



Greater Manchester Academies Trust

Health and Safety Policy

Greater Manchester Academies Trust

Revision Information

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With you...for you...about you...

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Academy Trust Statement of Intent

The Greater Manchester Academies Trust recognises that people are a key resource and therefore fully accepts its responsibilities as an employer with regards to its Health, Safety and Wellbeing of its employees, pupils within its care, visitors to the premises and others who could be affected by its undertakings.

The Greater Manchester Academies Trust understands its responsibilities under the Health and Safety at Work Act 1974 (HASAWA) and that the effective management of Health and Safety plays an important role in its overall performance as an educational establishment by the reduction in injuries, ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Through this Policy Statement of Intent and the implementation of health and safety arrangements, Headteacher's of our Trust will ensure that they are meeting the policy aims and objectives and will actively strive for continual health and safety improvements by working in consultation with staff and other partners.

This policy will be reviewed as it is deemed appropriate. The policy will be promoted and implemented within each academy.

The Greater Manchester Academies Trust will:

- Take all reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities.
- Accepts its responsibilities as an employer and will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Expects all employees and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- Is committed to providing the necessary information, instruction, training, and supervision to employees and pupils where applicable.
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.
- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation and other changing circumstances.
- Will set out full details of the organisation and arrangements for the management of health and safety in the Trust, in separate documents.

Whilst day to day management of health and safety is delegated to Heads of School, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Greater Manchester Academies Trust Board of Trustees.

Signature:.....

Date:.....

Executive Principal - Greater Manchester
Academies Trust

Signature:.....

Date:.....

Principal – *(Manchester Communication Academy)*

Signature:.....

Date:.....

Principal – *(Manchester Communication Primary Academy)*

1. Responsibilities:

1.1 Board of Trustees

The Trust will make sure that there are adequate financial and physical resources available to support this Policy, and will take steps which are reasonably practicable and within its power to meet its responsibilities, paying attention to:

- providing suitable assessment of the risks to the health and safety of employees whilst at work, and the risks to the health and safety of non-employees arising out of or in connection with work activities;
- providing a safe place of work, safe plant, equipment and machinery and, the safe use, storage, handling and transportation of articles and substances at work;
- providing a safe and healthy working environment and adequate welfare facility;
- providing enough support and facilities to enable Trade Union appointed Health and Safety Representatives and other employee representatives, to carry out their functions in accordance with the Safety Representatives and Safety Committee Regulations 1977, and the Health and Safety (Consultation with Employees) Regulations 1996;
- maintaining existing participation e.g. Safety Committees; team meetings and so on. In doing so, recognizing the significant contribution that employees can make towards policy implementation, and the importance of maintaining these procedures because they represent an effective system of communication on health and safety matters;
- fostering an atmosphere within the Trust that encourages employees to contribute positively to their own health and safety at work;
- providing information, instruction and training at all levels to secure competence and to avoid ill health or injury at work;
- arrangements for the effective planning, organisation, control, monitoring and review of preventive and protective measure;
- making provision for access to expert health and safety advice, from both within and outside the organisation.

1.2 Executive Principal

- Establish structures and strategies to implement the health and safety policy and integrate these into general business activities;
- Ensure responsibilities for the management of health and safety are appropriately assigned;
- Ensure enough resources are available for the implementation of the health and safety policy;
- Health and safety performance are robustly monitored and reviewed;
- Oversee the implementation of health and safety action plans that are developed as a result of any health and safety monitoring or inspections undertaken;
- Ensure individual Trust produce health and safety procedures and site-specific risk assessments relevant to their academy and that these are monitored and reviewed on a regular basis;
- Ensure the Trusts health and safety policy is reviewed annually;
- On a day-to-day basis the Heads of School and Academy Leadership Teams act on behalf of the Executive Principal in discharging the responsibilities for management of Health and Safety.

1.3 Chief Operational Officer

The Chief Operational Officer as the person with special responsibility for health and safety will ensure that:

- The Trust, the Executive Principal and the Health and Safety Committee are advised of relevant changes in health and safety legislation, codes of practice and Department for education standards;
- Risk assessment requirements are co-ordinated and the implementation of any action required is monitored;
- Risk assessments are reviewed regularly and any changes are brought to the attention of staff who may be affected;
- Regular Health and Safety Committee meetings are held where health and safety issues can be raised and discussed;
- Provide advice on health and safety training requirements;
- Adequate arrangements are in place to ensure the security of the school, the staff, visitors and students.

The Chief Operational Officer as a Head of Department will ensure that:

- 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 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;
- Personal protective equipment is provided, staff instructed in its use and records of issue are kept.
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers instructions and established rules and procedures;
- Agreed safety standards are maintained particularly those relating to housekeeping;
- Health and safety rules are followed.

1.4 Academy Head of School

The Headteacher is ultimately responsible for Health and Safety at their respective Academy, and is responsible for securing the full implementation of the Academy Health and Safety policy. In particular, they will:

- Ensure health and safety is implemented and managed in their academy in accordance with Trust Health and Safety Policies and procedures;
- Ensure a specific health and safety procedure is in place relevant to their academy;
- Ensure where required, academy specific policies and procedures are in place to deal with specific risks within their academy;

- Ensure there are adequate resources within the budget for health and safety;
- Identify persons within their academy who will have specific health and safety responsibilities and be a Competent Person for the academy;
- Adequate health and safety training is provided to enable persons to carry out their responsibilities;
- Ensure that systems are in place for the effective monitoring of health and safety performance within their academy.

1.5 Academy Leadership Team

- Assist, monitor and formulate Greater Manchester Trust Trust's Health and Safety Policy through consultation with management and Trades Union appointed Health and Safety Representatives/employee representatives;
- Monitor the implementation of Greater Manchester Trust Trust's Health and Safety Policy, review performance and report thereon to the Trust and SLT;
- Report as necessary to Trustees on Health and Safety matters;
- Ensure that appropriate systems and procedures of the policy are effectively implemented;
- Ensure adequate financial resources are made available to deal with health, safety and welfare requirements;
- Liaise with the Health and Safety Executive and other appropriate bodies as necessary.

