


ATLAS Multi Academy Trust Health & Safety Handbook

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	Staff Health & Safety Handbook	
	GB sub-committee: Finance, Premises and Operations	
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Introduction

This handbook contains the health and safety information needed for you to comply with our Health and Safety Policy. After reading the handbook you will be required to sign to confirm that you have read and understood the information contained. If you have any queries regarding the contents, please do not hesitate to ask.

St Albans Girls' School takes its responsibility for health and safety very seriously and is committed to a programme of progressive improvement that requires input from all its employees. If you see anything during your work that gives rise to a concern you are positively encouraged to report it to your manager.

Safety is everyone's responsibility and that includes you.

Health and Safety Policy Statement

The management of St Albans Girls' School recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Atlas Multi Academy Trust activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities, the management will:

- Bring this policy to the attention of all employees
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- Communicate and consult with our employees on matters affecting their health and safety
- Comply fully with all relevant requirements, codes of practice and regulations
- Eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- Encourage staff to identify and report hazards so that we can contribute towards improving safety
- Ensure emergency procedures are in place at all locations for dealing with health and safety issues
- Maintain our premises, provide and maintain safe plant and equipment
- Only engage contractors who are able to demonstrate due regard to health and safety matters
- Provide adequate resources to control the health and safety risks arising from our work activities
- Provide adequate training that all employees are competent to do their tasks
- Provide an organisational structure that defines the responsibilities for health and safety
- Provide information, instruction and supervision for employees
- Regularly monitor performance and revise policies and procedures to pursue a programme of continual improvement
- Where risks cannot be eliminated, they will be minimised by substitution, the use of physical controls or, use of personal protective equipment or, as a last resort, through safe systems of work.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the policy will be brought to the attention of all employees.

Responsibilities

The Trustees, Governors, (Executive) Heads Teacher, senior staff and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and students must be aware of their own and others personal safety, and in any of Atlas Multi Academy Trusts' activities, both on and off site.

Employees

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

Students

All students must:

- co-operate with Teachers and school staff on health and safety matters
- not interfere with anything provided to safeguard their own health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to a teacher.

Contractors

All contractors must:

- take reasonable care of their own safety
- take reasonable care of the safety of students, school staff and others affected by their actions
- observe the safety rules of Atlas Multi Academy Trust
- submit their health and safety policy and relevant risk assessments/method statements (RAMS) to Atlas Multi Academy Trust for approval in advance of works taking place
- comply with and accept our health and safety policy, if they do not have one
- dress appropriately, sensibly and safely when on school premises and for the task being undertaken
- conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as required by Atlas Multi Academy Trust and as indicated in the risk assessment for the task
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all incidents to their supervisor and to Atlas Multi Academy Trust whether an injury is sustained or not
- ensure that their employees only use equipment for which they have been trained
- observe all agreed procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes or inhibit fire alarm sensors or devices
- provide adequate first aid arrangements for their staff unless otherwise agreed with Atlas Multi Academy Trust.

Contract Cleaners

The Contract Cleaners will ensure that in their areas of control:

- they actively lead the implementation of our Health and Safety Policy
- they supervise their staff to ensure that they work safely
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- accidents, ill health and 'near miss's incidents at work are investigated, recorded and reported
- they communicate and consult with staff on health and safety issues
- they encourage staff to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner

- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented
- cleaning equipment is maintained in a safe condition
- statutory examinations are planned, completed and recorded
- personal protective equipment is provided, staff instructed in its use and that records are kept
- adequate arrangements for fire and first aid are established
- any safety issues that cannot be dealt with are referred to the Premises Manager for action
- welfare facilities provided are maintained in a satisfactory state
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- health surveillance is carried out and records are kept
- agreed safety standards are maintained particularly those relating to housekeeping
- health and safety rules are followed by all
- high standards of food safety are maintained.

Rules

General

- It is the duty of all employees to co-operate with the Board of Trustees in fulfilling our legal obligations in relation to health and safety
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare
- Employees are required to notify to management of any unsafe activity, item or situation.

Working Practices

- Employees must not operate any item of plant or equipment unless they have been trained and authorised
- Employees must make full and proper use of all equipment guarding
- Employees must not clean any moving item of plant or equipment
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so
- Employees must use all substances, chemicals, liquids etc., in accordance with all written instructions
- Employees must not smoke except in prescribed areas.

