



EMMAUS CATHOLIC MAC

Health and Safety Policy

Date approved by Directors:	June 2021
Board Review Date:	June 2022
Body Responsible for Review:	Compliance Committee



Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Health and Safety Policy has been approved and adopted by Emmaus Catholic Multi School Company on 30th June 2021 and will be reviewed in June 2022.

Signed by Director of Emmaus Catholic MAC:

Signed by CSEL for Central Team:

Schools to which this policy relates:

Signed by Principal for – Hagley Catholic High School

Signed by Principal for – Our Lady of Fatima Catholic Primary School:

Signed by Principal for – Our Lady & St Hubert’s Catholic Primary School:

Signed by Principal for – St Ambrose Catholic Primary School:

Signed by Principal for – St Francis Xavier Catholic Primary School:

Signed by Principal for – St Gregory’s Catholic Primary School:

Signed by Principal for – St Joseph’s Catholic Primary School

Signed by Principal for – St Mary’s Catholic Primary School:

Signed by Principal for – St Philip’s Catholic Primary School:

Signed by Principal for – St Wulstan’s Catholic Primary School:

Contents

1	PART A. Statement of Health and Safety	4
2	PART B. Organisation of Health, Safety and Welfare	5
2	Roles and Responsibilities	6
9	PART C. Arrangements for Health, Safety and Welfare	18
10	Asbestos Management	21
11	Audits and Inspections	22
12	Confined Spaces	23
13	Consultation	23
14	Contractors	23
15	Control of Substances Hazardous to Health	24
16	Dangerous Substances and Explosive Atmospheres	26
17	Educational Visits	27
18	Electricity	37
19	Emergency Planning and Procedure	38
20	Equipment at Work	39
21	Fire and Evacuation	41
22	First Aid	42
23	Gas Safety	43
24	Health and Hygiene	44
25	Infection Control	44
26	Coronavirus Disease – Covid 19	49
27	Letting Facilities	49
28	Lone Working	50
29	Managing Health and Safety	50
30	Manual Handling	51
31	Noise and Vibration at Work	51
32	Occupational Health	52

33	Alcohol and Drugs	52
34	New and Expectant Mothers	53
35	Radiation	54
36	Recording and Reporting Arrangements	54
37	Resolving Disagreements	55
38	Risk Assessment	56
39	Safe Systems of Work	57
40	Security	58
41	Slips and Trips	58
42	Stress Management	59
43	Supervision at Work	59
44	Training and Information	60
45	Transport and Vehicle Management	62
46	Violence at Work	62
47	Welfare	63
48	Work Experience Safety	64
49	Working at Height	64

1. Statement of Health and Safety

Emmaus Catholic Multi Academy Company will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and all other related Acts, Orders and Regulations and relevant common law duties. The Directors are committed to:

- Providing a safe and healthy learning, working and visiting environment for all on our premises, with safe access. Ensuring adequate emergency procedures are implemented, particularly in relation to fire, asbestos or other significant incidents.
- Preventing accidents and work-related ill health.
- Ensuring safe working methods and providing safe working equipment.
- Making arrangements for the safe use, handling, storage and transport of articles and substances.
- Providing effective health and safety information, instruction, training and supervision.
- Ensuring adequate welfare facilities exist throughout the organisation.
- Providing competent health and safety advice, support and resources, as required, so far as is reasonably practicable.
- Assessing and controlling risks from curriculum and non-curriculum activities.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Working with stakeholders to ensure that health and safety provision is appropriate.

At Emmaus Catholic Multi Academy Company health and safety is everyone’s responsibility. We expect all staff and stakeholders to play their part in recognising, supporting and reinforcing our health, safety and welfare commitments.

This policy statement (Part A) will be brought to the attention of all members of staff. A copy is to be displayed on health and safety notice boards. Details of the local establishment’s management organisation for health and safety and arrangements for implementing the policy are to be found in parts B and C of the document. A reference copy of the full document is to be kept in the School and Central Office, and must be readily available.

This policy has been subject to consultation with and is agreed by the recognised Trade Unions.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

J Griffin

S Horan

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Chair of Directors

Catholic Senior Executive Leader (CEO)

Date 30.06.21

Date 30.06.21

2. PART B. Organisation of Health, Safety and Welfare

2.1 In order to ensure that health and safety issues are dealt with in accordance with each establishment's health, safety and welfare needs, the following organisational framework has been adopted by Emmaus Catholic Multi Academy Company ["The MAC"].

2.2 The Emmaus Catholic Multi School Board of Directors

- The MAC appreciates that it can only operate within the allocation of The MAC budget and that it will only be accountable for deciding how the budget within its control is to be spent. The MAC has established arrangements for ensuring the requirements of this policy and relevant legislation are properly implemented and that the policy remains effective and appropriate.
- The Board of Directors are the main "duty holders" and has responsibility for the organisation and arrangements for the purposes of asbestos management for the MAC, as set out in Regulation 4(1) of the Control of Asbestos Regulations.
- The Board of Directors and Local Governing Bodies will comply with any directions issued in the arrangements concerning the health and safety of persons on The MAC premises or taking part in MAC activities elsewhere.
- Health & Safety will be a standing item on every Compliance Board agenda.
- The MAC will arrange for access for all employees, and where appropriate Local Governing Bodies, to competent health and safety advice through the appointment of a "competent person" through specialist consultants.
- As the employer The MAC reserves the right to conduct periodic health and safety audits and inspections of all Schools in the MAC.
- The MAC may establish Regional Health and Safety Committees in order to consult with employees and Trade Unions on health and safety matters.
- As a result of an audit, inspection, or concern/s raised with the MAC, Emmaus Catholic Multi Academy Company reserves the right to direct health and safety improvements to local policy, organisation and arrangements that are non-compliant with legislation.
- The MAC will establish arrangements for the provision of health, safety and welfare standards expected in our establishments.
- The MAC will provide a property management system for reporting Health and safety incidents and to house associated documents.

2.3 The Local Governing Body "The LGB"

- The Local Governing Body of each School has a duty to monitor and report health and safety matters at a local level to the named consultancy. Where the spending decisions are controlled by the Governing Body they accept

the duty for the way in which health and safety issues are addressed.

- The LGB is a “dutyholder” for the purposes of asbestos management in each School, as set out in Regulation 4(1) of the Control of Asbestos Regulations, in relation to their duty to scrutinise local asbestos management organisation and arrangements within the School and report back to the MAC.
- The LGB of each School is to appoint a Local Governing Member with particular responsibility for health and safety. Health & Safety will be a standing item on every LGB agenda.
- The LGB of each School must ensure that they scrutinise the local arrangements for the effective evacuation of premises in the event of a fire. This will include the provisions contained in the local Fire Evacuation Plan and the effectiveness of the practical application of that plan.
- The School is responsible for ensuring that all appropriate DBS checks are carried out on all personnel who could potentially come into unsupervised contact with children, young people and vulnerable persons. This includes school staff, parents, Governors, directors, and contractors. Each School and the Central Team, is required to keep their own single central register “SCR” which contains all the details of the evidence of checks carried out.
- The LGB of each School must ensure that they scrutinise the local arrangements for the effective management of asbestos materials on the premises and ensure that the emergency measures detailed in the policy arrangements are in place to evacuate the affected areas in the event of accidental or unforeseen damage to, or discovery of ACM and feedback to the MAC.
- The School must ensure that staff and pupils have easy access at all times to free, fresh drinking water on School premises.

2.4 The Local Governing Body of each School is required to promote well-being of children in terms of:

- Physical and mental health and emotional well-being;
- Protection from harm and neglect;
- Education, training and recreation;
- The contribution children make to society;
- Social and economic well-being.

2.5 The Local Governing body have a delegated duty to establish and review additional local policy, organisation and arrangements of particular health and safety matters. The content of all local policies, organisations and arrangements must comply with the whole health and safety policy and are subject to review by the safety consultants. These local policies, organisations and arrangements must include, as a minimum, provision for:

- Fire and evacuation.
- Emergency resilience/continuity plans and procedures.
- First aid arrangements.
- Lone working.
- Lettings and hiring of services and equipment (if applicable).

2.6 The Local Governing Body of each School must establish measures for the local implementation of this health and safety policy, organisation and arrangements, with regard to, but not limited to:

- Housekeeping.
- Occupational health provision.
- Educational visits and transport.
- Work experience (if applicable).
- Local rules regarding radiation (if applicable).

2.7 Principals

- Overall responsibility for the day to day management of health and safety in each school rests with the Principal, or the person delegated in an acting role.
- As manager of the establishment and of all the activities carried out within it, the Principal will advise the MAC of the areas of health and safety concern which may need to be addressed by the allocation of funds.
- The Principal is a “duty holder” for the purposes of asbestos management in each School, as set out in Regulation 4(1) of the Control of Asbestos Regulations, in relation to their duty to ensure the local asbestos management organisation and arrangements within the School or School. This includes the delegated duty to make sure that as far as reasonably practicable no one can come to any harm from asbestos on School premises and to ensure that the emergency measures, provided in the policy arrangements, to evacuate the affected areas in the event of accidental or unforeseen damage to, or discovery of, ACM, are carried out.

2.8 Matters requiring particular consideration by the Principal will include: -

- Ensuring that there is an adequate system for the undertaking of suitable and sufficient risk assessment in compliance with the requirements of the Management Regulations 1999 and other Regulations that require specific risk assessments to be completed. That risk assessments are undertaken throughout the establishment and control measures are implemented, and those assessments are monitored and reviewed appropriately an ensuring that systems are used properly and follows the principles of “Plan, Do, Check, Act” as contained in HSG 65, for managing

the effectiveness of health and safety arrangements, which form part of this policy;

- Ensuring adequate staffing levels for safe supervision of pupils and staff, both while at the School and for any external activities;
- The delegated responsibility for the maintenance of the premises and the provision of adequate welfare facilities for all pupils and employees;
- Ensuring that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents, incidents of violence and near misses;
- Ensuring the periodic testing of equipment, in relation to statutory maximum time intervals, or where this is not defined, through effective risk assessment;
- Ensuring the adequate provision of first aid materials and fire - fighting appliances;
- The communication of appropriate health and safety information and MAC announcements to the LGB, School staff, Trade Union Health & Safety Representatives, Representatives of Employee Safety, visitors and contractors;
- Formulating and reviewing the detailed local arrangements for action to be taken in an emergency (including unplanned damage, disturbance or discovery of asbestos containing materials) and ensuring that all involved are informed of the arrangements and that these have been reviewed by the health and safety consultants/advisors;
- Arranging for termly evacuation drills and weekly fire alarm tests and any other related inspections and ensuring records are up to date and recorded;
- Advising the MAC of any defect in the state of repair of the building, or its surrounds, or services, which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- Arranging for the repair, replacement and/or safe disposal of any item of furniture or equipment which has been identified as unsafe;
- Co-ordinating a termly health and safety audit/inspection and health and safety checks, ensuring all areas of the establishment and all activities are covered in an appropriate schedule and records are maintained;
- Ensuring effective liaison with, and monitoring of, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- Ensuring that all employees are provided with appropriate and adequate health and safety training consistent with their roles;
- Ensuring that appropriate matters of health and safety are included within the induction programme for all new staff and pupils;

- Consultation with Trades Union Health & Safety Representatives and Representatives of Employee Safety.
- 2.9 The Principal may choose to delegate to other members of staff any, or all, of the duties associated with the matters in paragraphs 2.8 above. It is clearly understood by everyone concerned that the delegation of duties will not relieve the Principal from the overall day to day responsibilities for health and safety matters within the establishment.
- 2.10 If the Principal chooses to delegate any health and safety duties to another member of staff he/she must ensure that the person appointed to carry out those duties is competent to carry them out. For the purposes of health and safety “competent” can be regarded as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical and mental ability, can also affect someone’s competence. The Principal must give due regard to this prior to the delegation of duties.
- 2.11 The Principal may wish to designate a person as the school Health and Safety Officer, or similar title. The specific health and safety duties attached to any such appointment must be recorded in writing.
- 2.12 The Principal must appoint a competent person to coordinate first aid matters in the school.
- 2.13 If a source of ionising radiation is held on school premises, the Principal must appoint a trained and competent Radiation Protection Supervisor to carry out radiation protection duties in the school.
- 2.14 The Principal may choose to appoint a competent person to oversee all arrangements for educational visits and School journeys.
- 2.15 If work experience is undertaken by pupils at the School, the Principal may choose to appoint a competent person to oversee all Work Experience arrangements.
- 2.16 If any part of the school premises was constructed before 2000 the Principal must ensure that an asbestos survey has been completed. If asbestos containing material (ACM) is discovered an asbestos register must be put in place, a risk assessment completed, and an Asbestos Management Plan drawn up. The Principal may wish to delegate the role of Asbestos Manager and appoint a competent person to manage asbestos on the premises. Regardless of whom the Asbestos Manager is that person must be named in the Asbestos Management Plan and their particular asbestos management duties recorded.

