



Fylde Coast Academy Trust

**Health and Safety Arrangements and
Development for Academies**

2015 -2017

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1. **Arrangements**

1.1 Communication

Principals are responsible for ensuring that the Health and Safety Policy, especially local arrangements, is communicated to staff and students at all levels.

1.2 Local Management of Health and Safety

The Principal is responsible for ensuring that organisational arrangements for health and safety within their school are put in place. FCAT Lead Health and Safety will oversee the management of health and safety within the FCAT organisation. At School level principals must ensure that a competent person is appointed and trained to a suitable training standard and has sufficient time to carry out their duties. (1.4).

Local arrangements will include:

- a local health and safety policy,
- a health and safety development plan (FCAT),
- risk assessments,
- local health and safety procedures Inc. fire plan, E Safety Policy
- management and employee consultative committees
- health and safety training records

1.3 Local Safety Committees

The Principal is responsible for ensuring that, within their School there is a health and safety committee for consultation with staff and students with regards to health and safety at work. This can include Site Team and workplace Trade Union H&S Representatives.

Union Appointed Health and Safety Representatives may make representation to management on any matter affecting the health, safety and welfare of those they represent.

Union Appointed Health and Safety Representatives may investigate potential hazards, dangerous occurrences and any health, safety or welfare complaint reported by those they represent

Union Appointed Health and Safety Representatives may periodically inspect the workplace

Union Appointed Health and Safety Representatives may examine potential causes of accidents involving those they represent. Following an accident they may inspect the workplace, related statutory documents and represent their employee group in consultation with HSE inspectors.

1.4 Local Duties

Members of staff may be tasked to carry out certain health and safety management or supervisory duties on behalf of their School and FCAT. These may include:

School/ Health & Safety co-ordinators

Safeguarding H&S

Workplace management co-ordinator

First Aid co-ordinator

Equipment management co-ordinators

Departmental Safety Officers

Building Liaison Officer (Estates team)

Accident Investigation Officers

First Aider(s)

Evacuation Officer

Fire Warden

COSHH Supervisors

Laboratory Responsible Persons

Any member of staff appointed to such a position must have the sufficient authority to carry out their duties and will have access to report to the person responsible for overseeing that function. In addition, adequate training, time and resources must be made available in order for them to carry out their duties effectively.

1.5 Health and Safety Training

Principals are responsible for ensuring that all staff receive sufficient training to enable them to carry out their duties, so far as is reasonably practicable, without risk to health and safety. Principals / Executive must ensure that health and safety training needs are identified for each employee, a training schedule is developed and that training records are maintained. Refresher training must also be carried out when appropriate.

See the Health and Safety Training Policy

1.6 Emergency Procedures

1.6.1 Serious or Major Incident

The Head of Estates is responsible for ensuring that appropriate arrangements are in place in case of a major emergency. He must ensure that the Business Continuity Plan is maintained and exercised at appropriate intervals for each Academy

See Lockdown Policy / Business Continuity Plan / Security Policy

1.6.2 Local Emergency Procedures

Principals must ensure that there are appropriate arrangements in place within the School in case of an emergency or crisis and the BCP is up-to-date. This shall include such arrangements that are necessary for fire, explosion or bomb threat, chemical or gas release and spillage of chemicals or other substances and Inclement Weather.

See Business Continuity Plan (BCP)

1.6.3 Evacuation

Principals must ensure that there are adequate arrangements in place for the safe evacuation of staff and students from premises under their control in the event of an emergency. In the case of staff and students with impairments or disabilities, Personal Emergency Evacuation Plans (PEEPs) should be drawn up in consultation with FCAT Lead Health and Safety and the local appointed person within the Academy.

See Fire Safety Policy / Plan

1.6.4 First Aid

Principals must ensure that there are adequate arrangements for first aid within workplaces under their control. This must include the availability of first aiders at all times during working hours including holiday and sickness cover.

See the First Aid Policy

1.7 Accident Reporting and Investigation

1.7.1 Reporting

All accidents must be reported using the Online Reporting system. Principals are responsible for ensuring that there are specific arrangements in place within each Department for accident reporting. It is the responsibility of each employee to ensure that accidents/incidents Near Miss are reported in the appropriate way. FCAT Lead Health and Safety will be notified of all accidents and near misses by way of the online reporting system. All RIDDOR incidents will be fully investigated by FCAT appointed Occupational Health and Safety and the HSE.

1.7.2 Investigation

All accidents/incidents and dangerous occurrences are investigated, a report is produced and the necessary corrective action is taken. Assistance with accident investigation is available from the FCAT Lead Health and Safety.

Two Investigators will be appointed at each Academy investigating and reporting all work related accidents, incidents, ill health and near misses as required or directed by FCAT Lead H&S, with the aim of preventing re-occurrence

See Accident Reporting and Investigation Policy

2. Risk Management

2.1 Risk Assessment

2.1.1 Management Risk Assessment

FCAT Lead Health and Safety will ensure that all significant hazards that arise from the activities within each Academy are identified and assessed. Risk assessments must be reviewed at suitable intervals and whenever there are any significant changes. Principals must ensure that there are similar arrangements in place at local level for hazards within the Academy.