Hazard/ Warning Signs and Notices

- Employees must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions/ Environment

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment
- Employees must keep stairways, corridors, classrooms and work areas clear and in a clean and tidy condition
- Employees must dispose of all rubbish, scrap and waste materials using the facilities provided
- Employees must clear up any spillage or liquids in the prescribed manner
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

Protective Clothing and Equipment

- Employees must use all items of protective clothing/equipment provided as instructed
- Employees must store and maintain protective clothing/equipment in the approved manner
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

Fire Precautions

- Employees must comply with all laid down emergency procedures
- Employees must not obstruct any fire escape route, fire equipment or fire doors
- Employees must not misuse any firefighting equipment provided
- Employees must report any use of firefighting equipment to their supervisor
- Employees must attend fire safety awareness training where provided and undertake regular fire drills.

Accidents

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment, they must report the incident to their manager
- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book
- Employees must notify management of any incident in which damage is caused to property.

Health

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others
- Employees must co-operate with the management on the implementation of the medical and occupational health provisions.

School Transport

- Drivers must carry out prescribed checks of vehicles prior to use and in conjunction with the laid down checking procedure
- Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit
- Employees must not carry unauthorised passengers or unauthorised loads
- Employees must not use vehicles for unauthorised purposes
- Employees must not load vehicles above the stated capacity
- Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability
- Employees must not drive whilst using a mobile phone or any other electronic device.

Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of Safety Rules
- Unauthorised removal or interference with any guard or protective device
- Unauthorised operation of any item of plant or equipment
- Unauthorised removal of any item of first aid equipment
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work
- Unauthorised removal or defacing of any label, sign or warning device
- Horseplay or practical jokes which could cause accidents
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment
- Deliberately disobeying an authorised instruction.

Arrangements for Health and Safety

Accident, Incident and Hazard Reporting

Atlas Multi Academy Trust aspires to maintaining a healthy and safe working environment for all its employees and students. All reasonable steps are taken to ensure staff are made aware of their responsibility for good working practices and accident prevention. However, Atlas Multi Academy Trust recognises that incidents may occur that could result in injury or material damage.

All accidents resulting in personal injury must be recorded on an Accident Report Form (in reception). Employees must ensure that they are aware of the location of the accident book.

Completed Accident Report Forms will be stored to comply with the requirements of the Data Protection Act.

Completed Accident Report Forms will be reviewed regularly by the Head Teacher, then forwarded to the Business Manager, to ascertain the nature of incidents that have occurred in Atlas Multi Academy Trust. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to the Head Teacher as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Specified injuries including the following reportable events must be reported by the quickest means practicable, usually the telephone:

- A death or specified major injury to an employee
- Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.
- Any dangerous occurrence
- Any employee diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations
- Any employee diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen
- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of > 7 consecutive days (including W/E's and holidays).

Example: If a person has an accident on Friday and comes back to work the following Friday, then count Saturday, Sunday, Monday and Tuesday etc. but this is still only 6 days; however, if their next day of work is the Monday it would count as 9 days and would be reportable.

Non-Consensual Violence

Major or over 7-day injuries to people at work arising from non-consensual violence are notifiable.

Reporting of accidents involving students or visitors

An injury to a non-employee (pupil or visitor) must be reported if that person is taken directly to hospital for treatment and that injury arose from the work activity (school's activities).

Examples of 'in connection with a work activity' are:

- work organisation – supervision of a field trip
- plant or substances – lifts, machinery, experiments
- condition of premises, playgrounds, play or PE equipment
- sports activities as part of the curriculum
- playground accidents due the condition of the premises or inadequate supervision.

Records are to be kept for 3 years from the date of the incident.

Investigation

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to.

The investigation will include obtaining signed, witness statements, photographs and drawings as appropriate.

Asbestos

Under the Control of Asbestos Regulations, Atlas Multi Academy Trust recognises and accepts its duty to manage asbestos in non-domestic premises.

Atlas Multi Academy Trust has an explicit duty to assess and manage the risks from asbestos. The Site Manager is ultimately responsible for the production and implementation of an asbestos management plan within its own business premises (should one be required).

The Atlas Multi Academy Trust Asbestos Management Plan shall be controlled by the Site Manager, who will ensure that the management of asbestos is compliant with current legislation.

In order to manage the risk from asbestos, the Duty Holder shall ensure that a suitable and sufficient assessment is carried out as to whether asbestos is or isn't liable to be present within its own premises.

Where works are to be undertaken in premises under the control of other persons, information needs to be obtained as to the known location(s) of Asbestos Containing Materials (ACM's) within the premises and/or areas of work must be made available by the client's representative to Atlas Multi Academy Trust of the premises where the activities are to be undertaken.