1.6 Key Personnel (e.g. Site Managers, SLT members)

- Being accountable for the implementation of the Policy, management arrangements, Risk Control Systems, workplace precautions and performance standards within their area of control;
- Ensuring that responsibilities for safety, health and welfare are properly assigned and understood by employees within their area of control and where appropriate develop a local policy/procedure specific to their area;
- Ensuring that hazards are identified, and that written Risk Assessments are up to date. Making sure that the review, monitoring and re-issue of Risk Assessments is carried out as and when necessary e.g. change in work practices, the introduction of new processes or machinery and so on, and at not less than 12 monthly intervals;
- Making sure that there is communication and participation at all levels in health and safety activities;
- Supervising work activities adequately to ensure good health and safety standards are maintained;
- Making sure that employees new to the Trust and its Trust, as part of the induction process, successfully complete a health and safety induction programme as a minimum health and safety standard;
- Ensuring active monitoring of health and safety matters for example by undertaking health and safety inspections and surveys to ensure compliance with health, safety and welfare legislation;
- Seeking advice and liaising with the competent person, the Trust Central Team or external organisations on health and safety matters and best practice where necessary;
- Informing the Central Team of issues which are beyond their control, or where resources are insufficient to enable compliance with the Health and Safety Policy;

- Within their individual academy, ensure that all site related health and safety tasks including statutory maintenance checks are undertaken at appropriate frequencies ensuring that site related health and safety issues are managed;
- Bring to the attention of the Head Teacher, instances where standards fall below legal requirements;
- Where external services or contractors are procured to ensure that those organisations or people have systems in place to manage safety, health and environment responsibilities effectively and that contractor safety controls are adhered to.

1.7 Curriculum Leaders

The health and safety requirements outlined above may be exercised at the level of individual departments, albeit that the Executive Principal remains ultimately responsible. Other responsibilities include:

- Complying with relevant legislation;
- implementing the Trust Health and Safety Policy and procedures within their departments and work areas;
- assisting their Head Teacher in establishing and maintaining an effective policy for health and safety at work within their area;
- ensuring relevant health and safety information is communicated to all staff;
- ensuring the competence of staff under their control by identifying training needs, arranging for necessary information, instruction and ensuring adequate supervision;
- as part of a risk aware / safety culture, ensuring that regular staff team meetings include Risks and Issues as a standing agenda item, all risks / health and safety issues raised to be recorded in the meeting minutes;
- recording all risks on the departmental risk assessments;
- ensuring that accident / incident reports are completed for all accidents / incidents within their area/s of responsibility in accordance with the school policy, and promptly sending the reports to the Health and Safety Coordinator.

1.8 All Employees

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their work activities.
- Co-operate with Greater Manchester Trust on health and safety matters.
- Ensure that they familiarise themselves with and work in accordance with guidance given in risk assessments, procedures, and protective measures with regard to their working practices.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare. To include safety devices such as protective clothing; first aid; signs/labels/notices; machinery guards, etc.
- Draw the attention of their line manager, without delay, to any work situation which might present a serious and imminent danger to themselves/others or any shortcomings in health and safety arrangements.
- Report all accidents, near misses, incidents of violence, diseases, and dangerous occurrences whether injury is sustained or not, to their line manager as soon as possible and assist fully in the reporting and investigation of any accident/near miss, dangerous occurrence and incident of violence.

- Attend any health and safety training identified as required

1.9 Pupils and Students

In accordance with their age and aptitude, are expected to:

- Be responsible for their own health and safety;
- Observe all the health and safety rules of their respective Academy and the procedures for and instructions of staff in relation to emergency situations;
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Health and Safety Consultants – Compliance Education

1.10

- Offer expert advice as a Member of IOSH and Occupational Health and Safety Consultant;
- Work with the Trust Executive on comprehensive, trust-wide strategic approach to health and safety;
- Advise on technical matters and support the development of policy and risk assessments;
- Carry out health and safety audits, offering support and challenge so that the Trust Board can be assured that each organisation within the trust is meeting required standards;
- Develop and deliver staff training where required.

Arrangements for Health and Safety

The following procedures and arrangements have been established within the Trust to minimize health and safety risks to an acceptable level:

Access and Egress

The Trust is committed to providing a safe place of work and a safe means of access and egress within all parts of premises where work is being undertaken.

To achieve this, the Trust will ensure, so far as is reasonably possible, that:

- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.
- Safe systems of work are implemented in all areas where there is significant risk.
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.
- All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises.

To ensure that safe access and egress is maintained in all areas the Site Manager will ensure that regular inspections are undertaken.

All visitors must report to Reception on arrival. Visitors will be required to sign in and then they will be issued with an appropriate visitor's badge and accompanied when on site.

Accident Reporting, Recording and Investigation

The Trust defines an accident as:

An unplanned or unforeseen event which causes injury to persons, damage to property or a combination of both, e.g. a fall from height resulting in a fracture; incorrect operation of machinery leading to breakdown or damage.

The Trust defines a near miss as:

An unplanned or unforeseen event that does not cause injury or damage, but could have done so, e.g. items falling near to personnel; short-circuits on electrical equipment.

The Trust defines a dangerous occurrence as:

An unplanned or unforeseen incident that may not have caused a notifiable injury under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) but it had the potential to do so and must be reported to the enforcing authority. Lists of dangerous occurrences that must be reported are shown the RIDDOR flowchart.

The first priority when an accident occurs is to obtain first aid treatment for all injuries, if the incident is serious enough to warrant medical intervention the competent person present will dial 999 and request an ambulance/paramedic.

When the casualty has received suitable medical/first aid treatment details of the accident should be recorded in the accident file for future reference.