- 2.17 The Principal will provide a termly health and safety report for the Local Governing Body including and the Compliance Directors Committee, but not limited to; any accidents, near-miss incidents, identified gaps in health and safety legal compliance, Health and Safety Executive/ Fire Authority intervention.

3. Emmaus Catholic Multi-School Health & Safety Advisors

- 3.1 The MAC Directors will delegate responsibility for the management and implementation of Health and Safety within our MAC to the Chief Finance and Operations Officer, the Principal and external Safety Advisors.

- Emmaus Catholic Multi Academy Company holds ultimate responsibility and liability in relation to health and safety across the following areas:
- Health and Safety Management
- Risk Assessment
- Legionella
- Asbestos Management Duty of Care
- Fire Safety
- First Aid
- CDM regulations
- The MAC will appoint Health and Safety Advisors who will carry out the duties and responsibilities as the Appointed Competent Person, responsible for providing advice and assistance to the MAC but not limited to the following areas:
- Fire Safety
- Management and removal of Asbestos
- Health and Safety Legal advice for complex cases

- 3.2 The competent person roles within a school will be voluntary unless the role is performed by the Principal or is included in the person's job description/role on appointment.

- 3.3 Emmaus Catholic Multi Academy Company will ensure that those performing competent person roles within schools receive appropriate training specific to the role or already hold accreditation and can evidence the required accreditation in relation to consultants.

- We will provide health and safety advice and support to all school governors and employees;
- The MAC via Health & Safety Advisors will review health and safety arrangements within the schools, ensuring appropriate procedures and controls are in place for the management of risk;

- We will ensure funding is made available to address health and safety Issues through annual capital allocations whilst ensuring contingency plans are in place in the event of an emergency;
- MAC Health & Safety Advisors will ensure all schools are compliant with statutory law and records maintained;
- The Health & Safety Advisors will enforce the terms of this policy and periodically review health and safety management within our schools;
- The Health & Safety Advisors will investigate and liaise with HSE during incidents issues or enquiries where appropriate.

3.4 Fire Safety Officer (Appointed Person)

- The appointed person will be the ‘responsible person’ who has the authority and powers of sanction to ensure that standards of fire safety in the school are maintained;
- The main duties of the responsible person include, but are not limited to;
- Managing the school to minimise the incidence of fire (fire prevention); e.g. good housekeeping and security;
- Ensuring that current, suitable and sufficient, fire risk assessment has been carried out, or reviewed, on the school;
- Producing, or reviewing, a current Emergency Fire Plan, inclusive of a Fire Evacuation Plan;
- Ensuring that all persons entering school premises have had induction training on emergency evacuation procedure in the event of a fire;
- Ensuring that all staff have received adequate fire and evacuation training consistent with their role;
- Checking the adequacy of fire-fighting equipment and ensuring its regular maintenance;
- Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly;
- Ensuring that fire detection and protection systems are maintained and tested and proper records are kept;
- Ensuring any close down procedures are followed;
- Establishing and maintaining effective communication with local fire authorities and providing the required information and assistance to the fire authority to allow for effective discharge of their duties.

3.5 First Aid Co-Ordinator

- Responsibility for the management of situations in the school’s and Central Office, relating to injured or ill persons who need medical assistance rests with the First Aid Coordinator.

- The First Aid Coordinator is also required to take charge of the equipment and facilities provided for first aid and in addition ensure that:
- First aid facilities are maintained in a proper effective condition
- First aid boxes are checked, and the contents maintained in a suitable condition.

3.6 **Radiation Protection Supervisor (where applicable)**

- The appointed person has the authority and powers of sanction to ensure that standards of radiation protection are maintained locally. The main duties of the Radiation Protection Supervisor include:
- Adhering to the local rules established by the radiation employer;
- Supervising sources of ionising radiation on the site, including effective security and protection;
- Implementing such monitoring measures as are necessary to provide sufficient monitoring of radiation exposure;
- Completing suitable and sufficient risk assessments of activities, in relation to the use of sources of ionising radiation and ensure effective control measures are in place prior to activities being undertaken;
- Ensuring that provisions specific to women and young people are in place and strictly adhered to;
- Producing a Radiation Emergency Plan and liaising with the Fire Safety Officer on the provision of information for emergency services in the event of an emergency;
- Ensuring that their knowledge of core competency in radiation protection is maintained and keeping abreast of any changes to relevant legislation, codes of practice, or guidance;
- How to access help and advice from the appointed Radiation Protection Advisor and other appropriate sources, e.g. HSE, etc.

3.7 **Asbestos Manager (Business Manager /Site Staff)**

- The Asbestos Manager is responsible to the Principal for ensuring local compliance with all asbestos related legislation and the management of asbestos within the premises;
- The main duties of the Asbestos Manager include;
- The day to day requirement to inform relevant staff and contractors of the location, extent and condition of asbestos on the premises by directing them to the UKnaR QR Codes at reception;
- A duty to inspect, or to arrange for the regular inspection of, asbestos containing materials, as required by the asbestos management plan;

- A duty to ensure that suitable and sufficient asbestos training and information is provided to all staff and that suitable and effective personal protective equipment is provided where required;
- A duty to maintain records and update asbestos related documents as and when required, or as and when necessary and to maintain the local asbestos management plan;
- A duty to maintain emergency arrangements for the evacuation of affected areas in the event of unplanned damage or disturbance of known or newly discovered ACM;
- A duty to arrange for the safe control, survey, repair, maintenance, or removal of ACM in the affected area in the event of unplanned damage or disturbance of known, or newly discovered, ACM.

3.8 Education Visits Co-Ordinator (EVC)

- The Educational Visits Coordinator is responsible to the Principal for ensuring that the school procedures for educational visits are implemented;
- Has a responsibility to ensure that all school visits comply with The MAC and School regulations in every respect;
- Must ensure that off-site activities are properly planned and supervised, and that the pupils' safety is paramount;
- Is responsible for checking competency of all supervising staff and volunteers;
- Must ensure that the careful planning and preparation of the trip includes a suitable and sufficient assessment of the risks and benefits of all activities;
- Must provide full details of all overseas or high risk adventurous educational visits to the MAC or their representatives for prior approval at least one month before the visit is due to commence.

3.9 Work Experience Co-Ordinator (where applicable)

- The Work Experience Co-Ordinator is responsible to the Principal for the provision of safe work experience placements. This includes liaising with any external bodies appointed to organise the practical arrangements;
- The duties of the Work Experience Co-Ordinator include, but are not limited to;
- Liaising closely with the Principal to decide the appropriate process for organising work experience placements, including the use of external bodies;
- Ensuring that all placements are risk assessed (by the Employer) and risk assessments are completed for members of staff that visit such

employers during the work placements. These assessments should include lone working arrangements;

- Pupils and parents are provided with all relevant information regarding work experience placements, including risk assessments;
- Employers providing placements have full relevant information regarding pupils undertaking a placement with them, including details of additional educational or special needs;
- Where possible Pupils are visited during their placement.

4. Trade Union Health and Safety Representatives and Representatives of Employee Safety

- 4.1 Health and safety regulations provide for the appointment of Trade Union appointed Safety Representatives from amongst those employees who are members of a recognised trade union. Similarly, provision is in place for employees who are not members of a recognised trade union, or where their trade union is not represented by a safety representative, to elect Representatives of Employee Safety to represent them.
- 4.2 Trade Union Health and Safety Representatives and Representatives of Employee Safety are afforded the right to paid release from duties to discharge their functions. “The same right is extended by Emmaus Catholic Multi Academy Company to Representatives of Employee Safety”.
- 4.3 Where Trade Union Health and Safety Representatives and Representatives of Employee Safety are timetabled regarding their employment duties the Principal must ensure that when formulating the School staff timetable they take regard of the current “Trade Union Health and Safety Representatives and Representatives of Employee Safety Agreement”. This agreement will be reviewed annually by The MAC with recognised trades unions.
- 4.4 Trade Union Health and Safety Representatives and Representatives of Employee Safety have the following functions:
- To represent the employees in consultations with the employer;
 - To investigate potential hazards and dangerous occurrences at the workplace and to examine the causes of accidents at the workplace;
 - To investigate complaints by any employee he/she represents relating to that employee’s health, safety or welfare at work and to inform The MAC;
 - To make representations to the employer on matters arising out of potential hazards and dangerous occurrences or complaints relating to health and safety by any employee he/she represents;
 - To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace;

- To carry out health and safety inspections;
- To represent the employees, he/she was appointed, or elected, to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority;
- To receive information from inspectors;
- To attend meetings of safety committees where he/she attends in his capacity as a safety representative in connection with any of the above functions.
- To be a part of any regional MAC Health and Safety Committees
- Trade Union Health and Safety Representatives and Representatives of Employee Safety have functions and not duties, or responsibilities, in respect of their roles as representatives.