In the absence of any information (such as asbestos registers, survey reports, etc.) relating to ACMs within any of Atlas Multi Academy Trust client's premises, it shall be assumed that asbestos is present and therefore appropriate controls, dependent upon the activity shall be identified and implemented.

Where, during works associated with any site or project, it is considered that other asbestos containing materials may exist, the Atlas Multi Academy Trust office shall be informed immediately, and the work(s) suspended until the Client has been informed and remedial action has been agreed.

The Control of Asbestos Regulations (Regulation 10) states that every employer must provide adequate instruction, information and training who are, or maybe exposed to asbestos. In accordance with this Regulation, Atlas Multi Academy Trust shall ensure that all staff who may come into contact with asbestos shall attend an Asbestos Awareness course that covers the following:

- The properties of asbestos, its health effects and the interaction of asbestos and smoking
- The type of materials likely to contain asbestos
- What work could cause asbestos exposure and the importance of preventing exposure
- How work can be done safely and what equipment is needed
- Emergency procedures
- Hygiene facilities and decontamination.

Such training shall be undertaken at regular intervals to ensure any staff, that regularly have the risk of becoming exposed to asbestos, have the most up to date training and knowledge.

Display Screen Equipment (Computers)

Users of DSE shall review their workstation against parameters detailed on a Display Screen Equipment User Assessment to achieve an ideal working situation and report any non-conformity to their line manager/ Head Teacher for corrective actions where possible.

This document is to be sent to the Health and Safety Advisor upon completion, it will also judge habitual users. The Health and Safety Advisor will then complete the Display Screen Equipment and Workplace Assessment Action Sheet. The combined completion of these two documents will then establish the necessary remedial action for each workstation, if required.

DSE assessments shall be periodically reviewed, usually within a 12-month period, however there are circumstances, where an assessment may be needed to be reviewed earlier. A review will also be required should the employees' personal characteristics change in any way.

Adequate health and safety training is to be provided. The objective of the training will be to reduce the risk of physical (musculoskeletal) problems, visual fatigue and mental stress. The training should include:

- A simple explanation of the causes and risks of harm whilst using DSE equipment and workstations
- The desirability of comfortable posture
- Correct use of the adjustment mechanisms on equipment, particularly furniture
- Arrangement of workstation components to facilitate good posture
- The need for regular cleaning of screens and other equipment, and inspections to identify defects
- The need to take advantage of breaks and changes of activity.

Drivers

Atlas Multi Academy Trust is committed to reducing the risks our employees face and create when driving for work. We expect that all employees play their part, whether they use an Atlas Multi Academy Trust vehicle, their own or a hire vehicle.

The Chief Executive Officer must ensure:

- They lead by personal example
- They do not expect staff to answer calls whilst driving
- That employees understand their responsibilities not to use hand-held mobile phone while driving
- That employees switch phones to voicemail, or switch them off, while driving, or ask a passenger to use the phone
- That employees plan their journeys to include rest stops which will also provide the opportunity to check messages and return calls
- That work practices do not pressurise staff to use a mobile phone while driving.

Employees who drive for work must:

- Never use a hand-held mobile phone while driving
- Plan journeys so they include rest stops when messages can be checked, and calls returned
- Ensure their phone is switched off and can take messages while they are driving, or allow a passenger to use the phone, unless a suitable hands-free device has been fitted
- Ensure that if using a 'hands free kit' with their mobile phone, that they still do not dial numbers from their phone, only use this equipment to answer incoming calls.

School Minibus(s)

- The law requires that a minibus must:
 - be correctly licensed
 - be adequately insured
 - be well maintained
 - have a valid MOT certificate (if more than one year old).

Atlas Multi Academy Trust will ensure that appropriate safety procedures are established for the minibus in line with the ROSPA Advice for Minibus Safety and their code of practice. A copy of the full code of practice is available at www.rospace.com.

Electricity

Atlas Multi Academy Trust will ensure that all electrical works comply with the Electricity at Work Regulations and understand their duties and responsibilities as detailed within these regulations.

Atlas Multi Academy Trust uses only competent persons to undertake all electrical works and strive to seek full compliance with BS7671: Requirements for Electrical Installations (Current Edition).

Each Atlas Multi Academy Trust building will have a Fixed Electrical Installation Certificate in place with a 5 yearly review process. Any actions identified as Classification 1 and 2 will be rectified immediately. All installations should be identified on the certificates as in a 'satisfactory' condition.

All portable appliances will be serviced in accordance with the Institute of Electrical Engineers Codes of Practice for Service Inspection and Testing of Electrical Equipment.