In order to determine what corrective action is necessary to prevent a repetition it is essential to isolate all contributing factors. This can only be done by an investigation. The outcome of all investigations will be communicated to all members of staff who need to take action as a result of an accident.

Accident investigations will be carried out to establish the facts relating to the accident/incident not individual's opinions. Under no circumstances will such investigations be used as a mechanism to apportion blame. Investigations are primarily a management tool to identify suitable measures to prevent a recurrence.

All accident information that is entered onto an accident form will be kept for a minimum of four years for employees and up until the age of 21 for students. Accidents that occur to contractors on site must be reported to the school office and the contractor company.

Near misses are defined as incidents that almost become accidents, but only missing by a very small margin of error. All near misses should be reported and recorded because a series of near misses could very easily become a hit or an accident.

Relevant risk assessments and safe systems of work may require revision following a near miss incident.

RIDDOR and Employees

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) require employers report certain accidents, occupational diseases and specified dangerous occurrences arising out of or in connection with work. Under RIDDOR the responsible person must report the following work-related accidents, including those resulting from physical violence, if an employee or self-employed person is injured while working at the premises:

- Accidents which result in death or major injury must be reported immediately.
- Accidents which prevent the injured person from continuing their normal work for more than seven days must be reported within 15 days of the accident.

Specified injuries include:

- A fracture, other than to fingers, thumbs or toes.
- Amputation.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding), which:
 - cover more than 10% of the body, or
 - cause significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat induced illness; or
 - requires resuscitation or admittance to hospital for more than 24 hours.

See RIDDOR website for a further information (www.hse.gov.uk/riddor).

Physical Violence

Some acts of non-consensual physical violence to a person at work, which result in death, major injury or a person being incapacitated for over seven days are reportable. In the case of an over seven-day injury, the incapacity must arise from a physical injury and not as a result of a psychological reaction to the act of violence. Violent incidents between students should be dealt with in accordance with the Behaviour Policy.

Reportable Diseases

Employers must report occupational diseases (listed at www.hse.gov.uk/riddor) when they have received a written diagnosis from a doctor that they, or their employee, have one of the conditions and the sufferer has undertaken activities that correspond with the condition listed in RIDDOR.

RIDDOR and STUDENTS and other people who are not at work

Injuries to students and visitors who are involved in an accident within the Trust, or an activity organised by the Trust are only reportable under RIDDOR if:

- the accident results in the death of the person and arose out of or in connection with the work activity; or
- the accident results in an injury that arose out of or in connection with a work activity and the person is taken from the scene of the accident to hospital.

Specified injuries and occupational diseases only apply to employees. If a student is absent from school following an incident this is not reportable.

Accidents involving contractors working on school premises are normally reportable by their employer.

It is the responsibility of the Head of Department to investigate the accident/dangerous occurrence and contact the national incident centre immediately when necessary. If there is any doubt about reporting accidents or dangerous occurrences The Chief Operational Officer will seek advice from their competent person or via the HSE website. www.hse.gov.uk/riddor/reportable-incidents.htm.

How to decide if an accident involving a student is reportable

The Chief Operational Officer should consider whether the incident is caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip).
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc).
- The condition of the premises (e.g. poorly maintained or slippery floors).

The incidents above are only reportable if they occur and if the accident results in a student's death or they are taken from the scene of the accident to hospital.

P.E.

Not all sports injuries to students are reportable. The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or as a result of inadequate arrangements for supervision of an activity.

Examples of reportable incidents would include:

- the condition of the premises or sports equipment being a factor in the incident, for example a student slips and fractures an arm because a member of staff had used the wrong polish and left the sports hall floor too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event. For example, student's arm being struck by a trampoline whilst folding the equipment away and member of staff was not actively involved.

Records Management

All accident information that is entered onto an accident form will be kept for a minimum of three years for employees and up until the age of 21 for students. Accidents that occur on the school premises or while undertaking work on behalf of the school must be reported to Chief Operational Officer.

Asbestos

The premises was built in 2010 therefore no asbestos is present.

For more information contact the Site Manager.

Consultation with Employees

The Trust acknowledges that it has a duty to consult with employees regarding matters affecting their health and safety whilst at work. This will be done through the Health and Safety committee, staff meetings and will be a standard agenda item on all agendas.

Construction Work and Contractors

The Trust recognizes that they have a crucial influence on how projects are run within the Trust and will ensure that they comply with their duties under the Construction (Design and Management) Regulations 2015.

Local Contracts

When the School contracts directly, the contractor is responsible for ensuring, **so far as is reasonably practicable**, the health and safety of himself, his employees and persons who might be affected by his activities.

The School will ensure the health and safety of its employees, students, visitors (which includes the contractor). In particular, the Trust will:

- Check the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation, or a combination taking into consideration nature and scale of the works required);
- Examine risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions etc;
- Ensure all significant risks on site have been clearly identified;
- Ensure there are arrangements for monitoring and controlling works in progress.
- Relevant information likely to be needed by designers, contractors or others to plan and manage their work is passed to the appropriate person.
- Ensure all work undertaken by sub-contractors is supervised on a day-to-day basis by the Site Manager/caretaker, in order that health and safety standards are monitored.
- Review the overall performance of contractors on a regular basis; contractors whose standards do not meet those of the school will be removed from the approved list.
- Check work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.
- Ensure that contractors have made arrangements for suitable welfare facilities to be provided from the start and throughout the construction phase.

The Chief Operational Officer is responsible for the above. Monitoring of the contractors on a day to day basis is the responsibility of the Site Manager.

COSHH (Control of Substances Hazardous to Health)

It is the intention of the Trust to secure the health and safety of all persons so far as is reasonably practicable from the hazards in the use, handling, storage, disposal and transportation of all substances, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

The Trust acknowledges that no substance can be considered completely safe. All reasonable steps will therefore be taken to ensure that all exposure of employees and students to substances hazardous to health is prevented or at least controlled to within the statutory limits.