See the Management Risk Assessment Policy

2.1.2 Task Risk Assessment

Each Head of Department / Responsible Person / SLT must ensure that all operations and activities within their area of responsibility are assessed locally for risks to health and safety and adequate control measures put in place to ensure that all significant risks are adequately controlled. Risk assessments must be reviewed periodically and whenever there are significant changes to such operations.

See the Task Risk Assessment Policy

2.2 Hazards

2.2.1 Identification of Hazards

Principals must ensure, so far as is reasonably practicable, that all significant hazards within their School or are identified, properly assessed, the risks are eliminated or controlled and that FCAT Lead Estates and Lead Health and Safety are informed by the appointed local Estates and H&S persons.

Particular attention should be given to the hazards in the following areas:

- Slips, Trips and Falls
- Electricity (electrocution and fire)
- Work equipment
- Using Computers (display screen equipment)
- Ergonomics (including repetitive strain injuries)
- Manual Handling (including lifting and carrying)
- Chemicals
- Noise
- Vibration
- Biological agents
- Working at Heights
- Confined spaces
- Lone Working **See Lone Working Policy**
- Diving and boating hazards
- Driving hazards
- Occupational Health (including Stress)
- Infectious diseases
- Smoking
- Alcohol and Drugs

The following should be noted In relation to the above hazards:

- (a) Computer work. Staff using computers for a significant part of their day must be provided with eye-sight screening / Free eye test.
- (b) Chemicals. Principals must ensure that Departmental Technician / COSHH Supervisors are appointed for work involving chemicals.
- (c) Noise and vibration. Where local assessments indicate that noise or vibration levels may be significant, FCAT Lead Health and Safety should be consulted and a quantitative assessment will be carried out, where indicated. Risk assessments must be reviewed and areas re-surveyed following changes to equipment or noise action levels.
- (d) Working at Heights. Work at heights must be avoided so far as reasonably practicable
- (e) Confined Spaces. Work in confined spaces should be avoided unless it is not reasonably practicable to do so.
- (f) Occupational Health. Advice should be sought, where necessary, from FCAT HR in connection with occupational health matters including health surveillance

2.2.2 Employees

All employees are responsible and accountable to their Line Manager/Team Leader/Supervisor for: ensuring familiarity and compliance with all Health and Safety Policies associated policies and any supporting procedures or safe systems of working..

To take reasonable care of their own health and safety and that of others who may be affected by what they do or don't do whilst at work
The correct use of, any equipment provided in the interest of health and safety reporting immediately, to their line manager, all work related accidents, incidents, ill health, near misses or unsafe conditions.

2.3 Special Risk Factors

The following special risk factors should be taken into consideration when risks assessments are conducted:

Age, Gender, Health
New or Expectant Mothers
Young Persons at Work
Staff and Students with Impairments and Disabilities
EYS

Risk assessments must be reviewed when a new member of staff or student from a vulnerable group such as those with disabilities joins the Academy.

See Equality Policy. See Equality RA

2.4 Risk Control Measures

Each Head of Department/ Responsible Person / SLT must ensure that sufficient control measures are put in place to ensure so far as is reasonably practicable that all significant risks to health and safety are controlled. The degree of control is dependent on the level of risk identified.

2.4.1 Hierarchy of Controls

Management must ensure that the most appropriate and effective method or methods of risk control are utilised in eliminating or managing risks. Priority must be given to risk control methods in the following order, where appropriate:

- Elimination of hazard
- Substitution with lower hazard or risk
- Enclosure
- Guarding/Segregation
- Safe Systems of Work
- Written Procedures
- Supervision
- Training
- Information/Instruction
- PPE

2.4.2 Permit to Work

A Permit to Work system must be used as a Safe System of Work for activities which are determined to present a relatively high level of risk and cannot be controlled by other means. High risk activities include:

- High Voltage Electricity
- Hot Work (welding, burning and cutting)
- Confined Spaces

See the Safe Systems of Work Policy

2.4.3 Personal Protective Equipment and Clothing (PPE)

Personal protective clothing and equipment (PPE) will be provided, where

necessary, to staff and students, where risks cannot be adequately controlled by other means.

Responsible Staff / Heads of Departments must ensure that:

- systems are in place to provide protective clothing and equipment,
- adequate arrangements are made for its inspection, maintenance and safe storage
- staff and students are instructed on its correct use
- it is used where required

See Personal Protective and Equipment Policy

2.5 Review of Risk Assessments

FCAT Lead Health and Safety will check that local risk assessments are reviewed on a periodic basis or whenever there are any significant changes to the work or legislation.

