

1.7 Where an accident is notifiable to the HSE, the Health & Safety Officer will carry out a thorough accident investigation. This will be carried out with relevant parties involved.

1.8 Where necessary, all other accidents will be investigated to determine the causes by the relevant Head of Department and reported to the Health and Safety Officer.
2. **First Aid**

2.1 Under the Health and Safety (First Aid) Regulations 1981 the academy has a statutory duty to provide trained first aid practitioners and first aid facilities. In addition the Department for Education (DfE) has produced a good practice guide “Guidance on first Aid for Schools” which has been adopted by the Academy Board of Governors.

2.2 First aid is about treating minor injuries at work and giving immediate attention to more serious casualties until medical help is available.

2.3 The academy provides a First Aid room for use by both employees and students. The First Aid Room is staffed by a qualified first aider who provides a medical service for minor injuries. In addition qualified first aiders are also available across the academy site.

2.4.1 The Lead First Aider will ensure that first aiders certification is kept up to date and arrange refresher training as and when necessary.

2.4.2 A policy of managing students with medical conditions, including the administration of medication was published in May 2017.

3. **Major Incident Plan**

3.1 Macmillan Academy has a major incident plan to cover all foreseeable major incidents which could put at risk the occupants or users of the academy.

3.2 The Macmillan Academy major incident plan is held by all members of the Senior Leadership Team.
4. Risk Assessment

4.1 General Risk Assessments

4.1.1 The Management of Health and Safety at Work Regulations 1999 requires employers to assess the risks associated with their activities and reduce the risks as far as reasonably practicable.

4.1.2 General risk assessments for specific activities carried out by the Academy have been undertaken. The risk assessments contain the following information:
- Potential hazards/risks
- Person at risk of harm, loss or injury
- Measures which are necessary to control the risk
- Additional measures to control the risk

4.1.3 All risk assessments are subject to regular review (annual rolling programme) or where circumstances change for any reason immediate review.

4.1.4 The general risk assessments can be accessed on the Academy T Drive.

4.2 Control of Substances Hazardous to Health (COSHH)

4.2.1 The Control of Substances Hazardous to Health Regulations 2002

4.2.2 The COSHH Regulations require employers to assess the risks to health from hazardous substances used in or created by the workplace activities. COSHH assessments for specific activities carried out by the Academy have been undertaken. The COSHH assessments contain the following information:
- Nature of the hazard
- Person at risk from exposure to hazardous substance
- Measures in place to control exposure to the hazardous substance
- Whether health surveillance and/or monitoring of exposure is required
- Additional measures required to reduce the exposure to hazardous substances
- What information, instruction and training is provided to employees who use hazardous substances

4.2.3 The COSHH inventory, risk assessments, data sheets for the following areas can be accessed through the Macmillan Academy T Drive.
- Facilities
- Art
- Science & Engineering (CLEAPS)
- PE
5. **Manual Handling**

5.1 Manual Handling Operations Regulations 1992

5.2 The Manual Handling Operations Regulations 1992 establish a clear hierarchy of measures to reduce the risk of injury when performing manual handling tasks. Manual handling operations, which present a risk, must be avoided so far as is reasonably practicable; if these tasks cannot be avoided then each such task must be assessed.

5.3 Manual handling assessments for specific activities carried out by the Academy, have been undertaken. The manual handling assessments contain the following information:

- 5.3.1 Task
- 5.3.2 Loads
- 5.3.3 Working Environment
- 5.3.4 Individual Capabilities
- 5.3.5 Other factors

5.4 Based on this information, control measures are identified and actions identified.

6. **Display Screen Equipment**

6.1 The Health and Safety (Display Screen Equipment) Regulations 1992

6.2 Macmillan Academy will comply with the Health and Safety (Display Screen Equipment) Regulations 1992. Where Display Screen Equipment (DSE) users have been identified the following is undertaken:

- 6.2.1 DSE workstation assessments are completed when required
- 6.2.2 Work routines are designed to avoid prolonged use of DSE
- 6.2.3 Where required eyesight tests and corrective spectacles for users will be provided
- 6.2.4 Information, instruction and training is provided in the risks associated with this type of work and the control measures that are in place to eliminate or reduce the risks
7. **Learning Outside the Classroom, inc work experience**

7.1 A diverse range of learning outside the classroom activities are undertaken in the academy. Macmillan Academy recognises its duty of care and statutory responsibilities for the health, safety and welfare of students, employees, and volunteers in connection with educational visits.