The Trust recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

To enable the Trust to comply with the control of substances hazardous to health regulations (COSHH) the Trust will endeavour to hold all the material safety data sheets (MSDS).

A copy of each relevant COSHH risk assessment will be held within the department health and safety file and a copy will be provided to all those persons considered to be at risk.

The Trust approach to the regulations is to:

- Familiarise itself with the legal requirements.
- Identify and list what substances are used within the Trust.
- Use outside agency advice (i.e. CLEAPSS) on matters around micro-organisms, animals and plants.
- Assess the risks to health from working with the substance.
- Introduce all the necessary control measures to safeguard all employees and students and other persons who may be affected by the Trust undertakings.
- Decide what additional precautions may be required.
- Implement the precautions that have been decided.
- Monitor the precautions that have been implemented and introduce any technique/procedure that would improve safety.

All employees have a duty under the COSHH regulations to:

- Take part in training programmes.
- Read container labels.
- Practise safe working.
- Report any hazard or defect to the Site Manager.
- Use personal protective equipment provided.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Use control measures properly.

Curriculum Safety

Health and safety is the responsibility of all staff, teachers and support staff and in particular for the prevention of dangerous practices. Each Curriculum Leaders are responsible for health and safety within their department on a day to day basis.

Faulty equipment, which includes the fabric of the building, furniture and fencing, gates and playground surfaces etc. which may cause injury to students, other members of staff, parents or visitors should be noted and reported to the Site Manager and Chief Operational Officer.

The Trust recognizes that the curriculum requires that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Classrooms should be set out so that easy access is available to all equipment and so that there is a safe route between tables, chairs and other furniture. Any technology tooling, staple guns or glue guns should be stored safely.

Display Screen Equipment

The Trust recognises that the incorrect use of display screen equipment may result in some users suffering from upper limb disorders. The school will endeavour to eliminate these issues through good workplace and job design, information and training.

Employees will be encouraged to follow any system developed by the School for display screen equipment.

Office based employees will report any display screen equipment issues to their respective Manager.

Educational Visits

The Academy 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.

To achieve its objective to ensure safety the Academy will ensure that:

- all visits are approved by the Academy Council and the Senior Leadership Team (SLT) as appropriate;
- a person is nominated to co-ordinate educational visits and that person will be trained in the role of an Educational Visit Coordinator (EVC).
- 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 in place.
- 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 as required by the Adventure Activities Licensing Regulations 2004.

Electrical Equipment

The Trust undertakes to have all portable appliances inspected or tested on an annual basis and the electrical installation inspected or tested, as a minimum, every 5 years by a suitably qualified / approved electrical engineer.

All electrical equipment used by the Trust will be selected carefully to ensure it is safe and suitable for the environment in which it is used.

Depending on the use and application of the item, all employees who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions. Employees must not bring electrical equipment into school unless authorised by the Chief Operational Officer.

Any defective equipment will be removed from use immediately until such time as it can be repaired.

Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The Trust acknowledges that work on electrical equipment can be hazardous and therefore the Trust will take steps to reduce the risks so far as possible. The implementation of this policy requires the co-operation of everyone on site either directly employed by the Trust or by another contracted company.

All electric equipment will be maintained in a safe condition and be cleaned to ensure that dust etc. does not block up the ventilation points.

The use of electrical extension leads will be kept to the minimum and they must not be channelled through doorways unless adequately protected from damage.

Electrical faults must be reported to Site Manager as soon as possible.

At the end of the working day electrical equipment must be turned off, unless there is an operational reason to keep the equipment running.

The person responsible for ensuring all equipment is tested regularly is the Site Manager.

Fire Safety and Procedures

The Trust is committed to ensuring that any risk of fire at our premises are minimised so far as is reasonably practicable.

The Trust will in particular ensure that:

- A Risk Assessment is carried out to highlight potential fire risks.
- Procedures are in place to deal with a breakout of fire.
- Means of escape are maintained at all times.
- Fire alarm systems and firefighting equipment are regularly tested, serviced and maintained in accordance with the requirements laid down in our Risk Assessment.
- Planned emergency evacuations are carried out termly.

In the event of fire, the safety of life shall override all other considerations. Fire risk assessments are undertaken by a qualified professional and an action plan is completed for the recommendations.

The Trust will ensure or co-operate with the relevant contractor in ensuring that the fire equipment servicing is carried out regularly. The Site Manager or other nominated member of staff will be responsible for checking the equipment in between the annual visits. Other members of staff should report any defects that they see in the firefighting equipment to the Site Manager. Fire doors must not be propped open. All fire exit doors must be readily opened and free from obstruction.

The person nominated to carry out checks is the Site Manager:

- Arrangements for evacuation will be placed in each room in the Trust Schools. Class teachers and those responsible for other rooms must check regularly that these notices are in good order.
- Fire drills should be carried out at least once a term, or when there are changes in circumstances. The effectiveness of these procedures should be discussed with the staff immediately and at SLT meetings.
- In the event of a fire, the person finding the outbreak should immediately activate the nearest alarm. The appointed person must then ring the emergency services. Staff should not put themselves at risk in attempting to put out a fire, but staff trained in the use of fire extinguishers may attempt to put out a small fire if there is no personal risk.

First Aid

The Trust will follow the statutory requirements for first aid and provide qualified first aid staff who have received training in accordance with health and safety executive requirements. First Aiders will be provided with re-training at regular intervals in order to ensure that their skills are maintained. The guidance issued by the DFE on First Aid for Schools has been adopted by the Trust.

After all accidents, details must be recorded in the accident log. To ensure compliance with data protection legislation the completed accident forms will be removed and filed in the main offices.