5. All Employees with Management or Staff Supervisory Responsibilities

5.1 All managers and supervisors, within schools, are responsible to the Principal, or their immediate line manager. Within the MAC Central Office all staff are responsible to the CSEL. All employees with management or staff supervisory responsibilities must ensure the application of this policy to all activities undertaken by their department or area of management responsibility. They will also have responsibilities for ensuring that all relevant parts of the Health and Safety Policy are observed and implemented by all colleagues they supervise in their respective workplaces. In particular, staff holding such positions of responsibility will:

- Ensure that suitable and sufficient risk assessments are undertaken within their areas of responsibility, that control measures are implemented, and those assessments are monitored and reviewed;
- Ensure that appropriate safe working practices and procedures exist (safe systems of work) within their areas of responsibility and that these are brought to the attention of everyone concerned;
- Ensure that all accidents and incidents (see definitions in 9.4 below) including near misses occurring within their areas of responsibility are promptly reported and recorded using the appropriate system in The MAC;
- Ensure that all reported accidents and incidents within their areas of responsibility are fully investigated with a view to preventing a recurrence and the findings passed to our consultants for review;
- Ensure that all staff within their areas of responsibility are aware of their specific roles in case of fire and/or emergency;
- Remove from use and report to Principal any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- Ensure that levels of class and staff supervision are adequate at all times;

- Carry out (in conjunction with other members of staff) daily housekeeping health and safety checks within their areas of responsibility and report or rectify any issues as appropriate;
- Maintain, or have access to, an up to date library of sector specific relevant health and safety guidance from suitable sources, e.g. HSE, DfE, CLEAPSS, DATA, afPE etc., and ensure that all colleagues they supervise are aware of and make use of such guidance;
- Identify specific staff health and safety training needs and arrange for training to be completed so far as is reasonably practicable;
- Consult with appropriate staff on any matters which may affect their health or safety whilst at work;
- Carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to a department;
- Ensure that levels of first aid provision are in place for the activities being undertaken;
- Resolve local health and safety issues, within their competency, within their department, or seek further advice or assistance where necessary;
- Ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction in line with guidance prior to commencing activities which may involve some risk;
- Consult the Chief Finance and Operations Officer and Safety Consultant/Advisors, or other appropriate bodies (including Trade Union Health and Safety Representatives and Representatives of Employee Safety), when additional assistance becomes necessary.

6. All Employees with Teaching or Pupil Supervisory Responsibilities

6.1 Teachers and pupil supervisors are responsible for the health and safety of all pupils under their control. Teachers and pupil supervisors shall:

- Ensure effective supervision by only permitting activities to be undertaken by pupils after carrying out a risk assessment if there are real risks associated with the activity. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will need to be considered;
- Be aware of the MAC's health and safety policy and any local policies, rules and arrangements which may apply specifically to a department concerned;
- Ensure that safety instruction is given to all pupils prior to commencing activities which may involve some risk;
- Know the location of the nearest fire-fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;

- Ensure that pupils follow School safety rules and that protective equipment is worn where appropriate;
- Ensure that all personal protective equipment is suitable and in good condition prior to issue;
- Ensure safety devices e.g. machinery guards are in good condition and are used;
- Report any defective equipment to their manager/supervisor;
- Under the direction of management assist in the investigation of all accidents, incidents, near misses (in conjunction with relevant staff involved);
- Propose for consideration by their manager or supervisor any improvements which they consider would improve health or safety standards within a department;
- Ensure that an agreed adequate level of supervision is provided and that appropriate health and safety arrangements, including a suitable and sufficient risk assessment, exist prior to taking school parties off site on educational visits and that this information is shared with the Chief Finance and Operations Officer and The MAC External Safety Consultancy.

7. All Employees (including Temporary Employees)

- 7.1 All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions or omissions.
- 7.2 Employees must also co-operate with The MAC so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.
- 7.3 All employees are required to:
- Participate in the risk assessment process and comply with findings;
 - Report all defects in the condition of the premises or equipment to which they become aware;
 - Report all accidents, incidents and near misses according to the procedures included in Part C of this document;
 - Be familiar with the procedure to be followed in the event of a fire or other serious emergency;
 - Know the location and condition of any asbestos containing materials identified in the asbestos register and know what to do should these be

damaged, disturbed, or if they discover new or potential asbestos containing materials;

- Take part in health and safety training, provided by the employer, that the employer considers necessary to maintain the employee's health and safety;
- Make use of all necessary personal protective equipment provided for safety or health reasons;
- Where necessary, make use of all control measures made available to them, e.g. fume cupboards, etc.;
- Follow all relevant safe practice and local rules;
- Report any unsafe practices to their manager or Principal, or if necessary the LGB representative responsible for health and safety. The Principal should then report any highlighted unsafe practices to the Chief Finance and Operations Officer.

7.4 Where in the presence of pupils, as a 'reasonable person', ensure pupils follow safe practices and observe all school safety rules, and as far as is reasonably practicable ensure that pupils:

- Follow all instructions issued by any member of staff in the case of an emergency, or a risk to safety;
- Do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.;
- Are encouraged to inform any member of staff of any situation which may affect their safety.

8. All Pupils

8.1 Are expected to follow their respective School Behaviour Policy in, order to maintain a safe environment for all.

8.2 Instances of unsafe conduct or behaviour should be managed effectively by the school's in accordance with their Behaviour Policy.

9. PART C. Arrangements for Health, Safety and Welfare

9.1 Each school has the duty to develop suitable and sufficient local policy, arrangements and procedures to comply with, and complement these arrangements. In all circumstances, where there is any doubt, these arrangements will take precedence.

9.2 Advice and guidance to support all the health, safety and welfare arrangements will be provided by our Health & Safety Consultancy in electronic format. This resource will also provide links to where further information on specific topics can be obtained.

9.3 The following arrangements are put in place to establish, monitor and review measures needed to meet health and safety legal compliance and the required health and safety standards in our establishments and on our premises:

9.4 **Accidents and Incidents**

In order to avoid misunderstanding, the MAC deem an accident and incident to be defined thus: -

Accident: -"any unplanned event that results in personnel injury or damage to property, plant or equipment.

Incident: -"an unplanned event which does not cause injury or damage but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short- circuits.

In the event of an accident all local emergency procedures appropriate to that accident must be put into action, including, but not limited to:

- Ensuring, where possible, that the scene of the accident is as safe as is reasonably practicable and poses no substantial risk to others;
- Where possible, providing first aid, by a first-aider, to any person who is injured;
- Obtaining further medical aid where appropriate;
- All accidents must be recorded on the school accident form as soon as possible;
- All incidents must be reported to the Principal, or the person delegated with the duty of managing accidents and incidents, as soon as possible and a record kept of the incident;
- In order to comply with Regulation 5 of The Management of Health and Safety at Work Regulations it is important that adverse events are properly investigated. An 'adverse event' is an accident (an event that results in an injury or ill health), or incident (a near miss, or undesired circumstance). All adverse events and associated investigation must be recorded;
- The level of investigation should be determined by the potential consequences of the adverse event and the likelihood of it reoccurring;
- Investigations should be carried out jointly by a Senior Leader, nominated by the Principal and a Health and Safety Representative if there is such a person in the School or any member of an investigation team can request

additional health and safety support from Chief Finance and Operations Officer;

- Investigations should be conducted using the guidance and methodology contained in the HSE publication HSG245 “Investigating accidents and incidents”.
- Schools must ensure that the documents relating to any accident or incident investigation are retained for a period of five years (Staff) and 10 years (Pupils).
- All Investigations should be sent to the Chief Finance and Operations Officer who will report the incident to Directors at the Compliance Committee.

9.5 **Animals**

Where livestock and other farm animals or birds are kept on school premises, arrangements should be put in place by schools to make suitable and sufficient risk assessment of the risks to those people coming into contact with such animals or birds.

9.6 In all cases where animals or birds are kept on site suitable and sufficient control measures must be put in place by the school to control the risk of transfer of infection from E. coli O157.

9.7 Arrangements must also be put in place for the proper health and welfare of any animals or birds that are kept. These arrangements must include, but are not limited to:

- The regular provision of clean water and suitable food;
- Suitable accommodation in a low stress environment;
- Adequate room to move and provision to address individual animal/bird welfare needs;
- Competent management of all animals or birds;
- Provision for weekends and holidays;
- Provision for veterinary and other expert assistance.

9.8 Schools must not keep animals or birds where they are unable to fully comply with legislation regarding the health and safety of persons in contact with those animals or birds, or where they are unable to meet acceptable standards of animal health and welfare.

9.9 Welfare dogs utilised in schools should be microchipped and fully vaccinated. Further guidance is set out under Section 9 of the Animal Welfare Act

(www.legislation.gov.uk/ukpga/2006/45/section/9) which should be read and followed.

10. Asbestos Management

10.1 In compliance with Regulation 4 of the Control of Asbestos Regulations, where premises were built before the year 2000 the Principal must ensure that the following obligations are carried out by a competent person, or persons:

- Take reasonable steps to find materials in premises likely to contain asbestos and to check their condition;
- Presume that materials contain asbestos unless there is strong evidence to suppose they do not;
- Make a written record of the location and condition of asbestos and presumed asbestos-containing materials (ACM), keep the record up to date and ensure that a copy is available for on request to all visitors to the site (the Asbestos Risk Register). Assess the risk of the likelihood of anyone being exposed to these materials (the Asbestos Risk Assessment);
- Prepare a plan to manage that risk (the Asbestos Management Plan) and put it into effect to ensure that:
- Any material known or presumed to contain asbestos is kept in a good state of repair;
- Any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary removed;
- Local emergency procedures are in place to address the unplanned damage or disturbance, or new discovery of asbestos including procedures for evacuation and subsequent control, survey, repair, maintenance or removal of the affected material.

10.2 Information on the location and condition of the material is given to anyone potentially at risk including all staff working in the affected area/s. Principals and those persons who have delegated duties in relation to asbestos management must ensure that the legal requirements of licensed and non-licensed asbestos work are strictly adhered to.

10.3 **General procedure in the event of accidental damage to, or discovery of, Asbestos Containing Material (ACM):**

- If, despite taking every precaution, ACM are discovered during the course of work, or known ACM are damaged, the following actions must be taken:
- STOP all work immediately;

- Turn off any fans/computers/extractors;
- Shut all windows;
- Evacuate the local area promptly, but orderly, i.e. the room where the damaged/discovered ACM is located leaving all bags/coats etc. in the room;
- Shut all doors;
- Prevent anyone entering or re-entering the area;
- Keep the room occupants together in another vacant room nearby;
- Report the problem as soon as possible to the Principal of the School and the Chief Finance and Operations Officer;
- Arrange for the careful removal of any clothing contaminated with dust or debris and place in a plastic bag;
- Where ACM is found to be damaged, deteriorated or newly discovered the competent person must take steps to arrange for assessment of the situation and consequential management in conjunction with the Chief Finance and Operations Officer if required;
- Unless the incident is very minor the matter is to be reported to the HSE.

11. Audits and Inspections

- 11.1 Health and safety audits and inspections must be completed on a regular basis and will comprise, as a minimum, a termly site inspection. This should be carried out by appropriate staff, governors and representatives within the School, or by a suitably competent external provider.
- 11.2 Appointed Trade Union Health and Safety Representatives and elected Representatives of Employee Safety, can initiate an inspection in School, as part of their functions.
- 11.3 Schools should record and use information gathered from inspections and audits to improve health, safety and welfare provision within the School, on a risk prioritised basis, so far as is reasonably practicable.
- 11.4 The MAC health and safety inspections and audits will be carried out by a specialist consultant contracted by us for that purpose.
- 11.5 Results of all health and safety audits and inspections must be made available to the School workforce concerned and the statistical results of health and safety audits and inspections will be published internally for reasons of transparency and benchmarking.

12. Confined Spaces

- 12.1 No work shall be carried out in a confined space, as defined in Regulation 1(2) of The Confined Spaces Regulations, by our employees without strict adherence to the provisions of those regulations and the corresponding HSE Approved Code of Practice, “L101 Safe work in confined spaces. Confined Spaces Regulations”.