7.2 Macmillan Academy has Learning Outside the Classroom policy. All off-site learning must be organised in accordance with this policy, using the management system EVOLVE.

7.3 When Macmillan Academy organises a work placement for a student they are required to take reasonable steps to satisfy themselves that any work-related risks to the student are managed by the employer. In a low risk environment simple checks are all that is needed. For higher risk environments more robust checks are necessary:

HSE guidance makes clear that, for low risk activities, simply establishing that the activities are at this end of the scale will be suitable. A check that the employer has employers' liability insurance would be advisable.

For medium risk activities, confirmation of arrangements for managing risks should include (in addition to the areas listed on the HSE guidance) checking that the employer has a risk assessment and has acted on the findings of this. This does **not** include making your own assessment and of the risk assessment: it is the employer’s responsibility to ensure that this is suitable and sufficient. For higher risk activities, the discussion will be correspondingly more detailed.

For higher risk activities, the guidance points out that you will need to ‘satisfy yourself’ that supervision, training and instruction have been properly thought through. Rather, it is your assessment of whether the arrangements that the employer describes to you will be sufficient to manage the student, based on what you know of the character, qualities and abilities of that student.

7.3.2 Macmillan Academy will ask the employer if they have employers' liability insurance and whether it covers work experience students as employees. There is no need for the school to visit the employer to confirm this, they should simply ask the employer to let them have a copy of the insurance certificate and make sure it covers the period of the work experience placement.
8. **Working Environment**

8.1 Macmillan Academy strives to ensure that all employees, students and others have a safe working environment through

8.1.1 Suitable, safe access and egress to and from each working area which takes account of the condition of floors, walkways, segregation of pedestrian and vehicle traffic and lighting levels

8.1.2 Appropriate methods of providing heating and ventilation

8.1.3 Adequate welfare facilities

8.1.4 Regular removal of waste materials

8.1.5 Safe windows and doors

8.2 Any defects found in the working environment should be reported immediately to the Buildings and Estates Director or member of the Buildings Team.
9. **Plant and Equipment**

9.1 All items of plant, machinery and equipment used are subjected to an appropriate level of examination, testing and maintenance to enable them, when used correctly, to be safe and without risk. All such items purchased are to recognised standards as laid down by current legislation.

9.2 Macmillan Academy examination, testing and maintenance procedures cover the following:
   9.2.1 Gas appliances – The Gas (Installation and Use) Regulations 1998
   9.2.2 Electrical Equipment
      - Fixed Electrical Wiring Installation – IEE Code of Practice for Service Inspection and Testing of Electrical Equipment
      - Portable electrical appliances – Electricity at Work Regulations 1989
   9.2.3 Lifts, Lifting Equipment – Lifting Operations and Lifting Equipment Regulations 1989
   9.2.4 Fire Fighting Equipment/Fire Detection Equipment
   9.2.5 Emergency Lighting
   9.2.6 Powered Pedestrian Doors
   9.2.7 Lightening conductors
   9.2.8 Local Exhaust Ventilation Systems (fume cupboards, dust extractors)
   9.2.9 Air conditioning Units
   9.2.10 Water Systems – control of legionella
   9.2.11 Vertical Access Lifts, ladders, steps and elephants foot (small steps).
   9.2.12 Physical Education Equipment
   9.2.13 Engineering Equipment
   9.2.14 Mini Bus (a separate policy exists for the driving of academy minibuses)
   9.2.15 Pressure Systems

9.3 The Buildings and Estates Director will ensure that all plant, machinery and equipment undergo appropriate examination, testing and maintenance in accordance with relevant statutory requirements and will keep appropriate records.