ALL accidents, no matter how small, must be required to be reported. Even a scratch can become serious if not properly treated so it is important that the following procedure is followed:

- Seek medical attention from the School's First Aider or Appointed Person.
- The names of the First Aiders or Appointed Persons are written on the first aid notices which can be found in prominent locations around the Trust Schools.
- All first aid incidents will be recorded by the person administering first aid treatment. The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

The following arrangements should be followed to ensure that suitable and sufficient provision of first aid personnel and equipment are available at the school:

- Management must ensure that employees are familiar with the identity and location of their nearest First Aider and first aid box.
- A nominated First Aider is responsible for checking first aid equipment and supplies.
- The First Aiders at The Academy must ensure that easy access to first aid equipment is always available and must ensure that all first aid boxes are kept replenished.
- Professional medical assistance must be summoned where necessary.

- Ensure that details of all accidents are reported and entered in the accident book. All major injuries must be reported to the health and safety department as soon as possible.

Gas Safety

The Gas Safety (Installation and Use) Regulations and related legislation require standards of competency and care which seek to ensure that everyone is protected from injury, fire, explosion or other damage arising from work on a gas installation, fittings or appliances. Therefore, the Trust will only employ competent GAS SAFE registered engineers to undertake work on gas appliances, fittings or to install new gas appliances.

All gas appliances will be periodically serviced to ensure that it is always safe for use and an appropriate service certificate will be retained on file for future reference.

Wherever possible the Trust schools will ensure that the Servicing Engineer will suitably mark the appliance with the date of the service for ease of identification.

Where necessary, appliances and meters will be adequately protected and guarded to prevent access by children or unauthorised persons.

Glazing

All glass in vulnerable windows, doors and side panels should be safety glass. All windows are to be in line with EN standards wherever possible.

If any glazing is damaged this must be reported to the Site Manager as soon as possible who will make safe and take steps to repair as soon as possible. The Site Manager is responsible for making periodic checks of the glazing and recording the findings.

Housekeeping

It is Trust policy that good housekeeping, cleanliness and tidiness are the first steps in prevention of accidents at work. Poor standards of housekeeping can cause employees and students to 'slip, trip or fall' and are consequently one of the most common causes of accident and injury at work.

The Trust recognises the need to ensure that good standards of housekeeping are achieved and always maintained and a policy of 'clean-up as you go' will always be the preferred option.

Information, Instruction and Training

It is the Trust policy to provide all employees with suitable and sufficient information, instruction and training. This is provided not only to ensure the schools within the Trust complies with statutory legislation but also to secure a safe and healthy working environment for all employees and visitors who may be affected by the school's undertakings.

Training is provided for all employees:

- On recruitment into the Trust.
- All new staff will receive a Health and Safety Induction and they will be provided with a copy of the Health and Safety Policy which will also be posted on the Intranet.
- When the process, equipment or system of work is changed.

- All health and safety training will be undertaken during working hours wherever possible.
- Periodically and when refresher training is needed.

It is the Trust policy to ensure all management are suitably trained to implement the health and safety policy as well as being trained to undertake specific tasks. All training will be recorded and retained on each individual employee's personal file for future reference.

Employees will report any problems to the Chief Operational Officer.

Jewellery

It is the policy of the Trust and in the interests of health and safety that the wearing of jewellery is not permitted in school for students (other than a wristwatch). Students wearing jewellery will be required to remove it. Members of staff may not remove or replace jewellery.

Ladders

Due to the inherent danger of falls from height whilst using ladders, the use of ladders within the school will only be authorised if there is no suitable alternative e.g. mobile tower. The practicality of using access equipment such as mobile towers, scaffolding and elevating working platforms, etc. will be considered by risk assessment.

The Trust accepts that it is necessary for some operations to use a ladder or stepladder. Ladder users must be trained and instructed in their use and must not use ladders if they have not been trained.

Ladders must be:

- In sound condition and checked by the user for freedom from defects.
- Of sufficient length for the work in hand, extending at least 1 metre beyond the highest point to which access is required.
- Erected on a firm and level base at and supported by the stiles only.
- Set at the correct angle- 4 metres of vertical rise for every 1 metre of horizontal displacement.
- Either firmly secured near the top or footed at the bottom by a second person or 'ladder stopper' device.

Site-specific risk assessments on the use of ladders will be carried out prior to activity.

The Site Manager will ensure that employees are following the systems laid down for their safety.

The Trust provides alternatives to the use of ladders. Employees will not be instructed in the use of ladders unless a full risk assessment has been completed and it is determined the least risk option.

Legionella

The Approved Code of Practice (ACOP) for the control of legionella bacteria in water systems requires an assessment being conducted for all organisations where water is used or stored and where there is a means of creating and transmitting water droplets that may be inhaled, possibly causing a foreseeable risk of exposure to the bacteria.

A water system includes all plant/equipment and components associated with that system, e.g. all associated pipework, pumps, feed tanks, valves, showers, heat exchangers, quench tanks, chillers etc. It is very important that the system is considered in its entirety.

The Trust will take all reasonable steps to identify potential legionella hazards in the workplace and will endeavour to prevent or minimise the risk of exposure to such hazards.

Where employees are concerned about the risk of an outbreak of legionnaire's disease, they should report their concerns to a senior member of staff so that the Trust can take the appropriate measures to eliminate or reduce the risk.

A suitable and sufficient assessment will be undertaken where necessary to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the Trust school's premises. The assessment will be completed by a person who is competent to do so.

As far as practicable the Trust will operate water systems at temperatures that do not favour the growth of legionella. For example, 60°C is recommended for hot water storage and either above 50°C or below 20°C for distribution (care will be taken to protect people from exposure to very hot water). All water storage tanks will be fitted with secure lids and will be regularly inspected for corrosion, scale deposition and build-up of biofilms and sediments.

Lettings

The Trust has a lettings policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons / Organisations letting the site must agree to:

- Co-operate and co-ordinate with the Trust on health and safety matters
- Agree to the terms of the lettings policy in relation to health and safety arrangements
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the Trust that may arise from their activities

The Trust will ensure that:

- Premises are in a safe condition for the purpose of use
- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated
- Adequate arrangements for emergency evacuation are in place and communicated
- Local health & safety arrangements are made available to service providers

Lifting Equipment and Operations

The Trust defines lifting equipment as any plant certified for lifting, this includes, passenger lifts, scissor lift, etc.