13. Consultation

- 13.1 In order to provide for consultation with employees The MAC requires schools to follow the procedure for the Election of a Representative of Employee Safety on an annual basis.
- 13.2 Recognised trades union will undertake the appointment of Union Safety Representatives in line with their internal procedures.
- 13.3 Where Schools have representation in place for all employees, consultation on all written health and safety policies, organisation, arrangement and procedures may take place by the use of email, providing those representatives have a valid email address.
- 13.4 Where any employees are unrepresented regarding matters of health and safety within a school, in order to comply with Regulation 3 of The Health and Safety (Consultation with Employees) Regulations, each such school must make arrangements for direct consultation with all employees within the school on all health and safety matters that may affect them. Schools should note that unless all employees in the school have email access, other arrangements must also be put in place. Where consultation involves health and safety matters the results of this consultation must be collated and returned to the MAC Health and Safety Advisor.

14. Contractors

- 14.1 Anyone entering our schools, or premises used by The MAC, for the purpose of carrying out work, or who provides a good or a service, specialised or otherwise, for the client, owner or occupier must be regarded as a “contractor” - to whom duties are owed and who, in turn, owes duties in respect of health and safety.
- 14.2 Contractors therefore include building, construction and maintenance workers, caterers, window cleaners, agency staff, equipment repairers, delivery drivers, service staff and consultants. In this policy the term Contractor, includes all sub-contractors and their employees.

- 14.3 By virtue of the hazardous nature of construction-related contracting compared with general consultancy work, this policy tends to concentrate on those higher risk areas, however many of the principles still apply to other areas of lower risk.
- 14.4 When children, young persons, or other vulnerable persons are present on the premises contractors without a valid DBS check must never be left unaccompanied whilst on site.
- 14.5 Schools must comply with the requirements of the Construction Design and Management Regulations, when they apply and ensure that the necessary arrangements are in place.
- 14.6 Schools must ensure the proper vetting and selection of contractors regardless of what work they may be required to carry out. It is important to ensure checks are made to ensure that contractors are properly qualified, have the necessary skills to carry out the work and are competent in assessing risks and applying effective health and safety practices.
- 14.7 Schools must make themselves familiar with how to manage and work with contractors throughout the project. This includes the planning stage, standards and arrangements, while working on site and on work completion.
- 14.8 All contractors must receive Health and Safety Induction training from the school concerned before being allowed to work on site. This will constitute familiarisation of the school layout within the area of their work, including; access and egress, the location of all relevant health and safety items (e.g. fire exits), all local arrangements. A copy of this Health and Safety Policy and relevant local policies and supporting procedures will be made available if requested by the contractor.
- 14.9 The School Asbestos Risk Register shall be brought to the attention of a contractor with regard to the arrangements contained in the School's Asbestos Management Plan and a permit to work issued. No contractor may undertake maintenance or construction work without having signed the register and received a permit from the duty holder.

15. Control of Substances Hazardous to Health

- 15.1 All substances representing a potential hazard due to their storage, handling, use or disposal will be assessed to identify the level of risk. Safety data sheets should be used to provide a basis for the risk assessment regarding particular products. The safety data sheet is not a risk assessment in itself.

- 15.2 The substances and the corresponding process in which they are used shall have a written assessment carried out detailing the control measures to be used and any residual risks.
- 15.3 All employees who may be exposed to effects of the substances must sign the relevant assessment indicating their acknowledgement of the controls and residual risks.
- 15.4 Several chemicals in regular use in science can present major problems if spilt. Where appropriate, schools must provide equipment and adopt working practices for pupils, teachers and technicians that minimise the risk of a spill occurring in the first place, but must also make provision for dealing quickly, safely and efficiently with any spills that do occur. This provision should form part of the risk assessment for the whole activity.
- 15.5 Schools must take suitable precautions to prevent or control the risk of exposure to legionella, including, but not limited to:
- Ensuring that a suitable and sufficient risk assessment is carried out by a competent person;
 - Establishing any potential risks and implementing measures to either eliminate or control those risks;
 - Ensuring that a competent person is appointed to manage the health and safety risks from legionella, including the control measures.
- 15.6 If a School decides to employ contractors to carry out water treatment or other work, it is still the responsibility of the appointed competent person to ensure that the treatment is carried out to the required standard.
- 15.7 Schools must record any significant findings, including any groups of employees identified by it as being particularly at risk from legionella and the steps taken to prevent or control risks. Records should include details about:
- The person or people responsible for conducting the risk assessment, managing, and implementing the written scheme;
 - Any significant findings of the risk assessment;
 - The written control scheme and its implementation;
 - The results of any inspection, test or check carried out, and the dates;
 - Details about the state of operation of the system, i.e. in use/not in use.
- 15.8 Schools are reminded that records regarding legionella management should be retained for at least five years.

- 15.9 If a School has a case of legionella and an employee who has worked on hot water systems are likely to be contaminated with legionella, the school must report this under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

16. Dangerous Substances and Explosive Atmospheres

- 16.1 Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion. They include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG), dusts from machining and sanding and dust/fumes from foodstuffs, etc.
- 16.2 In order to control the risks associated with these substances schools must:
- Find out what dangerous substances are in the school and assess what the fire and explosion risks are. If there are none, or the risks are negligible, no further action need be taken;
 - Where dangerous substances are identified schools must:
 - Put control measures in place to either remove those risks or, where this is not possible, control them effectively;
 - Put controls in place to reduce the effects of any incidents involving dangerous substances;
 - Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances;
 - Make sure employees are properly informed about and trained to control or deal with the risks from the dangerous substances;
 - Identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources (from unprotected equipment, for example) in those areas.
- 16.3 It is likely that a number of dangerous substances may be present in schools, but that most would not be in the quantities or conditions that may result in a fire or explosion. However, staff should be aware of the use of volatile substances in science, paints and coatings in technology, or art, the use of LPG in heating/cooking systems, the use of oils and fats in kitchens and the proximity of such substances to sources of ignition.
- 16.4 Many schools will have Local Exhaust Ventilation (LEV) equipment used to extract dust, fumes and other substances from science laboratories, workshops and kitchens. Schools are reminded that in order to reduce the likelihood of fire and explosion all LEV systems must be inspected and tested at least every 14 months.

17. Educational Visits

- 17.1 The MAC encourages our schools to arrange a wide range of “out-of-school” activities, which can include visits to museums, trips to the countryside, or taking part in challenging and adventurous activities, as it recognises the benefit of learning away from the school. In support of this the HSE advises that the, “Courts have made clear that when health and safety law refers to ‘risks’, it is not contemplating risks that are trivial or fanciful. It is not its purpose to impose burdens on employers that are wholly unreasonable”.
- 17.2 Schools should ensure that they have arrangements in place to allow for the adequate planning and management of educational visits and seek approval where required.
- 17.3 Schools should strike the right balance which means that:
- The School and staff focus on real risks when planning trips;
 - Those running trips understand their roles, are supported, and are competent to lead or take part in them;
 - The real risks are managed during the trip;
 - Learning opportunities are experienced to the full.
- 17.4 Striking the right balance does not mean that:
- Every aspect is set out in copious paperwork that acts as a security blanket for those organising the trip;
 - Detailed risk assessment and recording procedures aimed at higher- risk adventure activities are used when planning lower-risk School trips;
 - Mistakes and accidents will not happen;
 - All risks must be eliminated.
- 17.5 Schools need to ensure that the precautions proposed are proportionate to the risks involved, and that their recording system is easy to use. They should also take account of the assessments and procedures of any other organisations involved and ensure that communications with others are clear.
- 17.6 The School’s arrangements for trips should ensure that:
- Risk assessment focuses attention on real risks – not risks that are trivial and fanciful;
 - Proportionate systems are in place – so that trips presenting lower- risk activities are quick and easy to organise, and higher-risk activities (such as

those involving climbing, caving or water-based activities) are properly planned and assessed;

- Those planning the trips are properly supported – so that staff can readily check if they have taken sufficient precautions or whether they should do more;
- Staff running School trips should clearly communicate information about the planned activities to colleagues and pupils (and parents, where appropriate). This should explain what the precautions are and why they are necessary, to help ensure that everyone focuses on the important issues;
- It is important that those running school trips act responsibly by:
- Putting sensible precautions in place and making sure these work in practice;
- Knowing when and how to apply contingency plans where they are necessary;
- Heeding advice and warnings from others, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities).

Notification and Approval Process

- 17.7 Category A – Simple low risk ‘everyday’ activity (usually within the school / school day). Requested information to the EVC (as per local procedure timeline). These visits will normally be checked / approved by the EVC and Principal.
- 17.8 Category B (Adventure/High Risk or Abroad) – Higher risk activities. Requested information to the EVC (as per local procedure timeline prior to the visit). These visits will be checked / approved by the EVC / Principal / Outdoor Education Adviser. The Local Governing Body will have an overview and will approve all visits abroad. Once approved by the LGB the Principal will update the Chief Finance and Operations Officer with the details of the planned excursion and provide copies of all relevant documentation.
- 17.9 The Principal will have an overview of all educational visits.
- 17.10 Visit Authorisation A competent appointed group leader will be responsible for running the activity. This will normally be a teacher or employee of the school.
- 17.11 The school’s Educational Visits Co-ordinator (EVC) will support the planning and management of all off-site visits as required. They Will:
- Ensure that the visits procedures are adhered to;

- Risk assessments (as appropriate) are completed by the visit leader well in advance;
- Support the Principal and LGB in their decisions regarding approval;
- Organise related staff training;
- Verify that all accompanying adults, including private car drivers, have had satisfactory disclosure and barring checks;
- Make sure that all necessary permissions and medical forms are in place;
- Keep records of visits, and ensure that there is access to suitable generic assessments of the risks (for example road-crossing) where there are frequent/regular visits to local venues (for example a swimming facility).

17.12 Staff arranging or otherwise involved in educational visits/off-site activities must familiarise themselves with this policy and the regulations, advice and procedures available through OEAP National Guidance <http://oeapng.info>.

Risk Management

17.13 The risk management of an activity should be informed by the benefits to be gained from participating. The starting point of any risk assessment should be a consideration of the benefits and learning outcomes.

17.14 A common sense and proportionate approach to risk management and risk assessment should be used e.g. focus on significant hazards and dangers.

17.15 A suitably sufficient risk assessment should be carried out by the visit leader before the proposed visit. If staff are organising, leading and delivering a visit activity they are responsible for all aspects of the risk assessment.

17.16 For Category A or simple everyday activity, a generic risk assessment may prove sufficient providing it has been reviewed and adapted if necessary.

17.17 For higher risk activities Category B (Adventure activities / Abroad/ etc.) a specific risk assessment should always be completed. It should focus on the hazards / risks that School staff have control over. It will assess risks which might be encountered on the visit and will indicate measures to prevent or reduce them.

17.18 The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?

- Can the visit leader put the safety measures in place?
- What steps will be taken in an emergency?