Fire

A fire risk assessment in accordance with The Regulatory Reform (Fire Safety) Order 2005 will be completed at all Atlas Multi Academy Trust buildings

Appropriate measures will be implemented at all workplaces, including adequate:

- Means of fire detection
- Raising the alarm in the event of a fire
- Firefighting equipment
- Installation of emergency lighting
- Effective evacuation plans
- Designation of an assembly point.

Appropriate measures will be implemented for regular maintenance, servicing and testing of fire prevention equipment.

Procedures will be produced at all workplaces detailing action to be taken in the event of a fire, including on discovering a fire, hearing a fire alarm, evacuation routes and assembly points.

An appointed person (Fire Warden/Marshall) will regularly inspect the designated evacuation routes for obstructions. Where disabled persons use the workplace, specific arrangements will be made to ensure they can escape in an emergency.

All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures (action to be taken, fire alarm, types and use of fire equipment). These procedures will be practiced regularly, and records will be maintained.

Fire Marshals will be appointed and trained in fire prevention and evacuation procedures.

The key actions required to ensure fire safety is effectively managed are:

- complete and review annually a fire risk assessment
- arrange for fire safety checks to be completed and recorded for the following:
 - fire evacuations (drills)
 - fire alarm tests
 - fire escape route checks
 - extinguisher checks
 - emergency lighting tests
 - post fire evacuation notices
- develop personal evacuation plans (PEEP) for people with specific needs
- provide fire safety awareness training
- service the fire alarm, emergency lighting and sprinkler system as appropriate

The Trust does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points and re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures, so Atlas Multi Academy Trust can investigate and take remedial action if necessary.

Gas Installations and Appliances

Atlas Multi Academy Trust will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the Gas Safety (Installation and Use) Regulations 1998 (GSIUR) and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

Gas Emergencies

In the event of a suspected gas leak:

- Call 24-hour gas emergency service on 0800 111 999
- Evacuate the buildings and move the students and majority of the staff to a distance of at least 250 metres away. Nominate some staff to stay at a safe distance to prevent access to the site and await the emergency National Grid engineer.
- If it is safe to do so:
 - Put out naked flames
 - Open doors and windows
 - Turn off the gas supply.

DO NOT TURN ELECTRICAL SWITCHES ON OR OFF

If the general public in the neighbourhood are at risk, contact the police on 999.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

Hazardous Substances (COSHH)

The Control of Substances Hazardous to Health Regulations requires the employers assess the adverse health effects of employees and others from exposure to substances in the workplace.

Once an assessment has been carried out to quantify the risk, it is necessary to either eliminate or control to an acceptable level the exposure of the individual to that substance.

All hazardous substances used by Atlas Multi Academy Trust will be subject to a COSHH Assessment with regard to hazard to health. All hazardous substances used or stored at any Atlas Multi Academy Trust location will be detailed on the COSHH Register.

All tasks involving employee exposure (or others) where a COSHH assessment has been undertaken, employees and others affected will be informed of the results and any controls required for its safe use and to avoid or limit exposure.

Hazard warning markings on containers must be heeded. An explanation of the common warning signs is shown below:

Symbol	Description
	Acute Toxicity, Very Toxic (fatal), Toxic etc.
	Gasses Under Pressure
	Corrosive (causes severe skin burns and eye damage), serious eye damage
	Harmful skin irritation, serious eye irritation
	Explosive, self-reactive, organic peroxide
	Respiratory sensitizer, mutagen, carcinogen, reproductive toxicity, systemic target organ toxicity, aspiration hazard
	Harmful to the environment
	Oxidising gases, oxidising liquids, oxidising solids
	Flammable gases, flammable liquids, flammable solids, flammable aerosols, organic peroxides, self-reactive, pyrophoric, self-heating, contact with water emits flammable gases

Infection Control

Atlas Multi Academy Trust staff and students are from time to time at risk of infection or of spreading infection. Atlas Multi Academy Trust aims to minimise the risk of the spread of infection and will implement appropriate policies and procedures.

COVID 19 – Key considerations:

Updated by the DfE 14/12/2021

This key action list has been included with the COVID 19 general considerations risk assessment

Staff Illness and Reporting

Staff should notify the Headteacher if they develop any of the following infectious diseases or symptoms:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- Jaundice
- Hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- HIV.

The Headteacher will need to discuss with the individual suitable controls. In some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Staff should report diseases including Leptospirosis, Hepatitis, TB, and Tetanus which have been contracted through work as these are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Confidentiality

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside Atlas Multi Academy Trust, will be regarded as a disciplinary offence and may result in disciplinary action.