Regulations require that lifting equipment be:

- Strong and stable and marked to indicate safe working loads.
- Positioned and installed to minimise any risks.
- Used safely, i.e., the work is planned, organised and performed by competent people.
- Thoroughly examined and inspected by competent people.

The Trust may use equipment of this type for various activities to be carried out during the work; therefore, the Trust will ensure that:

- Competent people carry out all lifting operations in a well-planned and supervised manner.

- Lifting equipment used to lift people is clearly marked and safe for such a purpose.
- All lifting equipment is thoroughly examined before being used for the first time.
- Equipment used for lifting people, e.g. Scissor Lift, is thoroughly examined every six months.
- All other lifting equipment is examined annually.

Risk assessments will be carried out to identify what risks arise for the use of lifting equipment and these will be made available to all employees and be available for inspection. When making these assessments the following points will be considered:

- The types of loads being lifted.
- The risk of the load or equipment falling and striking a person or object.
- The risk of the lifting equipment falling or falling over whilst in use.

Where necessary, the Trust will also develop safe working procedures for the use of this equipment and all relevant employees will be trained in and adhere to these procedures.

Should changes in legislation or practice occur or should a reportable injury occur, risk assessments and/or safe working procedures will be reviewed, and employees will be informed of any changes.

Lighting

The Trust regards the provision of a safe and well-lit working environment as fundamental to the health, safety and the wellbeing of all members of staff, students and visitors to the premises. All reasonable steps will be taken to ensure that lighting is adequate for the task being undertaken and suitable provisions will be made to ensure that light is provided in the event of an emergency.

Lighting is an important environmental criterion, which makes a safe and effective working environment for the workforce.

To ensure that it does not adversely affect working conditions, employees are instructed to follow the precautions outlined below:

- Report failures of lighting or any defects observed to a Site Manager.
- Request additional lighting if existing lighting is not sufficient for the task.
- Do not place portable lighting equipment (such as lamps) in such a position that it will impede access or interfere with other persons or property.
- Keep the workplace tidy and do not let items accumulate on windowsills.

Care will be taken when lighting is being chosen so that there is sufficient lighting, which does not produce glare or a strobe effect. Any stroboscopic effect can make rotating machinery appear stationary and therefore create a hazard for the machine operator.

Lone Working

The Trust recognises that, with few exceptions, that lone working can be permitted. The Trust accepts some employees will be classed as lone workers if they work by themselves without close or direct supervision in a wide range of situations. Lone workers are encouraged not to carry out high risk activities whilst on site alone. The decision to lone work will be based on risk assessment.

Results of assessments will be made available to all employees and will be readily available for inspection. Staff who are required to undertake lone working activities will be provided with all relevant information, instruction and training resulting from the risk assessment.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained. The results of the lone working risk assessments will be communicated to relevant employees.

Maintenance / Inspection of Equipment

The safe use and operation of equipment, machinery and plant is of paramount importance to the Trust. The incorrect use of such equipment can result in injuries not only to the operator but also to other persons standing close by. Where such equipment is being used by staff all reasonable steps will be taken by the Trust to ensure, so far as is reasonably possible, the health and safety of staff and other persons who could be affected by their use.

An inventory of work equipment will be made and kept up to date by the Site Manager. Staff are only allowed to use equipment they have been trained and authorised to use.

The Site Manager is responsible for ensuring all equipment is maintained and inspected.

The Trust will ensure:

- Ensure any plant, equipment or machinery that may be used or provided will be safe and fit for the purpose for which it is intended to be used.
- Ensure suitable and sufficient assessments of the risk are undertaken, findings are documented and communicated to all relevant staff.
- Under no circumstances should guards be removed from any equipment, plant or machinery unless by a competent person to allow for maintenance.
- In the event of any plant or machinery breaking down or becoming unsafe to use or operate, the Site Manager should be informed as soon as possible to arrange for an engineer to visit the site and repair or service the item of equipment. While waiting for a fitter to arrive on site all relevant plant and machinery must be made safe and isolated.
- Only trained and experienced persons will be permitted to use equipment, plant or machinery.
- Equipment, plant and machinery is isolated and locked off prior to any maintenance, service or repair.
- Under no circumstances may equipment, plant or machinery be used by third parties unless authorised by the Chief Operational Officer.
- Regular inspections of the various types of equipment, plant and machinery are completed and records of the findings of any such inspections are recorded and maintained.
- Site specific and statutory inspections are completed to the required standard and frequency and where inspections/servicing have identified the need for remedial action, the Site Manager will ensure this is brought to the attention of the Trust Operations and Safety Manager.
- Staff are instructed to report any damaged to machinery safety devices, guards, isolation switches etc.

Manual Handling

The Manual Handling of materials and equipment can result in fractures, sprains, strains and musculoskeletal disorders. The Trust accepts that some manual handling activities may be necessary during their operations. The need for employees to undertake manual handling operations will be avoided wherever possible. Risk assessments will be carried out for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.

Employees will be encouraged to follow any system developed by the Trust for safe manual handling operations. Results of manual handling assessments will be made available to all employees and will be readily available for inspection. Staff who are required to undertake manual handling activities

will be provided with all relevant information, instruction and training resulting from the risk assessment.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained. The results of the manual handling risk assessments will be communicated to relevant employees. Employees will report hazardous handling activities to their relevant Line Manager.

Medication

Parents/Carers have the prime responsibility for their child(ren)'s health and should provide School with information about their child(ren)'s medical condition(s). For more information, please see the Medical Conditions Policy.