10. **Portable Electrical Apparatus**

10.1 Macmillan Academy is required, under the Electricity at Work Regulations to ensure all electrical equipment is safe to use. In order to comply with these requirements the Academy has a procedure for testing all electrical portable equipment annually. A competent person undertakes the testing of the portable electrical equipment and records relating to the testing of all electrical equipment are held by the Estates Director.
11. **Control of Contractors**

11.1 Every contractor working on the academy site must accept the full responsibility for complying with the provisions of the Health and Safety at Work Act, as well as the academy and all other relevant statutory provisions in respect of the work comprising the contract.

11.2 The Buildings and Estates Director will ensure:

11.2.1 That contractors have appropriate health and safety risk assessments and method statements are provided by their employers before commencing work.

11.2.2 That contractors receive relevant academy health and safety information and instruction.

11.2.3 All contractors working on the academy premises sign in/out at reception and report to a member of the buildings team. This forms part of a Permit to Work system.

11.2.4 Contractors adhere to safe systems of work while working on the academy site.

11.2.5 All persons likely to be affected by contract work of any kind on the academy (e.g. employees, students) are made aware of any health and safety implications in good time so where necessary appropriate alternative working arrangements can be put in place.
12. Security of the Premises

12.1 The premises security falls within the remit of the Buildings and Estates Director who will ensure:

12.1.1 Locking and unlocking of the premises buildings
12.1.2 Alarm testing/setting and resetting
12.1.3 Call outs by specialists
12.1.4 Temporary repairs to any damage to premises

12.2 CCTV

12.2.1 Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim (protection of Macmillan Academy, its staff and students) and necessary to meet an identified pressing need (risk reduction).

12.2.2 The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified. (All cameras and on the academy site with no overspill onto neighbouring properties.)

12.2.3 There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints. (Senior Leader with responsibility for H&S & Estates Director.)

12.2.4 There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used. (Senior Leader with responsibility for H&S & Estates Director.)

12.2.5 Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them. (Estates Director authorises individual staff to use the system depending on risk assessment of event)

12.2.6 No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged. (Automatic deletion of stored images after 30 days)

12.2.7 Access to retained images and information should be restricted to the Estates Director and Authorised Users and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.

12.2.8 Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
12.2.9 Surveillance camera system images and information are subject to appropriate security measures to safeguard against unauthorised access and use.

13. Violence at Work

13.1 The Health and Safety Executive (HSE) have defined violence to employees as “Any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising from their work”.

13.2 Macmillan Academy has adopted this definition and believes that workplace violence is a health and safety issue, which needs to be managed in the same way as any other health and safety issue, and acknowledges the importance of identifying and reducing workplace violence.

13.3 Macmillan Academy aims to identify situations, which could lead to violence at work, assess those risks and wherever practicable avoid situations that could lead to violence. Where the risks remain, the academy will minimise the likelihood of violence through physical protective measures, management systems and training in violence and aggression.

14. No Smoking Policy

14.1 Macmillan Academy operates a NO SMOKING POLICY within the entire building and grounds. This policy applies to all employees of Macmillan Academy, Governors, visitors, students and contractors.
15. **Management of Stress in the Workplace**

15.1 The Health and Safety Executive (HSE) have defined stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. Macmillan Academy has adopted this definition and believes that workplace stress is a health and safety issue, which needs to be managed in the same way as any other health and safety issue, and acknowledges the importance of identifying and reducing workplace stressors.

15.2 Macmillan Academy will introduce a procedure to identify potential stressors and carry out stress risk assessments in order to eliminate, reduce or control the risks from stress. The Academy will ensure that the seven broad categories of risk factors identified in the HSE publication “Tackling Work Related Stress” (HSG218) namely culture, demands, control, relationships, change, role and individual factors are fully considered when undertaking stress risk assessments.

16. **Consultation with Employees**

16.1 The academy recognises that the participation of all employees is essential in order to maintain and improve the working environment. Consultation on health and safety matters will be through the Academy Staff Consultative Group. The Academy Operations group performs the function as the Academy Health & Safety Committee.
17. **Management of Asbestos**

17.1 Macmillan Academy recognises the risks to health arising from exposure to asbestos fibres. In accordance with the Control of Asbestos at Work Regulations 2002 (CAWR), the academy will take all necessary steps to manage the risk from asbestos in its workplace in order to prevent all persons being exposed to asbestos fibres.