Provider Risk Assessments

- 17.19 If a recognised 3rd party provider is being used then staff should focus on the areas of the visit for which they have responsibility– travel, group management, pastoral / welfare issues, down-time etc.
- 17.20 It is normal practice for many established providers to make available Risk Management Summaries (RMS) in lieu of risk assessments. These documents focus on the safety culture of the organisation – safety systems / emergency procedures, staff competence, insurance, safeguarding, accreditation / quality marks, operational procedures etc. and as such avoid technical jargon often found in risk assessments.
- 17.21 There are a number of provider quality assurance schemes in operation. These schemes require regular inspection and provide reassurance to the visit organiser as to quality and safety.
- 17.22 Examples of such schemes include – The LOtC Quality Badge, AALA Licensing, Adventure mark, for overseas visits providers, Outdoor Sport National Governing Body Awards – recognised centres for paddle sport/sailing etc.
- 17.23 The Council for Learning Outside the Classroom hold names of providers who have a Quality Badge. These providers do not require safety or quality checks.
- 17.24 Staff planning an off-site activity should, where possible, make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the visit leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site’s suitability with regard to the age and any particular needs of the pupils. They will also consider the venue’s own approach to security and to health and safety. Venues providing their own staff led activities or organising events will have their own risk assessments in place for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if she/he lacks the skills required to make informed judgements about the risks it may involve. The EVC will not give approval for the visit unless satisfied with the venue, its staff and their risk management procedures.
- 17.25 A risk assessment must also cover transport to and from the venue.

17.26 It is important to assess and record any significant health, safety or security issues that are identified during the preliminary assessment. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of any preliminary visits will be borne by the school and should be built into the overall financial arrangements for the visit itself.

Effective Supervision

17.27 Effective supervision should be determined by consideration of the following:

- Age of Pupils in the group;
- Gender issues;
- Ability of group including special or differing needs;
- Nature and location of the activity;
- Staff experience/competence.

Staff Competence

17.28 Education Visits Coordinators: -

- There will be at least one nominated senior member of staff to act in the capacity of Education Visits Coordinator (EVC) in each School;
- The EVC will undertake formal EVC revalidation on a minimum 3 year cycle;
- EVCs should be specifically competent, ideally with practical experience in leading and managing a range of visits.

Visit Leaders: -

- Leaders should be current in their knowledge and expectations regarding good and safe practice;
- It is recognised as good practice for newly qualified staff or staff involved with higher risk activities to attend recognised Visit Leader Training for which there is no current requirement to revalidate;
- The EVC will support the Principal / LGB in ensuring that competent staff are assigned to lead and accompany visits.

First Aid

17.29 Before undertaking a visit, the Visit Leader should assess the level of first aid cover required. Whilst there is no statutory requirement for qualified first-aiders all staff should have a good working knowledge of first aid and ensure that a first

aid kit is available. They should also be familiar with how to contact the emergency services.

17.30 The minimum first aid provision for a visit is:

- A suitably stocked first aid kit;
- Person/persons appointed to be in charge of first aid arrangements;
- Other considerations when considering first aid include:
 - Numbers in the party and the nature of the activity;
 - Likely injuries and how effective first aid would be;
 - Duty of Care requirements;
 - Distance to the nearest hospital;
 - Venue/providers first aid availability;
 - All minibuses are required by law to carry a first aid kit.

Disclosure and Barring Service (DBS) Checks

17.31 Employees and volunteers who work are working in Regulated Activity either with young people or carrying out certain activities for adults, must undergo an enhanced DBS check as part of their recruitment process. With specific reference to LOtC activities and Offsite Visits, Regulated Activity for Children is defined as any adult (staff or volunteer) carrying out unsupervised activities at least once a week, 4 or more days, or once overnight (between 2am and 6am) in a 30 day period.

17.32 For the purposes of this guidance, “activities” are to: teach, train, instruct, care for or supervise children, provide advice/guidance on well-being, provide relevant personal care, e.g. washing or dressing, or drive a vehicle only for children.

17.33 Volunteers used on a temporary or occasional basis or supervised volunteers no longer fall within the scope of regulated activity and are not entitled to an enhanced DBS with barred list check, although school can still carry out an enhanced DBS without barred list check. The placement of an adult within a situation of professional trust (where young people could be vulnerable to physical or mental exploitation or grooming) should always be on the understanding that an overview based on a common-sense risk-benefit assessment process has been considered.

17.34 It is normal practice that all school / school staff (employees / volunteers) having access to pupils will be DBS and barred-list checked.

- The use of volunteers should only be permitted by the Principal or EVC. Permission will be based on knowledge of the volunteers and their previous experience and training;
- All volunteers will require a current DBS check;
- Volunteers have responsibility to follow the instructions of the visit leader.

Transport

17.35 Careful consideration must be given to planning transport to support educational visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it and therefore staff must follow statutory and good practice requirements – coaches/private cars/minibuses/public transport.

Minibuses

17.36 The driver of the vehicle cannot safely drive and supervise passengers at the same time. Therefore, a risk assessment should be undertaken to ascertain the likely behaviour and individual needs of pupils.

17.37 Considerations should include –

- The length of the journey and time of day when it takes place;
- The nature of the group (age/maturity/special needs/behavioural issues) and the level of behaviour management or support they are likely to require during the journey;
- The overall workload of the driver during the day (other responsibilities and duties undertaken or planned by drivers).

17.38 Based on an assessment of these factors, it may be proved satisfactory to have only a driver present in the vehicle (no supervisor/s). It may also demonstrate the need for additional staff to share driving duties or to act as supervisors.

17.39 Any driver should have access to a mobile phone and have available school contact details in case of difficulty or emergency.

17.40 Where more than one minibus is being used to provide transport to the same destination vehicles should normally travel in convoy.

17.41 Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Staff using Private Cars

17.42 Staff must consult the EVC / Principal regarding the use of their own vehicles. Should permission be granted it will be subject to the following –

- The vehicle has tax and is roadworthy;
- The driver has business use insurance cover;
- Parents have given permission;
- Child seat and seat belt laws are adhered to *
- Where possible there should be 2 staff present in the vehicle and there should be male and female staff present if there are male and female Pupils.

17.43 *Child and Seat Belt laws: - Children in cars, vans and other goods vehicles must be carried in an appropriate child restraint from birth until either they are 135cm (4'5") tall or 12 years old, whichever comes first. There are very few exceptions (the rear of mini-buses being one). They must then use a seat belt (although it would be preferable to use a booster seat until they are 150cm (5') tall).

17.44 Schools normally request a voluntary contribution to parents if their children are transported by the school. The charge covers the expenses of the journey only; no profit is made from this. Please refer to the charging and remissions policy on the school website.

Charging for Visits

17.45 Funding for off-site activities is provided mainly by parental contributions. The charging policy follows the legal framework for charging, voluntary contributions and remissions as set out in the Education Act 1996. No pupil may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution.

17.46 The costing of off-site activities should include any of the following that apply:

- Transport;
- Entrance fees;
- Insurance;
- Provision of any special resources or equipment;
- Costs related to adult helpers;
- Any refreshments the School has opted to pay for;
- The timetable for the payment of parental contributions should allow the EVC to make a decision regarding the financial viability of the activity in reasonable time.

Insurance

Pupils

- 17.47 The MAC RPA insurance cover for pupils regarding the following: –delays / curtailment, personal belongings or accidental personal injury. Visit Leaders should check that the Insurance cover in place is sufficient.

<https://www.gov.uk/guidance/the-risk-protection-arrangement-rpa-for-schools#what-rpa-covers>

Staff

- 17.48 Employer's Liability Insurance is a statutory requirement and schools hold a policy that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it. This cover extends to persons who are acting in a voluntary capacity as assistant supervisors.
- 17.49 The RPA Insurance, indemnifying against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as off-site activities and visits organised by all establishments and settings for which the employer is responsible.
- 17.50 Some level of Personal Accident Insurance is provided by the RPA for all employees in the course of their employment, providing predetermined benefits in the event of an accident.
- 17.51 Staff are advised to consider taking out additional personal accident cover privately, or obtain cover through a professional association.

Communication with Parents

- 17.52 The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.
- 17.53 For simple low risk everyday activities taking place within the school / school day (including after school sports fixtures), a one-off permission / consent slip will be sent out to parents / guardians at the start of the academic year (blanket consent).

17.54 For higher risk/Abroad/Residential activities specific consent must be sought from parents / guardians.

Emergency Planning and Critical Incident Support

17.55 A critical incident is an event where any member of the group undertaking an offsite activity has:

- Suffered a life-threatening injury or fatality;
- Is at serious risk;
- Has gone missing for a significant and unacceptable period;
- Or an event which is beyond the normal coping mechanism of the Visit Leadership Team;
- The schools must provide an emergency 'base' contact number which should be carried by visit leaders at all times during an offsite activity. This should only be used in the case of a genuine emergency;
- Under no circumstances should these numbers be issued to pupils or to their parents or guardians;
- For higher risk visits parents / guardians may be issued with the school mobile number carried by the visit leader, in case they need to speak urgently to the visit leader, accompanying staff or pupils.

Further Health and Safety Considerations

17.56 All adults accompanying a party must be made aware, by the visit leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home or mobile telephone number of the designated emergency 'base' contact person should be provided.

17.57 Before a party leaves the school, office should be provided with a list of everyone, pupils and adults, travelling with the party, together with a programme and timetable for the activity.

17.58 The safety of the party, and especially the pupils, is of paramount importance. During an activity the visit leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that pupils are both safe and well looked after at all times.

17.59 Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others or the good name of the School / school, the visit leader should discuss with the EVC the possibility of excluding that pupil from the activity.

Visit Leaders' Planning

17.60 Visit leaders must be familiar with the contents of this policy document and relevant information available through OEAP National Guidance. The EVC is available to provide advice or support if required.

Visit Plan

- The visit plan for intended educational visits must include the following:
- Risk assessment;
- Report on preliminary visit/assessment;
- Applications for approval of visit;
- General information;
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- Travel schedule;
- Accommodation plan (where applicable);
- Full plan of activities;
- Fire precautions and evacuation procedures (where applicable);
- Intended arrangements for supervision;
- Insurance arrangements for all members of the group;
- Emergency contacts and procedures;
- General communications information;
- Guidance for visit leaders;
- Guidance for the emergency contact and the Principal;
- Medical questionnaire returns;
- First-aid boxes.

18. Electricity

18.1 With particular regard to The Electricity at Work Regulations, the MAC will ensure that the following arrangements are in place so far as it is reasonably practicable to do so:

- Safe electrical systems are installed on premises that are under the control of the MAC;
- Suitable protective equipment is to be installed to reduce the risk of electric shock, excess current, or fire;
- Account must be taken regarding the environment that electrical systems are to be installed or used in and any external power supply must be rated accordingly;
- A suitable earth must be provided for the electrical system and used where appropriate;

- A means of isolating electrical systems must be provided and suitable precautions must be in place to ensure that circuits and equipment can be made dead, particularly prior to maintenance or repair work taking place;
- Schools are expected to ensure that all electrical works carried out should comply with these arrangements and in particular should ensure that:

- 18.2 Persons working on electrical systems, or equipment, must be competent to do so, in order to prevent danger and injury.
- 18.3 Work activities that involve electrical systems are to be completed safely, with a safe system of work established where any activities that present a real risk are undertaken.
- 18.4 Testing and inspection of fixed installations must be completed every five years. Portable Appliance Testing (PAT) must be completed with regard to a current risk assessment and in line with HSE guidance.

Guidance on the requirements for inspection and testing is:

- All electrical equipment that is used by pupils must be inspected and PAT tested at a maximum of every 2 years;
- Equipment that is rarely moved and not used by pupils (office computers, printers, copiers, etc.) must be inspected and PAT tested at least every five years;
- Equipment that may be frequently moved, or equipment that is used in harsh environments (vacuum cleaners, power tools, soldering irons, etc.) must be PAT tested annually, with more frequent inspections;
- Records of electrical testing and inspection must be accurately maintained;
- Overloading of plugs and sockets must be avoided as it can lead to fires. The use of adaptors is not permitted and only one plug is allowed per socket. Where extension leads are used the electrical capacity of the circuit must be considered before use.