Ladders and Step Ladders

This guidance is to help you:

- know when to use a ladder
- decide how to go about selecting the right sort of ladder for the particular job
- understand how to use it
- know how to look after it
- take sensible safety precautions

When is a ladder the most suitable access equipment?

As a guide, **only** use a ladder or stepladder:

- in one position for a maximum of 30 minutes
- for 'light work' - they are not suitable for strenuous or heavy work. If a task involves you carrying more than 10 kg (a bucket of something) up the ladder or steps it will need to be justified by a detailed manual handling assessment
- where a handhold is available on the ladder or stepladder
- where you can maintain three points of contact (hands and feet) at the working position.

On a **ladder** where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On **stepladders** where a handhold is not practicable you will need to consider whether it is safe to work or not.

Is it a safe place to use a ladder or stepladder?

As a guide, **only** use a ladder or stepladder:

- on firm ground or spread the load (e.g. use a board)
- on level ground - for stepladders refer to the manufacturer's instructions, for ladders the maximum safe ground slopes on a suitable surface (unless the manufacturer states otherwise) are as follows:
 - side slope 16° – but the rungs still need to be levelled
 - back slope 6°
- on clean, solid surfaces (paving slabs, floors etc.). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc.) so the feet can grip. Shiny floor surfaces can be slippery even without contamination.

Never stand ladders or stepladders on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, vans, stacks of paper or boxes etc. If the ladder or stepladder won't reach, you need to use a more suitable type of access equipment.

You should **only** use ladders or stepladders:

- where they will not be struck by vehicles, by protecting them with suitable barriers or cones
- where they will not be pushed over by other hazards such as doors or windows, by securing doors (not fire exits) and windows where possible. If this is impractical, have a person standing guard at a doorway, or inform building occupants not to open windows until they are told it is safe to do so
- where pedestrians are prevented from walking under them or near them, by using barriers, cones or, as a last resort, a person standing guard at the base.

Safety in use – ladders

On a ladder **do not**:

- overload it – you and anything you are carrying should not exceed the highest load stated on the ladder
- overreach - keep your navel inside the stiles and both feet on the same rung throughout the task
- rest ladders against weak upper surfaces e.g. glazing or plastic gutters. Use effective spreader bars instead
- use the top three rungs
- move the ladder while someone is using it
- extend a ladder while standing on the rungs
- slide down the stiles.

Legionnaires Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

The Trust will:

- carry out a Legionellosis Risk Assessment
- prepare a written scheme/plan for preventing or controlling the risk of Legionella (L8 Logbook)
- implement and manage the scheme/plan
- keep records for a minimum of 5 years.

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the Caretaker/ Premises Manager. At risk systems include the hot and cold-water storage and distribution system.

To achieve control of legionella bacteria Atlas Multi Academy Trust will implement the following:

Avoidance of Conditions Favoring Growth of Organisms. As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature

for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and buildup of bio films and sediments will be controlled, and tanks will be lidded.

Monitoring and Recording

Temperatures of identified water outlets and calorifiers will be checked and recorded (monthly) to ensure temperature controls to prevent bacterial growth are maintained.

Six monthly temperature checks of stored water:

- Stored cold water tanks are inspected for compliance and safety on an annual basis by Fordams and tank water temperature recorded.

Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods):

- Disinfection
- Quarterly disinfection of shower heads will take place to remove any scale and bacteria.

Emergency Procedures

Emergency procedures will be established for the discovery of Legionella bacteria. If during routine sampling/inspection of hot and cold-water systems Legionella bacteria is discovered in any systems likely to provide a medium for the spread of infection (e.g. water aerosol spraying equipment) these will be shut down and the situation reported immediately to the Premises Manager.

Training

The Trust will provide training to the Caretaker/Premises Manager responsible for the day to day management of the water systems at each School.

Lone Workers

There is no prohibition for working alone but there are duties under the Health and Safety at Work act and the Management of Health and Safety at Work Regulations, namely, to provide a safe system of work and to carry out a risk assessment where there is a foreseeable significant risk.

Staff are encouraged not to work alone in Atlas Multi Academy Trust. Work carried out unaccompanied or without immediate access to assistance is risk assessed to determine if the activity is necessary.

Staff working outside of normal school hours must obtain permission of the Head Teacher and sign in and out of Atlas Multi Academy Trust premises.

Staff working in Atlas Multi Academy Trust beyond 6.00pm should ONLY work in the staff room where the duty caretaker will be aware of them and where they have means to summon help in an emergency.