17.2 In particular the academy will:

17.2.1 Find out if there is asbestos in the premises, its amount and what condition it is in;
17.2.2 Presume materials in the premises contain asbestos, unless there is strong evidence to suggest it does not;
17.2.3 Make and keep up to date a record (Asbestos Register) of the location and condition of the Asbestos Containing Materials (ACMs);
17.2.4 Assess the risk from the material;
17.2.5 Prepare a plan that sets out in detail how to manage the risk from the materials;
17.2.6 Take the appropriate steps needed to put the plan into action;
17.2.7 Review and monitor the plan and the arrangements for putting the plan in place;
17.2.8 Provide information on the location and condition of the material to anyone who is liable to work on or disturb it;
17.2.9 Identify and train those responsible within the Academy for the management of asbestos in buildings.

17.3 **Asbestos Management Plan**

Based on the assessment of risk, the academy will identify the action needed to manage the risk.

17.4 **Asbestos in Good Condition**

If the asbestos in the premises is:
- in good condition
- is not likely to be damaged; and
- is not likely to be worked on or disturbed
- it is usually safer to leave it in place.

17.5 The condition of the ACM will be monitored at regular intervals (i.e. annual condition monitoring) by a specialist.

17.6 **Asbestos in Poor Condition**

If the asbestos in the premises is in poor condition or is likely to be damaged or disturbed the academy will decide whether it should be repaired, sealed, enclosed or removed.
17.7 Managing Asbestos left in Place

Where it has been agreed to leave ACM's in place, it must be ensured that:

17.7.1 The Asbestos Register is maintained and updated by the Estates Manager;
17.7.2 Were it possible without risk to health ACM's on site will be identified with asbestos warning signs;
17.7.3 The Buildings and Estates Director will hold the academy asbestos register on site and consult this register prior to ANY work being undertaken on the structure and fabric of the building;
17.7.4 A permit to work system for all work on the structure and fabric of the building will be introduced. This means no one will be allowed to work on the premises, unless they have a permit from the Building Manager.

17.8 Accidental Release of Asbestos

The accidental release of asbestos should not occur. However the possibility of finding unrecorded, concealed asbestos materials must always be considered. If concealed materials are disturbed and it is suspected that they could contain asbestos then all work must stop.

In case of suspected accidental release of asbestos the following action must be taken:

1. Immediately clear the area of all persons (if possible lock off / erect notices prohibiting access). If the release is contained in a single area (i.e. room), isolate the room. If the suspect material is in the corridor it will be necessary to clear all rooms served by the corridor;
2. The Buildings and Estates Director will, assess the situation and decide on the further course of action, including the involvement of an independent analyst where necessary;
3. The risk assessment undertaken by the Buildings and Estates Director will determine the method of disposal, repair, sealing and clearance of any loose materials. Remedial work will then be arranged. The area will remain clear of anyone who is not involved in remedial action until clearance air monitoring.
18. **Enforcement of Health and Safety Law**

18.1 Health and safety law is enforced by inspectors from the Health and Safety Executive (HSE). Academies are subject to random inspections by HSE inspectors. Comments and recommendations arising from these visits are generally received in the form of a letter sent to the Principal.

However, if an inspector finds a breach of health and safety law, they will decide what action to take. The action will depend on the nature of the breach. Inspectors may take enforcement action in several ways.

18.2 In most cases these are:

18.2.1 **Improvement Notice** – where the breach is more serious, the inspector may issue an improvement notice. The notice will say what needs to be done, why and when. The time period within which to take remedial action will be at least 21 days. The inspector can take further legal action if the notice is not complied with within the specified time period.

18.2.2 **Prohibition Notice** – where an activity involves, or will involve, a risk of serious personal injury, the inspector may serve a prohibition notice prohibiting the activity immediately or after a specified time period, and not allowing it to be resumed until remedial action is taken.

18.2.3 **Prosecution** – in some cases the inspector may consider that it is also necessary to initiate a prosecution. Health and Safety law gives the courts considerable scope for punishing offenders and deterring others.