19. Emergency Planning and Procedure

- 19.1 The MAC must complete a Business Continuity Plan. The content of the plan must include the following sections:

- Section 1: Incident Management Plan
- Section 2: Key Contact Information
- Section 3: Threat Response Plans
- Section 4: Key Documents

- 19.2 It is recommended that the MAC Business Continuity Plan be reviewed annually, by the compliance committee, as a matter of routine but must be reviewed immediately if there have been changes that may affect the plan. This may include, but is not limited to; key documents, key personnel, changes in threat, resource changes, premises changes.
- 19.3 Schools must ensure their local BCP is reviewed by the LGB bi-annually.
- 19.4 Schools should integrate their BCP with the MAC BCP.
- 19.5 Schools must ensure that emergency planning procedures are tested and practiced ensuring that plans are robust and fit for purpose.

20. Equipment at Work

- 20.1 All schools must ensure that the content of The Provision and Use of Work Equipment Regulations (PUWER) are adhered to in respect of the equipment resourced by, and used in, the school, in that it must be:
 - Suitable for its 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;
 - Suitable and sufficient risk assessment must be completed for the use of equipment and machinery where there is a risk to the health and safety of the operator, or other people;
 - Schools must comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations, in that they should initially consider which employees are Display Screen Equipment (DSE)“users” and then put in place the following arrangements:
 - The identification of employees who are Display Screen Equipment (DSE) “users” will be supported with full DSE assessments by each school. A list of identified users will be kept with the assessments. The assessment of DSE work stations extends to include those that maybe “off-site” for the management of working from home;

- Where individual risk assessments identify adjustments or adaptations to control risks those adjustments or adaptations should be provided by the school where it is reasonably practicable to do so;
- Identified users of DSE are entitled to regular eye tests carried out by a competent person. The school will reimburse the individuals for these expenses in accordance with current procedures within the school;
- **Lifts and Lifting Equipment** are specialised equipment and should be subject to regular examination and maintenance programmes, consistent with the type and use of the equipment concerned. These are as follows.

Examination should be as part of a written scheme of examination as follows:

- When the equipment is new, on commissioning;
- Lifting equipment such as cranes, hoists, roller shutter doors, etc: Annual examination;
- Equipment for lifting people such as passenger lifts, scissor lifts, cherry pickers, etc: 6 monthly examination;
- Other (ancillary) equipment such as slings, shackles, strops, etc: 6 monthly examination;
- Immediately for all lifting equipment that has been subject to 'exceptional circumstances' in its use.

- 20.2 All mobile lifting equipment must be visually checked before use.
- 20.3 All users of specialised lifting equipment must be trained in its use before being allowed to use it.
- 20.4 All users must ensure that they comply with the requirements of the Work at Height Regulations (as amended) and associated guidance.
- 20.5 It is recommended that where schools have lifts or lifting equipment they appoint a suitably competent contractor to maintain the equipment and crucially a different contractor to examine it. All examination records must be kept for the life of the equipment.
- 20.6 Personal Protective Equipment (PPE) is subject to the requirements of The Personal Protective Equipment Regulations and schools have duties regarding its supply, use, storage, maintenance and management.
- 20.7 All PPE required to carry out any task will be identified from appropriate risk assessments (COSHH, DSE, Manual Handling, etc.). Only when all other forms of controlling the risks have been considered should PPE be used to reduce risk. Such PPE will then be:

- Identified as being suitable for the task
- Supplied to employees or pupils by the school free of charge
- Fitted correctly to ensure effectiveness
- Used by the operator as intended by the manufacturer
- Stored in a suitable and safe condition when not in use
- Maintained and inspected to ensure its continued suitability for use
- Replaced if deemed unsuitable for use

20.8 The school will ensure suitable training is given for the use of PPE as required ensuring the correct use of the designated equipment.

20.9 Employees should be aware that declining to use PPE that they have been trained to use without having a valid reason, in the opinion of the MAC, may result in disciplinary action being taken.

20.10 Pressure systems are subject to the requirements of the Pressure Systems Safety Regulations (PSSR) and deal with any plant or equipment that uses a “Relevant Fluid” and require mandatory periodic inspection with regard to the following:

A relevant fluid is:

- A gas with a pressure >0.5 bar;
- Steam at any pressure;
- Schools must arrange that pressure systems that use a relevant fluid are inspected within the maximum periods, as follows:
- Air pressure systems - 26 months (normally 24 months);
- Air steam boilers and boilers >100°C - 14 months (normally 12 months);
- Refrigeration and air conditioning systems - 48 months;
- Steam generation equipment (autoclaves etc.) - 14 months (normally 12 months);
- Steam receiving plant - 26 months (normally 24 months);
- Other pressure systems 12 – 120 months Dependent on vessel type, contents and application.

21. Fire and Evacuation

21.1 With regard to, and in compliance with, The Regulatory Reform (Fire Safety) Order 2005, as occupiers’ schools are to put in place a local fire and evacuation policy and based on a fire risk assessment of local conditions a fire evacuation procedure must be devised and implemented.

21.2 In respect of The Regulatory Reform (Fire Safety) Order the “responsible person” will be the person in each school appointed by the relevant LGB.

- 21.3 Schools must ensure that they liaise with local emergency services with regard to:
- Arranging any necessary contacts with external emergency services, particularly as regards fire-fighting, rescue work, first-aid and emergency medical care.
- 21.4 In an emergency making available to relevant accident and emergency services the information required by articles 15 and 16 of The Regulatory Reform (Fire Safety) Order as follows.
- 21.5 Procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons including:
- Details of relevant work hazards and hazard identification arrangements; and
 - Specific hazards likely to arise at the time of an accident, incident or emergency;
 - What suitable warning and other communication systems are established to enable an appropriate response, including remedial actions and rescue operations, to be made immediately when such an event occurs;
 - Where the risk assessment indicates it is necessary, what escape facilities are provided and maintained to ensure that, in the event of danger, relevant persons can leave endangered places promptly and safely;
 - The location/s of where such information is displayed at the premises;
 - Co-operating with fire and rescue service inspectors whilst carrying out their duties.
- 21.6 In addition to the local scrutiny of school fire safety The MAC reserves the right, as the employer, to satisfy itself that general fire safety precautions, fire safety arrangements and fire evacuation procedures are maintained to an acceptable standard.

22. First Aid

- 22.1 With regard to, and in compliance with, The Health and safety (First-Aid) Regulations (as amended) schools are to put in place a local first- aid policy and effective procedures based on an assessment of local need.
- 22.2 Schools and the Central Team will need to assess numbers of first-aid personnel, training needs, equipment, accommodation and recording and reporting arrangements.

- 22.3 All staff must be informed of the first-aid arrangements in their locality: the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the first-aid needs within schools and the central office.

23. Gas Safety

- 23.1 In order to ensure gas safety The MAC must ensure that they comply with the provisions of the following regulations:

- Pipelines Safety Regulations (PSR)
- Gas Safety Installation and Use Regulations (GSIUR)
- Provision and Use of Work Equipment Regulations (PUWER)

In order to ensure compliance schools must:

- Ensure that the gas supply and associated distribution pipework is examined every 5 years as a minimum, or sooner as the result of a risk assessment, and as part of that examination all pipework and associated fittings are fit for purpose and safe for use, to the extent that:
 - All gas pipework is identified and appropriately labelled;
 - The pipework and fittings are undamaged (by physical damage or corrosion) and fit for purpose;
 - Any pipework, or fitting, that is damaged, or not fit for purpose, is isolated wherever possible, pending repair/replacement;
 - Ensure that an annual gas safety check is carried out on each gas appliance/installation/flue;
 - Ensure that gas fittings and flues are maintained in a safe condition. Gas appliances must be serviced in accordance with the manufacturer's instructions, or annually if these are unavailable;
 - Keep the record of all safety checks for a minimum of 2 years following the check.
- 23.2 Schools must ensure that all work completed on any part of the gas system is done so by a competent, qualified and "Gas Safe" registered person.
- 23.3 The school must ensure that proper checks are carried out to ensure the current status of the person concerned with regard to the "Gas Safe" register. Schools are alerted to the fact that accepting a "Gas Safe" identity/registration document alone may not be sufficient to verify compliance.

24. Health and Hygiene

- 24.1 Employees must follow manufacturers' instructions printed on containers or packages and wear any protective equipment advised. Staff should consult their manager/supervisor where doubt exists.
- 24.2 To reduce the likelihood of possible infection/disease staff should take the following precautions:
- Always wash hands before eating;
 - Barrier creams can help minimise infection, use where appropriate;
 - Seek first aid immediately for cuts and abrasions and report all cases of suspected work-related illness;
 - Do not leave unwanted food lying around to encourage vermin (rats, mice, pigeons, etc.) and report any evidence of them.
- 24.3 All Schools are to undergo food hygiene inspections under the national Food Hygiene Rating Scheme. The frequency of inspection will be determined by the School's local authority. Inspections should not normally exceed three years in frequency.
- 24.4 Schools (and any contractors) are required to achieve a minimum Food Hygiene Rating of 3 "Generally Satisfactory". Where this rating is not achieved local remedial measures must be put in place, in consultation with the Local Authority and as directed by the School, to ensure the improvement to the quality of food hygiene in the areas identified.

25. Infection Control

Introduction

- 25.1 This policy has been written following guidance from Public Health England guidance on infection control and winter readiness.

Aim and Objectives

- 25.2 This policy aims to provide The MAC community with guidance when preparing for, and in the event of an outbreak of an infection such as pandemic influenza or any contagious illness.

Principles

- 25.3 The MAC recognises that infections such as influenza pandemics are not new. No-one knows exactly when The MAC will be faced with having to deal with a potentially contagious illness amongst its community.

25.4 We recognise the need to be prepared. Infections are likely to spread particularly rapidly in schools and as children may have no residual immunity, they could be amongst the groups worst affected. We recognise that closing the school may be necessary in exceptional circumstances in order to control an infection. The closure of any MAC school is a director decision that must be directed through the CSEL. However, we will strive to remain open unless advised otherwise. Good pastoral care includes promoting healthy living and good hand hygiene. School staff will give pupils positive messages about health and well-being through lessons and through conversations with pupils.

Planning and Preparing

25.5 In the event of the school becoming aware that a pupil or member of staff has an infectious illness we would direct their parents to report to their GP and inform Public Health England. During an outbreak of an infectious illness such as pandemic influenza the school will seek to operate as normally as possible but will plan for higher levels of staff absence.

25.6 The decision on whether school should remain open or close will be based on medical evidence. The Principal must report the incident to the CSEL who will discuss the options with directors. A school will only be closed if directed by the Chair of the Board of Directors (or Vice-Chair in the Chair's absence) through the CSEL.

25.7 This will be discussed with the Health Protection Agency and the Government.

25.8 It is likely that school will remain open, but we recognise the fact that both the illness itself and the caring responsibilities of staff will impact staff absence levels.