Atlas Multi Academy Trust staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Arena Security are contracted to provide a key-holder and they will Atlas Multi Academy Trust together with a key-holder.

Requirements of lone workers

It is important that lone workers are considered for any known medical conditions which may make them unsuitable for working alone. Consideration should be given to routine work and foreseeable emergencies which may impose additional or specific risks.

Lone workers must be suitably experienced, have suitable instructions and if necessary, training on the risks they are exposed to and the precautions to be used.

Atlas Multi Academy Trust shall ensure adequate supervision is provided. The adequacy of the supervision will depend on the level of the risk, types and duration of exposure. Adequacy of supervision may involve some of the following:

- periodic checks on lone workers i.e. visual
- periodic contact with lone worker i.e. telephone
- general or specific alarms for emergencies
- checks on lone workers to ensure they have returned to the Atlas Multi Academy Trust on completion of extracurricular activities.

Opening/Closing School

When the last person has left the building and notified the caretaker (or other named person), they should then secure the building. This includes the closing of all fire doors and leaving on any emergency and exterior lights.

When the Caretaker/ Property Manager (or other named person) arrives in the morning he must make a quick examination of the exterior of the building to make sure that there are no signs of a break-in or of anyone having been in the building. If the Caretaker/ Property Manager is in any doubt he should contact the Police/security firm and should never enter the building if he is unsure of his safety.

Key holders are also advised to inform someone when they are attending an alarm call out.

Emergency Considerations

Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established, and the people concerned trained in using the procedures.

Emergency Procedures may need to cover:

- fires resulting from the process or work being undertaken
- if a person has an accident what needs to be done to recover them, especially important in laboratories
- actions to be taken in case of a chemical spill
- actions to be taken in the event of power failure (for example where the person is reliant on power for their safety systems or for egress from a building e.g. power operated doors).

Manual Handling

Before deciding to conduct an operation that requires a load to be lifted, pushed, pulled or moved by bodily force, consideration must be given as to avoiding the need to undertake a manual handling operation or by using automated or mechanical equipment to simplify the task. Consideration to such operations can be recorded on the risk assessment conducted for the activity being undertaken.

For activities that require a detailed assessment, a Manual Handling Assessment can be completed. In conducting the manual handling assessment, the following factors must be taken into consideration;

- The task, i.e. what, where, when, how is the load to be moved?
- The capabilities of the individuals(s) who are to undertake the task
- The weight, shape and centre of gravity of the load
- The environment of where the task is to be performed.

All tasks involving the movement of loads by bodily force will, where reasonably practicable to do so, be avoided, by the use of automation or mechanical aids. All personnel involved in manual handling operations will receive suitable information and training.

New and Expectant Mothers

There are specific requirements to take particular account of risks to a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding.

Female employees of childbearing capacity should be informed of any potential risks identified if they are or could be pregnant or breastfeeding. An explanation should be made of the steps that will be taken to ensure that new and expectant mothers are not exposed to the risks that could cause them harm.

Risks to new and expectant mothers could include:

- Manual handling of loads; pregnant workers are especially at risk from manual handling injury. There can also be risks for those who have recently given birth, e.g. after a caesarean section
- Movements, postures and fatigue; fatigue from standing and other physical work may put pregnant workers at risk. They may also experience problems working at height, e.g. stepladders, or in tightly fitted workspaces or with workstations which do not adjust sufficiently to take account of increased abdominal size
- Work with certain substances.

Personal Protective Equipment

All personnel will be provided with suitable personal protective equipment (PPE) where required to do so by risk assessment. All equipment supplied will be to the relevant British or European standard and training given as to its proper and intended use.

It will be the employee's duty to co-operate in the wearing of the equipment when and where required, to not abuse the equipment and to ensure that any defects noted with any PPE issued is reported to the Head Teacher.

It will be the responsibility of the Head Teacher to ensure that employees wear the PPE recommended for the specific activities or tasks being undertaken as specified within the relevant risk assessment/method statement and within any site-specific rules.

At all times Atlas Multi Academy Trust personnel (including both Site Management and Operatives) will be expected to wear the following PPE at all times whilst in construction locations:

PPE	Minimum Standard Adopted
High Visibility Vest	EN471 Standard; Displaying Atlas Multi Academy Trust Insignia
Hard Hat	EN 397 Standard; Displaying Atlas Multi Academy Trust Insignia
Safety Footwear (Boots)	ISO 20345 Standard; Steel Toecap, Over-Ankle & Midsole Protection
Hand Protection (Gloves)	EN388 Standard; Cut Level 3

Safeguarding

All education professionals, including administrative and facilities staff as well as teaching staff, have a statutory duty of care to all students. This duty extends to promoting the welfare of students who require additional support but are not suffering harm or at immediate risk of harm.

