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## Health and Safety Policy

### Statement of intent

Anthem Schools Trust (Anthem) 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 (especially the Management of Health and Safety at Work Regulations 1999 (MHSW) and Part 4 of the Independent Schools Standards Regulations 2014). Anthem 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. Anthem also recognises and accepts its responsibility to protect the Health and Safety of students and all other visitors to its sites, to include contractors, temporary staff and members of the public, as far as is reasonably practicable.

Anthem 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 Anthem employee and volunteer.

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

### Responsibilities

The person with overall responsibility for Health and Safety at Anthem is the Chief Executive Officer. As the employer, Anthem has overall responsibility for Health and Safety across the Trust and within all Anthem 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:

- Reviewing the Health & Safety Policy
- ensuring that health and safety objectives are met in accordance with its strategy
- ensuring that appropriate risk management and sufficient mitigation is in place
- ensuring sufficient resources are available to control the risks
- ensuring health and safety performance is measured and reported to the Trustee Board
- ensuring systems are implemented and monitored
- ensuring that the Health and Safety Policy is adhered to.

## Headteacher

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

- ensuring the Health and Safety Policy is communicated
- ensuring staff are appropriately 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 is taken.
- maintaining a culture of vigilance and shared responsibility for maintaining a safe and secure school environment

## 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, boiler servicing)
- monitoring and managing risk assessments
- ensuring the site remains well maintained, contacting the Designated Anthem Health & Safety Lead via email or Teams 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 Anthem National team in health and safety matters
- 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 at a frequency determined by the Anthem Health and Safety Lead 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 Anthem Health and Safety Lead

The Chief Executive will delegate the monitoring and management of Health and Safety across Anthem 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 Anthem.

The delegated responsibilities may include:

- ensuring there is a compliant and coherent policy and guidance that is properly communicated to all parts of Anthem
- 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, providing support at Trust level as necessary
- reporting critical incidents to Trustees.
- monitoring consistent application of policy across the trust estate, providing support and challenge as required.

## Employees and volunteers

Under the Health and Safety at Work etc. Act 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
- completing health and safety training appropriate to their position
- complying with the Anthem Health and Safety Policy and procedures at all times
- taking part in risk assessment processes as required
- reporting all accidents and incidents in line with the reporting procedures
- cooperating with school 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 or the Designated Health and Safety Lead
- 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.

## Procedures

### Risk assessments – general

In accordance with the Management of Health and Safety at Work Regulations 1999, Anthem 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 students, 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 and records will be kept confirming they have done so when requested.

Risk assessments must be followed at all times. If staff wish to undertake an activity in any other way, then a specific risk assessment must be produced and agreed by the Responsible Person and signed off by the Headteacher in advance of that activity.

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

Contractor risk assessments must be provided in advance and staff reviewing them must be competent to do so, with an understanding of the risks of the tasks involved – this understanding can be derived from formal training, qualifications and/or previous involvement in a similar project. Should the task be outside their competence, then assistance must be sought from a competent colleague either at the academy or from the Anthem National Team (e.g. Regional Property Lead and/or Head of Estates).

**All contractors must have, as part of their site orientation, a discussion with the competent staff member on arrival before the activity detailed in the risk assessment takes place. See below section 'Managing External Contractors' for details.** A list of statutory and good practice Risk Assessments can be found in Appendix B of this document (this is not an exhaustive list).

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:

- Accident reporting and internal investigation
- Asbestos
- Climbing
- Defibrillators
- Display Screen Equipment (DSE)
- Driving at work
- Electrical safety
- Eye tests
- Fire evacuation and emergency procedures
- First Aid and administration of medicines
- Flammable and hazardous substances
- Health and safety monitoring and inspection
- Inspection/maintenance of emergency equipment

- Internal accident investigation
- Ladders and step ladders
- Legionella
- Lifts
- Lifting and handling
- Lone working
- Managing external contractors
- Premises, work and curriculum equipment
- Radioactive sources
- Reporting to the Health and Safety Executive (HSE)
- Transport to hospital/home
- Work at height (inc. curriculum-based climbing activities)
- Young people undertaking work experience in an Anthem school

## Accident reporting and internal investigation

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 must be reported to the National Team using the [Anthem Incident Report Form](#), available on the SharePoint Staff Portal. Accidents involving a student will result in a note being sent to their parents/carers.

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.

## 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 a school will not pose a risk to staff and students.

The duty to manage asbestos in non-domestic premises is included in the Control of Asbestos Regulations 2012. Anthem 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 the 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 the buildings. 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. For areas where there is little risk of accidental damage, this can be an annual inspection. For other areas, where it is more likely that the material may be disturbed, the visual inspections should be more frequent. Records of inspections (including photographs of the ACM at each inspection) should be kept.
- 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 or notice when damage or deterioration of ACMs occurs. 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 before they begin work. 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/education/asbestos-faqs.htm>

<https://www.gov.uk/government/publications/asbestos-management-in-schools--2>

## Climbing

As with any climbing on playground equipment, rock-climbing, abseiling and the climbing of trees can entail significant risks: students may climb to heights from which a fall could lead to serious injury or death. Schools should strike a balance: recognising the significant benefits of climbing whilst seeking to reduce or eliminate those risks that lie outside of the direct control of each student.