3. **Workplace Management**

Head of Estates will ensure that there are organisational measures in place within each Academy to ensure workplaces are safe as far as is reasonably practicable.

3.1 Workplace Management Co-ordinators (Lead Site Supervisor)

The Principal must ensure that a member of staff is given the responsibility for the co-ordination of workplace health and safety matters for each workplace occupied by the School, including parts of buildings and shared workplaces. This co-ordinator must, amongst other things, ensure that the workplace is maintained with respect to the lighting, electrical installation, heating and ventilation, that there is a system in place for workplace risk assessment, reporting defects and, in the event of a shared workplace, that there is appropriate liaison with other building users. This role may be combined with that of the Lead Site Supervisor but only where the Lead Site Supervisor is able and competent to carry out this role.

3.2 Workplace Risk Assessment

All workplaces should be assessed to ensure so far as is reasonably practicable that they are safe and without risks to health and with facilities and that arrangements are adequate for the welfare of those persons using the premises.

3.3 Safe Access and Egress

Management must ensure the safe access and egress to and from all workplaces. The Head of Estates must ensure so far as is reasonably practicable the segregation of vehicular and pedestrian traffic on all FCAT property and that safe walkways are provided where appropriate.

3.4 Fire Safety

Head of Estates must ensure that fire safety measures, including fire risk assessments, fire drills, fire precautions, fire alarm systems etc. are in place and are maintained for all workplaces under their control.

See the Fire Safety Policy / Fire Plan

3.5 Workplace Inspections

Lead Site Supervisors must ensure that regular housekeeping inspections are carried out to ensure workplaces are maintained to a sufficient standard especially with regards to means of escape and fire safety.

See the Workplace Safety Policy

3.6 Planning and Development

Development works must, where applicable, be planned, designed and conducted in accordance with the requirements of the Construction,

3.6.1 Planning

The Head of Estates Planning Division shall be responsible for ensuring that risk assessments are conducted for all planned developments and that the risks identified are taken into consideration in any subsequent plans and designs. Designs must take into account the proposed use of a facility including, where appropriate, risks to vulnerable groups such as the disabled or the very young and be constructed according the appropriate standards approved under the Building Regulations.

See Development Safety Policy

3.6.2 Development

The Head of Estates shall be responsible to act as Project Manager and that a competent “Planning Supervisor” is nominated or engaged for all works conducted under the regulations.

See Construction Safety Policy

3.7 Contractors

Management must ensure that where contractors are engaged on behalf of FCAT that:

- Contractors are competent,
- Risks to health and safety are assessed,
- Adequate control measures are taken by the contractors,
- Staff, students and members of the public are protected from the hazards and risks associated with work by contractors.

Management appointing contractors must ensure that there is appropriate consultation with the departments in control of premises and, where necessary, with the Occupational Health and Safety and FCAT Lead Health and Safety.

See Contractors Safety Policy

3.8 Members of the Public and Visitors

FCAT must take such care as is reasonable in the circumstances to ensure the health and safety of members of the public and visitors to the Academy. In order to meet these responsibilities, the Academy must take such steps as is reasonable to: -

- Provide safe access/egress,
- Control work processes such that visitors are safeguarded against hazards presented to them by the academy’s activities,
- Control hazardous areas by means of excluding or restricting access.

3.9 Public Events and Entertainments

Management must ensure, so far as is reasonably practicable within their control, that all entertainment events occurring at an Academy are safe and without risk to health and welfare. Risk assessments must be conducted for all major events including those organised and managed by external bodies.

Management in control of premises must ensure that all events are properly licensed by the relevant statutory authority and that any restrictions or directions given by the relevant statutory authority are complied with. Entertainment events shall be controlled, where appropriate, by such means as marshalling, signage, supervision and security.

See Performance / RA Policy

4. Work Equipment

Lead Site / Head of Departments / must ensure that the risks to health and safety in the operating and use of equipment at work are properly assessed and controlled in accordance with the Provision and Use of Work Equipment and other applicable regulations. must ensure that equipment used is designed and constructed in compliance with the essential requirements of any relevant European Community directives and the Provision and Use of Work Equipment Regulations (HSE) and is suitable for its intended use.

See the Safety of Work Equipment Policy

4.1 Equipment Maintenance

Head of Estates / Lead Site Supervisor must ensure that any plant and machinery within their control or responsibility is properly maintained and, so far as is reasonably practicable, is safe to use.

4.1.1 Portable Appliance Testing (PAT)

Academy's must ensure that portable electrical appliances are inspected and tested as necessary so as not to give rise to danger.

4.1.2 Statutory Examinations

All Staff / Heads of Department must ensure that all equipment within their control, and which is to be maintained by the Academy, is notified to the Lead Site Supervisor / Head of Estates for inclusion in the testing regime.

The Estates Department must ensure that all equipment requiring statutory testing receives periodic testing at the appropriate time. The Head of Estates must ensure that a register of all equipment owned and/or maintained by the trust which requires statutory testing is maintained.