Atlas Multi Academy Trust will promote awareness and best practice to deal with situations of suspected abuse or neglect and situations in which staff are best placed to observe such signs. Atlas multi Academy Trust has appointed the Headteacher as the designated safeguarding lead, whose is responsible for providing support to staff members in their safeguarding duties and for liaising closely with the relevant social services such as children's social care.

Staff Responsibilities

Atlas Multi Academy Trust requires all staff to:

- assist in providing a safe environment in which children can learn
- raise all concerns with the designated safeguarding lead, including concerns about other staff members
- always err on the side of caution and report suspected cases of abuse or neglect
- report concerns directly to children's social care if it is not possible to raise them with the designated safeguarding lead
- always act in the best interests of the child

Record Keeping

We will ensure that appropriate, accurate, legible and contemporaneous records of safeguarding concerns are made and stored securely in accordance with the Data Protection Act 1998.

Further Information

All staff should refer to the Headteacher for full details of the Atlas Multi Academy Trust policy and arrangements for safeguarding.

Smoking

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of Atlas Multi Academy Trust that all of its premises are smoke-free and that all staff and students have a right to work in a smoke-free environment.



Smoking is prohibited throughout the entire school, including the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This policy applies to all employees, students and visitors in all areas of Atlas Multi Academy Trust, including school vehicles.

Implementation

All staff are obliged to adhere to and facilitate the implementation of the policy.

Atlas Multi Academy Trust will ensure that all staff and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in Atlas Multi Academy Trust vehicles that are covered by the law.

Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable Atlas Multi Academy Trust, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their manager or through Atlas Multi Academy Trust grievance procedure. If deemed appropriate, Atlas Multi Academy Trust will provide access to confidential counselling for staff affected by stress caused either by work or external factors

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the member of staff concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

Supporting Students with Medical Needs

Atlas Multi Academy Trust policy is to support students to attend school who have a medical condition. Atlas Multi Academy Trust will therefore support the administration of short and long term medication and medical techniques where this is necessary for the pupil to continue to be educated at school. Atlas Multi Academy Trust will also put in place procedures to deal with emergency medical needs.

Atlas Multi Academy Trust will establish procedures to ensure that all concerned, staff, parents, students and, where relevant, health professionals are aware of the student's condition and what steps have been agreed either to manage the condition on a daily basis or to be implemented in case of an emergency.

Individual health care plans are in place for those students with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of Atlas Multi Academy Trust year / when child enrolls / on diagnosis being communicated to Multi Academy Trust and will be reviewed/updated annually.

Administering Medicine

No child under 16 should be given medicines without their parent's written consent. Any member of staff giving medicines to a child should check: the child's name; prescribed dose; expiry date; written instructions provided by the prescriber on the label or container.

If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a relevant health professional.

Self-Management

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age. As children grow and develop, they should be encouraged to participate in decisions about their medicines and to take responsibility.

Where children have been prescribed controlled drugs, staff need to be aware that these should be kept safely. However, children could access them for self-medication if it is agreed that it is appropriate.

Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the child's record and follow the agreed procedures. Parents should be informed of the refusal on the same day.

Educational Visits

Atlas Multi Academy Trust policy is to ensure that the safety of students, employees and others is managed to minimise risk as far as practicable and in developing its procedures is guided by the guidance and procedures issued by the Department for Education and the Outdoor Education Advisers Panel's Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom. All offsite visits will be planned to follow this guidance available via <https://oeapng.info/>

The LA's Offsite Visits Advisor is notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas.

This is done via the use of Evolve, the online notification and approvals system. Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to Atlas Multi Academy Trust Educational Visits Co-ordinator(s), who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Head Teacher.

To achieve its objective to ensure safety Atlas Multi Academy Trust will ensure that:

- all visits are approved by the Senior Leadership Team (SLT) as appropriate
- a person is nominated to coordinate educational visits and that person will be trained in the role of Trips and Visit Coordinator
- Group leaders are trained and experienced to lead a visit
- all visits are planned
- risk assessments are completed, where appropriate
- all employees are briefed prior to each visit
- emergency arrangements are established for all visits
- the ratio of adults to students is appropriate and proportionate to the needs of the visit
- adequate insurance is in place
- adequate child protection measures are in place
- parents are notified of all visits and given the opportunity to withdraw their child from any particular school trip or activity
- consent is obtained from parents for all visits
- arrangements are made for students with medical or special needs
- adequate first aid is available
- contingency plans are made
- safety during visits is monitored and reviewed
- visits incorporating an activity that will involve caving, climbing, trekking, skiing or water sports, the provider must hold a licence required by the Adventure Activities Licensing Regulations 2004.