25.9 The school will close if we cannot provide adequate supervision for the children.

Infection Control

25.10 Infections are usually spread from person to person by close contact.

25.11 Infected people can pass a virus to others through large droplets when coughing, sneezing.

25.12 Through direct contact with an infected person: for example, if you shake or hold their hand and then touch your own mouth, eyes, nose without first washing your hands or even talking at a close distance.

25.13 Viruses can also survive longer on hard and soft surfaces.

Staff and children are given the following advice about how to reduce the risk of passing on infections to others:

- Wash hands regularly, particularly after coughing, sneezing or blowing your nose;
- Minimise contact between your hands and mouth/nose;
- Cover your nose and mouth when coughing and sneezing or in crook of elbow;
- Do not attend school if you have an infectious illness.

25.14 These messages are promoted through posters around the school, in assemblies and through Personal and Social Education lessons.

HAND WASHING IS THE SINGLE MOST IMPORTANT PART OF INFECTION CONTROL IN SCHOOLS

Minimise Sources of Contamination

25.15 We will ensure staff have received training or competent in food handling.

25.16 We store food that requires refrigeration, covered and dated within a refrigerator at a temperature of 5°C or below

25.17 We wash hands before and handling foods

25.18 Food is brought from reputable sources and used by recommended date.

To Control the Spread of Infection

25.19 We ensure good handwashing procedures (toilet, handling animals, soil food)

25.20 Children encouraged to wipe and blow their own noses and dispose of soiled tissues in waste bins.

25.21 We wear protective clothing when dealing with accidents and incidents.

Personal Protective Equipment (PPE)

25.22 Disposable non-powdered vinyl or latex-free CE-marked gloves, face coverings (if advised) and disposable plastic aprons are worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing) by all staff.

Cleaning of the Environment

25.23 Cleaning throughout the school is frequent and thorough including the cleaning of all toys and equipment in class. Cleaning of the environment, cleaning equipment such as buckets are colour coded and cleaned and replaced as needed. Cleaning contracts are monitored regularly and ensure cleaners have access to PPE.

Cleaning of Blood and Body Fluid Spillages

25.24 All spillages of blood, faeces, saliva, vomit, nasal and eye discharges are cleaned up immediately (with staff wearing PPE). When spillages occur, they are cleaned using a product that combines both a detergent and a disinfectant to be effective against bacteria and viruses and suitable for the surfaces used on. Mops are never used for cleaning up blood and body fluid spillages – disposable paper towels are used and waste is disposed in secure bins along with nappies.

Vulnerable Children

25.25 Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity.

25.26 The school will have been made aware of such children.

25.27 These children are particularly vulnerable to chickenpox, measles or parvovirus B19 and, if exposed to either of these, the school will contact the parent/carer and inform them promptly and further medical advice sought. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.

Female Staff – Pregnancy

25.28 If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated according to PHE guidelines by a doctor. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace. Some specific risks are:

Chicken Pox

25.29 Chicken Pox can affect the pregnancy if a woman has not already had the infection.

25.30 Report exposure to midwife and GP at any stage of exposure.

25.31 The GP and antenatal carer will arrange a blood test to check for immunity. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

German Measles(rubella).

25.32 If a pregnant woman comes into contact with German Measles she should inform her GP and antenatal carer immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.

Slapped Cheek Disease (parvovirus B19)

25.33 Slapped Cheek Disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.

25.34 This advice also applies to pregnant students.

25.35 In school we follow the guidelines set by the Health Protection Agency, regarding the recommended period of time that pupils should be absent from school.

25.36 Detailed information about many conditions is available at:
<http://www.hpa.org.uk/>.

25.37 It is important to note that the school are unable to authorise absence on medical grounds or illness for conditions where the guidelines state that no period of absence is recommended, e.g., head lice.

Meningitis

25.38 Meningitis most commonly affects babies, young children and teenagers, but can also be harmful to older people and adults with lower immunity. It can be very serious, even fatal, if it is not treated quickly, as it infects the protective membranes surrounding the brain and spinal cord. It can cause blood poisoning and permanent brain and nerve damage.

25.39 Symptoms may include a high temperature, vomiting, headaches, a rash that does not fade when rubbed over with a glass, stiff neck, an aversion to bright lights, drowsiness and fits. These symptoms may occur in any sequence and sometimes not all of them will be experienced at all.

- 25.40 Bacterial and virus meningitis are contagious and can be spread through sneezing, coughing, kissing, sharing cutlery and utensils, and spending considerable time with an infected person, so schools are one of the prime locations where the infection can spread. It can be caught from people who carry the virus or bacteria but are not ill themselves.
- 25.41 Vaccinations are available for several types of meningitis but practicing good personal hygiene (washing hands and coughing/sneezing into tissues etc), and not sharing drinks and cutlery will also help reduce the risk of contagion.

26. Coronavirus Disease – COVID-19

- 26.1 Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.
- 26.2 Please see separate COVID 19 risk assessments.
- 26.3 Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.
- 26.4 The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads.
- 26.5 Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.
- 26.6 The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow). Up to date advice can be found <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

27. Letting Facilities

- 27.1 Where schools let, or hire out premises, services or equipment they are to put in place a local policy and procedures based on the premises, services or equipment offered.

27.2 The policy and procedures must include all health, safety and welfare provision associated with the let or hire. The responsibilities for provision must be made clear and drawn to the attention of the patron before a contract is entered into.

27.3 The provision must include, but is not limited to, the following health and safety matters:

- A safe means of access and egress for the use of the hirers, and that all equipment made available to and used by the hirers is safe to use;
- Fire escape routes and exits that are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment. Notices regarding emergency procedures should be prominently displayed;
- Hirers of any equipment or facility provided by the School are familiar with its safe use and, if necessary, briefed accordingly.

28. Lone Working

28.1 In order to comply with Section 2 of the Health and Safety at Work etc. Act 1974 and Regulation 3 of The Management of Health and Safety at Work Regulations it is important for The MAC to ensure, so far as is reasonably practicable, the health and safety of employees who are required to work alone.

28.2 To achieve this requirement The MAC are required to put in place a lone working policy in which the arrangements provide suitable and sufficient local health and safety provision for lone working.

28.3 It is required that the arrangements contained within the policy will include the control measures identified as a result of risk assessment of the particular lone working circumstances within the establishment including travel to and from work, where that travel has significant hazards that cannot be otherwise avoided.

28.4 The duty for implementation, training and monitoring the policy and procedures is delegated to the LGB for schools.

29. Managing Health and Safety

29.1 The MAC will adopt the Health and Safety Executive (HSE) HSG65 “Managing for Health and Safety” in making judgements regarding the effectiveness of provision of health and safety in Schools. Consequently, schools are advised to

use the HSG65 framework of “Plan, Do, Check, Act” in managing health and safety matters. <https://www.hse.gov.uk/pubns/books/hsg65.htm>

30. Manual Handling

- 30.1 In order to comply with the requirements of The Manual Handling Operations Regulations (as amended) all tasks requiring any lifting, twisting, pulling or other movement of materials or objects from one place to another, where there is the potential of a risk of injury, must be risk assessed.
- 30.2 The vast majority of such manual handling tasks will be risk assessed within the overall risk assessment for that task. Where specific hazards are observed e.g. where the weight to be lifted exceeds 25kg, or where the distance of relocation is significant, or where the number of repetitive tasks is high, the tasks will be assessed formally in detail. Appropriate tools to carry out detailed manual handling risk assessments should be used.
- 30.3 All employees who undertake tasks involving manual handling must be made aware of the risks to their health and safety in completing such tasks and be adequately trained to adopt the appropriate control measures to reduce the risk of injury.

31. Noise and Vibration at Work

31.1 The MAC have a duty to ensure that the effect of noise in the workplace is managed to effective levels. This issue is often underestimated within educational settings and is often likely to affect employees to a greater extent than pupils, as teachers and support staff are sometimes working for extended periods in noisy areas. Areas of particular concern are as follows:

- Music departments;
- Indoor physical education;
- Technology departments;
- Grounds maintenance;
- It is important for Schools to identify persons who use machinery or equipment that may cause harm through vibration. Examples of such equipment are as follows:
 - Floor polishers;
 - Mowers;
 - Grinders;
 - Polishers;
 - Drills;
 - Sanders;

- Hand held saws;
- Leaf blowers;
- Grass cutters.

31.2 Where noise levels are at, or near, 80dB (A) (between the noise of a vacuum cleaner and a blender) for extended periods, or there is extended use of vibrating equipment a noise and/or vibration survey must be completed, or commissioned, by the MAC and where a hazard is apparent a risk assessment must be completed and control measures must be put in place to eliminate or reduce those risks.

32. Occupational Health

32.1 The MAC must ensure that adequate arrangements are made and provision is in place regarding occupational health services. These include provision for, but not restricted to:

- Pre-employment health checks;
- Health surveillance (where identified by risk assessment);
- Substance abuse support;
- New and expectant mothers;
- Medical referrals, including work related stress support.

33. Alcohol and Drugs

33.1 The possession or use of illegal drugs or substances is prohibited to all employees and contractors on premises operated by the MAC.

33.2 Employees, parents, carers or visitors may not consume alcohol on School premises, unless this has been agreed by the MAC in advance.

33.3 Personnel who have been prescribed drugs that may affect their ability to work safely must inform their manager immediately

33.4 Any person found to be under the influence of an illegal substance, or alcohol, during working hours shall be required to leave the premises in a safe manner which may be subject to disciplinary actions.

33.5 Smoking is not allowed on any of our sites including electronic vaping devices or other forms of smoking.

33.6 Health surveillance can be a legal requirement in a range of health and safety related matters, as a risk management control. Employees may be subject to

health surveillance measures when this control is indicated as a result of risk assessment. This includes the management of residual risks in the following areas:

- Noise;
- Night work;
- Ionising radiation;
- Vibration;
- Asbestos;
- Solvents;
- Dusts;
- Fumes;
- Biological agents;
- Lead;
- Compressed air.

34. New and Expectant Mothers

- 34.1 Under these circumstances an appropriate risk assessment must be carried out by The MAC in respect of the working conditions, physical, biological and chemical hazards, and the tasks undertaken by the pregnant women or nursing mothers
- 34.2 Particular attention should be paid to hazards such as ionising radiation, lead, mercury and pesticides.
- 34.3 Where required, additional or different control measures must be implemented by a school or the central office, such as temporarily adjusting working conditions and/or hours of work. If necessary, the employee may need to undertake suitable alternative duties in order to mitigate any risks
- 34.4 Where the risk is significant and is not possible to control The MAC may consider suspending a female employee from work on paid leave for as long as necessary, to protect her health and safety, and that of her child.
- 34.5 The MAC must ensure that suitable and appropriate rest facilities are provided for pregnant women or nursing mothers to enable them to rest.
- 34.6 Similarly, it is anticipated that as part of the risk assessment process it is likely that new or expectant mothers will need to go to the toilet more often. It is sensible to agree timing and flexibility of rest breaks with the employee.

34.7 Should a problem arise which needs further clarification, The MAC retain the right to make a medical referral to an independent medical advisor selected by the MAC and supported by the MAC HR partner. Where this becomes necessary, the right of an employee to access any medical report is protected under the Access to Medical Reports Act. This and any related information will also be kept in accordance with the requirements of the Data Protection Act at all times.

35. Radiation (ionising and non-ionising)

35.1 Sources of ionising radiation must be managed in schools in accordance with the requirements of The Ionising Radiations Regulations and other relevant legislation

35.2 In complying with statutory legislation and the formulation of local rules regarding the management of sources of ionising radiation schools must pay particular attention to the content of CLEAPSS publication, “L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges, 2013”.