There is no legal duty requiring school staff to administer medicines; however, the Trust recognizes that children with medical needs have the same rights of admission to a School or setting as other children. Procedures will be put into place should the need to administer medications to students become necessary. This will be determined based on individual risk assessment following advice from the student's medical practitioner.

Mobile Phones

In order to ensure the safety of all members of staff who are supplied and required to use mobile telephones whilst working away from the school's premises, the following safety procedure has been compiled:

- Only use the mobile phone when it is essential to do so and do not use the phone any longer than is necessary.
- To comply with the regulations all outgoing calls must be made when the vehicle is stationary with the engine switched off. Ensure that the telephone is removed from the vehicle when it is unoccupied.
- When calling a colleague on a mobile phone always ask whether it is safe to speak.
- Only acknowledge incoming calls on a hands-free system, where answering is automatic, or one touch button use short responses and indicate that you will return the call when it is safe to do so.
- When driving never begin a call or a text message even whilst waiting in a traffic queue or at traffic lights.
- Never use your mobile phone on a petrol station forecourt or any potentially explosive atmospheres.
- Wherever possible encourage colleagues to consider your safety and request that they place non-urgent phone calls to an answering service or take a message on your behalf rather than giving your number to a third party.

The Trust does not permit any use of a hand-held mobile telephone to make or receive calls whilst driving a vehicle or whilst the engine is in operation.

Alcohol, Drugs and Smoking

All staff, students and visitors will observe smoking restrictions and are not permitted to smoke anywhere within the school grounds. Drug and/or alcohol abuse in school or affecting performance, may be considered by the school to be a disciplinary matter.

New and Expectant Mothers

It is the policy of the Trust to establish and maintain, as far as reasonably practicable, non-hazardous working conditions for all aspects of health and safety at work including the commitment to allocate appropriate resources. The Trust is committed to ensuring that new and expectant mothers are not exposed to any significant risk. Risks include those to the unborn child or child of a mother, who is breastfeeding, not just risks to the mother herself.

Until the Academy has received written notification from the member of staff, they are not obliged to take any action other than those resulting from the risk assessment for all their employees. The Academy can also ask for a certificate from the employee's GP or midwife showing that they are pregnant.

Upon written notification, the Academy will carry out a specific risk assessment. The member of staff will be asked to help with this and it is important that any advice they have received from their doctor or midwife, that could impact on the assessment, is passed on to the Trust.

Some of the more common risks might be:

- lifting/carrying of heavy loads;
- standing or sitting for long lengths of time;
- exposure to infectious diseases;
- work-related stress;
- workstations and posture;
- threat of violence in the workplace;
- long working hours;
- excessively noisy workplace.

Personal Protective Equipment (PPE)

Line Managers will risk assess tasks that are undertaken and in turn will assess the need to provide for use, suitable and sufficient personal protective equipment/clothing to all appropriate employees. Where it is determined that PPE is required, suitable PPE shall be selected and provided at the Trust expense.

Staff are responsible for ensuring that they use PPE where it is provided.

Outdoor Areas and PE Equipment

The outdoor areas are inspected regularly by the Site Manager who will endeavour to carry out any repairs necessary as he seems fit and record the date of repair and location. Any defects found by a member of staff should be reported to the Site Manager and rectified as soon as possible.

The internal PE equipment is inspected on an annual basis with a report being provided by the inspection company. The report is kept by the Chief Operational Officer and any actions/defects found are rectified as soon as possible or if the budget allows.

None of the equipment is to be left in an unsafe condition.

Risk Assessments

The Trust's activities are deemed to be low risk, however there are certain areas within the curriculum where risk assessments are undertaken to ensure the safety of staff and students during those activities, these are within the following departments:

- Science Department including COSHH Assessments
- Sports Department
- Art Department including COSHH Assessments
- Design and Technology Department including COSHH Assessments
- Performing Arts Department
- Learning Services
- Visitor Risk Assessments (where visitors are interacting with students)

In order for the Trust to remain operational, there are certain support activities where risk assessments will be necessary to ensure the safety of staff. These are:

- Staff Welfare
- Premises Department – Lifting and Handling / Lone Working
- Cleaning – Lifting and Handling / Lone Working
- IT Services Department – Lifting and Handling

Risk Assessments will be undertaken by the Curriculum Head responsible for the specific area of risk and this person is responsible for ensuring all relevant staff / students are aware of the risk assessment and the actions required to mitigate the risk. Risk assessments will be reviewed annually and / or when the processes involved in the activity to which the risk relates, materially changes.

The individuals referred to at 1.3 above are responsible for checking the risk assessments and ensuring appropriate procedures are in place to inform staff / students of risk assessments as appropriate.

1.1 Actions Arising from Risk Assessments

Action required to remove / control a risk will be reported by the persons referred to in 1.4 to the Academy Leadership Team for approval and responsibility for ensuring the actions are implemented lies with the persons referred to in 1.4.

Safety of Persons with Disabilities

The Trust has a responsibility to ensure that all persons who visit the School's premises or work on site are safe at all times and is fully compliant under the Equalities Act. In order that this is done effectively, the Chief Operational Officer will ensure that disabled visitors are protected from everyday hazards within the schools, as well as more urgent issues such as emergency evacuation.

It is in the interest of disabled visitors to inform the Trust School prior to their visit in order that any special arrangements can be made. This is especially important in the event of a disabled person wishing to visit a construction site. In this unlikely event the Chief Operational Officer will make the necessary arrangements.

The Trust will aim to make as many rooms as accessible and safe as possible for disabled visitors, where this is not reasonably possible an appropriate decision will be made.

The Chief Operational Officer ensures that all staff are aware of their responsibilities in ensuring that disabled visitors are safe at all times and where necessary ensure that suitable training is given to staff.

Staff Well-being / Stress

It is the Trust policy to address all work-related illnesses and in particular stress. To control, reduce or eliminate it so far as is reasonably practicable. The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all employees. A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the Trust aims to address.