All authorised climbing activities **must** be fully risk assessed by a competent person prior to these activities taking place. Guidance on safe climbing must always be communicated to students in an age-appropriate way. The activity type and the number of students participating will influence the number of supervisors required; as a minimum, at least two supervisors must always be present during any climbing activity. Appropriate safety equipment must be used, where available (i.e. especially during rock climbing and abseiling). Any tree (and the surrounding ground area) used must be assessed for its suitability at the start of each use and recorded using the Anthem Risk Assessment template; an assessment on the security and strength of branches as well as the density of foliage must be made and, where safety equipment is not provided, a height limit must be set – **it is recommended that the maximum climb height should not exceed four metres above ground-level (lower for younger/inexperienced climbers). To help, during an assessment of a tree, a competent staff member should consider climbing the tree and tying markers around the trunk (whilst checking for the suitability of the tree).**

## Defibrillators

For the use of defibrillators see the First Aid Policy.

## 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 self-assessment 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.

## 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 own 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 Anthem Driver Declaration Form prior to commencing any work-related driving. If an employee is expected to drive a school minibus, they must undertake MIDAS training and complete the Anthem Minibus Driver Declaration Form (and must adhere to the requirement to complete basic checks prior to any trip undertaken).

Under the Road Traffic Act, drivers are legally responsible for their own actions on the road and for adhering to all traffic regulations. Anthem 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.

Staff should check with their Designated Safeguarding Lead prior to transporting students in their own vehicle.

## **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.

## **Eye tests**

If a staff member, who is considered a display screen equipment user ((DSE) – see section above on who qualifies as a DSE user) requests an eye test, schools are required to provide one and this can be arranged via their line manager and/or HR representative. If the results of the eye test shows that special spectacles are required for DSE use, Anthem will pay for basic corrective

glasses/appliances (e.g. contact lenses), up to the value of £75. Staff may upgrade the value to take advantage of a wider range of frames at their own expense. If the staff member already has a normal prescription that is suitable for DSE work, Anthem are not required to contribute towards any glasses purchased.

ICT suites used by students 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

## **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, students, 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, students 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 assigned to any staff member 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 marshals must be appointed and are responsible for safe evacuation of staff, students, visitors and contractors by directing occupants out of the building and 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.

Students 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.

## **First Aid and Administration of medicines**

Schools should develop a school specific 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, students 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).

A list of staff trained to provide first aid, and their level of training can be found in the school's First Aid 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 students 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.

The content and location of first aid kits are in the school's First Aid Policy.

### **Administration of Medicines**

This can be found in the Administration of Medicines & Supporting Students with medical conditions Policy.

### **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 unauthorised 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 (i.e. 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.

**Health and safety monitoring and inspection**

Every Anthem school has membership to Handsam. All schools are encouraged to utilise their services for any Health and Safety queries and support.

An annual EdSafe Audit must be undertaken at each school – schools should arrange these directly with Handsam. All recommendations following the audit must be completed as soon as reasonably practicable, and actions taken recorded on the Handsam portal with any serious concerns raised to the Anthem Health and Safety Lead.

Headteachers and Anthem Community Councils are encouraged to monitor the effectiveness of this policy and to provide feedback to Anthem, as and when required.

In addition to the external audit, Anthem may also undertake periodic inspections of a school’s procedures to ensure adherence to all trust policies and risk assessments in place – as and when these inspections take place, a summary of findings and agreed actions will be shared with the school’s Responsible Person.

**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:

Type	Weekly	Monthly	Quarterly	Every 6 months	Annually
Fire alarms	✓	✓	✓		✓
Fire extinguishers		✓ (visual)			✓

Fire blankets		✓ (visual)			✓
Smoke/heat detection	✓				✓
Emergency lighting		✓			✓
Automated fire doors					✓
Sprinkler systems		✓ (routine test)		✓ (service visit)	
Gas suppressant systems				✓	

## Ladders and step ladders

The law says that ladders can be used for work at height when a risk assessment has shown that using equipment offering a higher level of fall protection is not justified because of the low risk and short duration of use; or there are existing workplace features which cannot be altered.

Short duration is not the deciding factor in establishing whether an activity is acceptable or not – you should have first considered the risk. **As a guide, if a task would require staying up a leaning ladder or stepladder for more than 30 minutes at a time, it is recommended that you consider alternative equipment.**

A person should only use a ladder if trained to do so, and in situations where they can be used safely, e.g. where the ladder will be level and stable, and where it's reasonably practicable to do so, the ladder can be secured.

All ladders belonging to Anthem schools must be checked that they are safe to use and tagged every six months. Any ladders which are damaged should be removed from site.