Sporting Activities

Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan. All adults should be aware of issues of privacy and dignity for children with particular needs.

Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

School Transport

Where students have life threatening conditions, specific health care plans should be carried on vehicles. The care plans should specify the steps to be taken to support the normal care of the pupil as well as the appropriate responses to emergency situations.

All drivers and escorts should have basic first aid training. Additionally, trained escorts may be required to support some students with complex medical needs. These can be healthcare professionals or escorts trained by them.

Some students are at risk of severe allergic reactions. Risks can be minimised by not allowing anyone to eat on vehicles. All escorts should also be trained in the use of an adrenaline pen for emergencies where appropriate.

First aid boxes/kits will be available on all school minibuses and arrangements should be made to have access to a first aid box/kit when using external buses/coaches during a supervised trip.

Non- Prescription Medication

Non-prescription medication should not be administered by Atlas Multi Academy Trust. This includes paracetamol and homeopathic medicines.

Staff may not know whether the pupil has taken a previous dose, or whether the medication may react with other medication being taken. **A child under 16 should never be given aspirin containing medicine, unless prescribed by a doctor.**

Where it is necessary to administer non-prescription medicine to a child, specific written permission must be obtained from parents / carers and the administration documented.

If a pupil suffers regularly from acute pain, such as migraine, the parents should authorise and supply appropriate painkillers for their child's use, with written instructions about when the child should take the medication. A member of staff should notify the parents that their child has requested medication and supervise the pupil taking the medication if the parents have agreed to it being taken.

Temporary Staff and Volunteers

Atlas Multi Academy Trust will take the necessary measures to ensure the health and safety of any staff members employed on a temporary or voluntary basis.

To achieve this, Atlas Multi Academy Trust will provide temporary or voluntary staff with the following information prior to starting work:

- details of the qualifications and skills are required to do the work safely
- the requirements of the safeguarding policy
- any risks to health and safety identified by workplace risk assessments
- the preventive measures to be taken
- safe working procedures
- the action to be taken in the event of an emergency.

The competence of temporary or voluntary staff will be assessed to ensure they are capable of working safely.

Trainee teaching staff or student teachers will additionally be required to complete the proper DBS checks before they are permitted to start work.

Training

Training in health and safety is a legal requirement and also helps create competent employees at all levels within Atlas Multi Academy Trust. All employees will receive health and safety **induction training**.

Such training will cover (but is not limited to):

fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

Violence to Staff

Atlas Multi Academy Trust recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees.

If you are a witness or receive any violence or aggression towards you, then you should report this to a senior member of staff/your manager so that this can be recorded and investigated. Atlas Multi Academy Trust will support the decision of any colleague wishing to press charges against the individual(s) involved. Access to counselling can also be provided where required.

Visitors

It is important to provide the relevant information to visitors. The contents of the information will depend on the circumstances (e.g. regular and accompanied visitors) at the particular premises, but is likely to include:

- Directions
- In house rules including signing in, smoking, parking, etc.
- Restricted areas and their identification
- Procedure for obtaining assistance (it is to be remembered that the provision of first aid to visitors is not mandatory) and reporting problems and defects
- Means of recognising the emergency alarms
- Emergency procedure
- First Aid Arrangements
- Welfare Facilities
- Accident & Incident Reporting Procedure
- Safeguarding Policy (leaflet).

Working at Height

The Work at Height Regulations 2005 require a risk assessment to be carried out prior to starting any work at height. If, as a result of the assessment, there is no alternative to working at height, then suitable work equipment will be selected, taking into account the nature of the work. Atlas Multi Academy Trust will therefore use various different methods to achieve this.

When Work at Height is to be carried out from any other form of access equipment, a risk assessment will be carried out to determine the most suitable. The risk assessment for the work will state what access equipment is to be used.

Other items of Access Equipment that could be used include ladders and Stepladders (Class 1) must only be used as the last resort and upon a site-specific risk assessment being conducted and used by trained employees only.

Work Equipment

Atlas Multi Academy Trust will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

Employees must:

- only use work equipment for which they have received information, instruction and training
- not undertake any maintenance work unless competent and authorised to do so
- not interfere with or remove anything which has been provided for safety reasons

- report defects immediately to their manager/supervisor
- use any personal protective equipment as required
- follow any prescribed safe system of work.