Through the risk assessment process, the Trust will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome but, there may be one single event or set of circumstances that combine to provide the additional stress overload.

It may be difficult for employees to talk to their direct Line Manager about the problem face to face, as it might be that this relationship is the cause. The Trust therefore encourages all members of staff to approach the Chief Operational Officer and raise any concerns relating to stress. All conversations will be addressed in the strictest confidence and the relevant member of management will try and assist individuals suffering from stress to deal with the problem. Further information is included in the Health and Wellbeing Guidance Document.

Violence to Staff

Violence is defined by the HSE as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Verbal abuse and threats are the most common type of incident. Physical attacks are comparatively rare.

The Trust do not accept any form of violence or aggression against their employees and take appropriate action.

The Trust will attempt to reduce the risks of such incidents by the following means:

- Considering personal safety during specific risk assessments.
- Keeping detailed records of all past incidents.
- Asking staff whether they feel threatened.
- Being aware of the area where work is to be carried out.
- Considering physical security measures such as CCTV or personal alarms.
- Discouraging employees from carrying large quantities of cash or wearing expensive jewellery.

Any injuries sustained because of non-consensual physical violence are reported in accordance with the accident reporting procedure.

Working at Height

If there is a risk of a fall liable to cause personal injury, this is classified as at height, even if it is below ground. In accordance with The Working at Height Regulations the School shall conduct a risk assessment to identify the hazards and controls to complete the task in a safe manner. The Trust will do all that is reasonably practicable to prevent anyone falling.

The hierarchy below will be used for managing and selecting suitable ways for working at height:

- Use work equipment or other measures to prevent falls where we cannot avoid the task.
- Where we cannot eliminate the risk of a fall, work equipment or other measures to minimise the distance and consequences for a fall should one occur should be used.

The Trust has a duty as an employer to ensure that the risk of injury is removed or minimised. The essential part of this is to plan and organise the work taking into consideration weather conditions that could endanger health and safety and ensuring all people involved in the task are adequately trained.

To ensure that work is properly planned, appropriately supervised and carried out in a safe manner the following points will be considered within the risk assessment:

- Competence of people, including those involved in the planning of the task.
- Selection of work equipment considering the distance to be travelled for access and egress, duration and frequency of use, practicalities for quick and easy evacuation in an emergency.
- Retaining the hierarchy of controls e.g. guardrails/barriers; scaffold and working platforms; collective fall arrest (nets); PPE/harness and warning signs (last resort).
- Prevention of falling objects and elimination of throwing/tipping from height. Remembering to include the correct storage of materials and objects and load bearing capacity.
- Exclusion zones below the activity if there is no reasonably practicable way of removing the risk of falling objects.
- If personal fall arrest systems are to be used, where appropriate, they will incorporate a suitable means of absorbing energy and limiting the forces applied to the user's body.

Work Related Driving

The Trust will take all reasonable steps to secure the health and safety of employees who drive vehicles on company business.

The Trust will require all drivers to submit their driving licence for inspection annually. The Trust reserves the right to contact the DVLA to monitor the status of individual licences.

Employees are reminded that, despite familiarity, driving on the roads may be by far the most hazardous activity they undertake. The following precautions should be taken by each employee to minimise the risk:

- Plan work to minimise driving requirements.
- Ensure that the vehicle is maintained in accordance with the manufacturer's instructions, including specific winter and summer precautions.
- On a long journey take regular breaks to help you relax and reduce tiredness. But remember you cannot stop on the hard shoulder of a motorway except in an emergency.
- Seek to avoid overlong days of work and driving. The Trust will pay the reasonable cost of overnight accommodation should particularly long business journeys need to be

undertaken involving overlong days of work. Seek advice from the Chief Finance & Operations Officer.

- When reporting accidents and other incidents you should contact the emergency services as quickly as possible if an accident or incident needs immediate action. Stop your vehicle when and where it is safe to do so or ask a passenger to make the call for you.
- On a motorway, it is best to use a roadside emergency telephone, as the emergency services will be able to locate you easily. If you have to use a mobile phone, first make sure you know your location from the numbers on the marker posts on the side of the hard shoulder.
- Report the development of any health problem that may limit or prevent driving and do not use your vehicle for work until you have received written confirmation that you can do.

Young People at Work

The Health and Safety Executive classify all people under the age of 18 years of age as a “young person”, including children under the age of 16. This definition applies to students, trainees and children on work experience and classify them as employees regardless of the number of hours worked or the period of employment.

Current legislation requires all employers to undertake risk assessments for all employees; this includes young workers who may be working on the Trust premises. When the assessment has been completed the employer must implement suitable and sufficient control measures to ensure that the risks are controlled.

Young workers are particularly at risk of injury in the workplace due to their lack of awareness of potential hazards, immaturity and inexperience.

Before engaging any young employees, the Trust will complete specific risk assessments, these will include:

- The fitting out and layout of the workplace and the location of where the individual will work.
- The type of work equipment that will be used and how it is to be handled.
- How various work and processes being undertaken are organised.
- The extent of training that has been provided or that will need to be provided to the individual concerned.

Before any young people are employed or offered work experience, the Trust will notify the relevant parents/carers of the key findings of the risk assessments and the control measures that have been implemented to reduce the likelihood of an injury occurring.

All young people who start work with the Trust will receive suitable training in order that they can undertake the work task safely without putting themselves or others at risk. All training will be assessed on a regular basis to ensure that the key instructions have been understood. The Trust view this training as a bare minimum and will ensure that the individuals are fully always supervised to ensure that they are competent to carry out the task.

In addition to the normal health and safety records that are documented relating to work activities, the following information will be kept regarding young people:

- Specific risk assessment records for the tasks that young people within the Trust are required to undertake.
- Details of training and information that has been given to the young person along with records to show that the individuals have accomplished an acceptable standard of competence.
- Where the young person has not reached minimum school leaving age a record will be kept of any correspondence and information that is communicated to the parents/carers.