## 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) at the below frequencies as a minimum, but more frequently if recommended to be so by the water risk assessment. All records must be retained on site for at least three years:

Min, Frequency	Check	Standard to meet		Notes
		Cold water	Hot water	

Weekly	Flush through little used outlets (defined as not used once per week)			
Monthly	Sentinel taps	The water temperature should be below 20°C after running the water for up to two minutes	The water temperature should be at least 50°C within a minute of running the water	Input to a thermal mixing valve should be at least 50°C following one minute of flow
Monthly	If fitted, input to TMVs on a sentinel basis		The water supply to the TMV temperature should be at least 50°C within a minute of running the water	One way of measuring this is to use a surface temperature probe
Monthly	Water leaving and returning to calorifier		Outgoing water should be at least 60°C, return at least 50°C	If fitted, the thermometer pocket at the top of the calorifier and on the return leg are useful points for accurate temperature measurement. If installed, these measurements could be carried out and logged by a building management system
Six monthly	Incoming cold-water inlet (at least once in the winter and once in summer)	The water should preferably be below 20°C at all times		The most convenient place to measure is usually at the ball valve outlet to the cold-water storage tank

Annually	Representative number of taps on a rotational basis	The water temperature should be below 20°C after running the water for two minutes	The water temperature should be at least 50°C within a minute of running the water	This check makes sure that the whole system is reaching satisfactory temperatures for Legionella control
Annually	Chlorination of cold-water storage tanks			

## 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 and any defects found which are (or could become) a danger to people.

## 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.

Schools 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 students are aware of safe lifting techniques.

Students must also be protected in this area:

- students 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.

## 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 and contractors working alone or remotely should have arrangements in place to monitor their safety and 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.

## Managing external contractors

The school and Anthem have a duty to protect the school's staff, students, visitors and any third parties from hazards while contractors are on site, as well as the contractors themselves.

All contractors must operate in a safe way at all times – prior to commencing work, site specific and task specific risk assessments and safe systems of work must be forwarded to the school contact. On arrival, contractors must sign in at reception and receive a site induction/orientation ahead of each task to satisfy the staff member that the contractor staff are aware of the risks and the control measures in the risk assessments and will follow them. Specific consideration of lone working and any work at height must be made, along with any activity which requires a permit to work. The asbestos register must be viewed and signed by the contractor, where relevant (see **Asbestos** section above). Each contractor must sign the Anthem Contractor Induction Form (see Appendix C), confirming that all aspects of the job have been discussed thoroughly with the school and that all reasonably foreseeable risks have been identified and mitigated as far as reasonably practicable. **Work must not commence until the induction/orientation has been completed.** Copies of signed induction forms must be kept on file for three years.

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, students, visitors or other third parties.

Where contractors are working at the site during term time (or at any time when students 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 students 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 students.

## 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. Students 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) 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/>.

## Playground equipment

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

## 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 CLEAPSS ([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.

## 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 Anthem 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 Anthem Designated Health & Safety Lead, immediately to ensure the correct report can be filed with the authorities.

## Transport to hospital/home

Any student advised to leave school due to ill-health or injury must be collected by the appropriate emergency contact (adult) on their student file or provided with suitable alternative transport<sup>1</sup>. See 'Driving at Work' section below.

For 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<sup>1</sup>.

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.

## Work at height

Work at height means work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury. You are working at height if you:

- work above ground/floor level
- could fall from an edge, through an opening or fragile surface or
- could fall from ground level into an opening in a floor or a hole in the ground

Work at height does not include a slip or a trip on the level, as a fall from height has to involve a fall from one level to a lower level, nor does it include walking up and down a permanent staircase in a building.

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

The Regulations require schools to safeguard all workers (both staff and contractors) and 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
- all work at height takes account of surrounding floor area to ensure safe use of ladder/platforms
- 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

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<sup>1</sup> If transport is provided by a staff member, they must have business use cover on their car insurance.

- 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 and must be visually checked before each use and not be used if any concerns are raised
- no other access equipment shall be used
- only trained personnel shall use access equipment aside from elephant's footstools or simple steps of no more than two step-height – to ensure competence, site staff should complete the Certificate in Working at Height course available via the trust's online training portal. For more complex tasks involving the use of things like mobile access platforms, PASMA certification must be held by whoever is using the platform
- appropriate footwear must be used
- students are not permitted to work at height unless activities form part of the curriculum and have been appropriately risk assessed
- that the risk assessor understands the risks of work, including whether three limbs can remain in contact with a ladder at all times and that weather conditions are taken into account if working outside.

## Young people undertaking work experience in an Anthem school

Under these circumstances, the young person is classed as an employee. This policy is intended to cover students from your school attending work experience, but it can also apply to any young person or student expressing interest in completing work experience in your own school. Under Health and Safety law, work experience students 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). Students 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 students under the age of 16, it may be necessary according to *Keeping Children Safe in Education*. 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 students. For those Post-16, the checks may be made should the student be unsupervised and in regulated activity (according to the definitions of KCSIE).

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

For environments with risks less familiar to the student, 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 student 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.