35.3 If schools use lasers for entertainment, theatre or public exhibition purposes they must consider the guidance to be found in the HSE publication, “HSG65. The radiation safety of lasers used for display purposes” in planning and managing the event.

35.4 When using projectors and laser pointers schools should establish safe systems of work for teachers and pupils and give instruction on their adoption so that:

- Staring directly into the projector beam is avoided at all times;
- Standing in the beam, whilst facing the projector, is minimised. Users, especially pupils, should try to keep their backs to the beam as much as possible;
- In this regard, the use of a stick or laser pointer to avoid the need for the user to enter the projector beam is recommended;
- Pupils are adequately supervised when they are asked to point out something on the screen.

35.5 The MAC must develop procedures for protecting staff and pupils from the effect of prolonged exposure to sunlight.

36. Recording and Reporting Arrangements

36.1 There is a legal duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report certain work- related accidents, industrial diseases and dangerous occurrences to the HSE. In short, these are:

- Work-related accidents which cause death;
- Work-related accidents which cause certain serious injuries (reportable injuries);
- Work-related accidents which cause an employee to be away from work or unable to perform their normal work duties for more than seven consecutive days;
- Diagnosed cases of certain industrial diseases;
- Certain 'dangerous occurrences' (incidents with the potential to cause harm);
- Work-related accidents involving visitors or pupils must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

36.2 There is also a requirement under RIDDOR to maintain a record of any work-related accidents which cause an employee to be away from work or unable to perform their normal work duties for more than seven consecutive days.

36.3 The MAC must ensure that there are written procedures in place, which have been communicated to all staff, to report and record all accidents, diseases and dangerous incidents, in order to be fully compliant with RIDDOR.

36.4 For minor injuries Schools must comply with GDPR and use an accident book with tear out strips for children (if can be seen by unauthorised persons) or use of an accident form.

36.5 The HSE Accident book BI 510 is recommended for this purpose. A designated person should be appointed for the safe storage of completed accident reports. The MAC will provide schools with a suitable accident book.

36.6 For serious incidents to staff, visitors, contractors and pupils the MAC accident/incident form must be completed and sent to the Chief Finance and Operations Officer.

36.7 The Schools are responsible for informing RIDDOR where applicable.

37. Resolving Disagreements

37.1 The MAC Grievance procedure will be used for grievances arising from health and safety issues raised by staff and safety representatives.

37.2 Where a safety representative is of the opinion that there is immediate danger that demands urgent attention he/she shall have immediate access to an appropriate member of Emmaus Catholic Multi Academy Company Executive Team. Please contact the Chief Finance and Operations Officer for further support.

37.3 This arrangement shall form part of the MACs statutory policy and be subject to joint review after one year, and subsequently at any time.

38. Risk Assessment

38.1 In order to comply with The Management of Health and Safety at Work Regulations (and other legislation) suitable and sufficient risk assessments must be completed and recorded with regard to the risks to the health and safety of employees at work and persons not in The MAC employment arising out of, or in connection with, the conduct by The MAC regarding their undertaking.

38.2 Risk assessment should be completed where potential hazards have been identified with regard to, but not exclusively confined to:

- Processes and procedures;
- Equipment and materials;
- Premises;
- Specialist matters.

38.3 All risk assessments must be completed by a competent person. For the purposes of risk assessment “competent” can be regarded as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform the task safely. Where there is no competent person/s within a School to carry out routine risk assessments, provision for suitable training of staff must be put in place.

38.4 For routine risk assessments the “5 steps to risk assessment” model provided by the HSE should be followed. <https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm>

38.5 For specialist risk assessments schools should follow a hierarchy for provision:

- Use an in-house competent person to carry out the risk assessment or the nominated contractor employed through the MAC in the first instance.
- Where no such person is employed at the school or through the MAC, consideration should be given to providing appropriate training to a

suitable existing employee in order to establish competence, based on a need/cost analysis and advice should be sought.

- Where the need for a specialist risk assessment is urgent, or the cost of training an existing an employee to a competent standard is disproportionate to the need, external risk assessment provision can be procured with approval from The MAC.

39. Safe Systems of Work

39.1 Part of the employer's general duty is to provide systems of work that are, as far as is reasonably practicable, safe and without risks to health. Safe systems of work must be identified through the risk assessment process.

39.2 Individual schools are responsible for ensuring that the components of a system are in place locally that include:

- Co-ordination of the work of different departments and activities;
- Training, instruction and supervision;
- Layout of plant and equipment;
- The method of using particular machines and of carrying out particular processes;
- The instruction of trainees and inexperienced employees in particular tasks beyond their normal experience;
- The sequence in which the work is to be carried out;
- The provision of warnings, notices, and the issue of special instructions in particular cases;
- The procedure for introducing changes into normally accepted routines and practices, including explanations of why the changes are necessary;
- A contingency plan to deal with foreseeable emergencies;
- An auditing or monitoring regime to ensure the system is working safely;
- General conditions of the workplace.

39.3 Schools are expected to manage hazards with at least the same degree of attention and with at least the same allocation of resources and priorities as they manage all other management functions such as, quality, human resources and budgetary matters.

39.4 Schools should be aware that the principle of establishing and maintaining 'safe systems of work' is keenly regarded by enforcing authorities as a direct reflection of managerial competence and commitment.

40. Security

- 40.1 Each school has the responsibility for ensuring that suitable and sufficient local arrangements are in place to prevent unauthorised access to its premises at all times, so far as is reasonably practicable.
- 40.2 From time to time access to specific areas within the schools may be restricted to authorised staff only, as identified by the assessments of particular hazards. Such restrictions must be clearly marked.
- 40.3 All visitors to our schools are required to sign in at reception. On the first visit to a school a visitor will be made aware of the local emergency arrangements and of any alarm testing schedule. If the identity of the visitor is unclear the visitor must be asked for proof of identity before being allowed to proceed into any area of the school.
- 40.4 Visitors must always be accompanied within the school, unless there are no children or vulnerable people in the school at the time of the visit, or the visitor has been verified by the appropriate DBS check.
- 40.5 Unauthorised visitors should be asked to leave the premises, but staff must be aware that they should not place themselves at risk in doing so. Assistance from local police should be sought if there is any concern regarding safety.

41. Slips and Trips

- 41.1 Accident statistics show that approximately a third of all staff injuries in schools result from slips trips and falls. Even more significant is that about 80% of all serious injuries to staff are caused in this way. Therefore, from an accident prevention view point, schools must pay particular attention to adopting effective preventative measures to reduce occurrences of slips and trips. In order to reduce risk, the following measures must be put in place:
 - Schools must develop local cleaning, housekeeping and repair arrangements to ensure a clean, orderly, well maintained and uncluttered workplace. These measures should identify particular responsibilities and procedures;
 - Arrangements for the safe movement of people around the school should be established and these should be communicated to staff and pupils. These measures should include provision for inclement weather and snow and ice;
 - Disposal of waste materials must be proactive and in accordance with the requirements of the local authority. Particular attention must be given to the safe disposal of hazardous waste;

- Appropriate training on slips and trips should be included within staff training requirements and preventative measures appropriately communicated to pupils (reporting spills and trip hazards, etc.)

42. Stress Management

42.1 At times employees could be under unacceptable levels of stress, either from the effects of their home life, from their duties at work, or a combination of both. It is sometimes impossible to reduce external stressors, therefore it is important that schools follow some key points to manage the levels of work-related stress of employees, as follows;

- Line managers and senior managers should ensure that employees are able to cope with the demands of their jobs.
- Employees should be able to have a say about the way they do their work wherever possible.
- Adequate information and support should be provided from colleagues and superiors.
- Employees must never be subjected to unacceptable behaviours,
- Managers and supervisors should ensure that employees understand their role and responsibilities.
- Employees must be actively engaged and meaningfully consulted when the school is undergoing any organisational change that may affect them.
- Systems are to be in place locally to effectively respond to any individual concerns regarding any of the above matters.

42.2 Schools must have suitable and sufficient provision in place for the management of work-related stress related illness.

42.3 Information, advice and guidance is available from the MAC Central Team.

43. Supervision at Work

43.1 The MAC must provide an adequate and appropriate level of supervision for employees, in that:

- Managers and Supervisors need to know what is expected from them in terms of health and safety. They need to understand this policy and school health and safety policies, where they fit in, and how we want health and safety to be managed;
- Managers and supervisors may need training in the specific hazards of particular processes and how the MAC expects the risks to be controlled;

- New, or inexperienced people, as well as those whose first language is not English, are very likely to need more supervision than others. The MAC must ensure that employees know how to raise concerns and managers/supervisors are familiar with the possible problems due to unfamiliarity, inexperience and communication difficulties;
- Managers and supervisors need to ensure that employees in their charge understand risks associated with the work environment and measures to control them;
- Managers and supervisors will need to make sure the control measures to protect against risk are up to date and are being properly used, maintained and monitored;
- Schools must make sure they have arrangements in place to check the work of contractors is being done safely and as agreed;
- Under the Management of Health and Safety at Work Regulations, Schools have a duty to ensure that young people (Under 18) employed are not exposed to risk due to:
 - Lack of experience;
 - Being unaware of existing or potential risks and/or lack of maturity;
 - With regard to young people employed by us all Schools must consider:
 - The layout of the workplace;
 - The physical, biological and chemical agents they will be exposed to;
 - How they will handle work equipment;
 - How the work and processes are organised;
 - The extent of health and safety training needed;
 - Risks from particular agents, processes and work.

43.2 These considerations should be straightforward in low-risk areas, for example in an office. In higher-risk areas the risks are likely to be greater and will need more attention to ensure that they are properly controlled.

44. Training and Information

- 44.1 All new employees will receive health and safety induction training. This will constitute familiarisation of their premise's layout, including the location of all relevant health and safety items (e.g. fire exits) and all local arrangements.
- 44.2 All staff must be made aware of the content of this health and safety policy, organisation and arrangements and relevant local policies and supporting procedures. These documents must be readily available to the employee.
- 44.3 Individual staff health and safety training needs must be assessed by a line manager on appointment of the member of staff and then annually as a minimum. Where employees have significant changes to their role, or they change role, this assessment must be carried out at the time of the change.

- 44.4 Each school is required to ensure that suitable and sufficient health and safety training has been undertaken by all staff consistent with the needs of their role. All training relating to health and safety will be recorded and signed by the individual as a record that such training was completed.
- 44.5 If a member of staff declines to take part in health and safety training required for their role (in all cases induction health and safety training) the reason/s for declining the training must be provided by the employee. In such cases the matter should be investigated by the school.
- 44.6 Where a barrier to completing the training is identified, reasonable adjustments should be put in place to overcome that barrier, in order to allow the member of staff to partake in the training.
- 44.7 Where an employee continues to refuse health and safety training further advice should be sought from the Chief Finance and Operations Officer on the matter.
- 44.8 Employees should be aware that declining health and safety training without having a valid reason, in the opinion of the MAC, may result in disciplinary action being taken.
- 44.9 The MAC will ensure that comprehensible and relevant information regarding health and safety compliance and best practice is provided to schools, on request, and that periodic health and safety advice and updates are published and distributed to schools.
- 44.10 Each school must ensure that it provides to employees comprehensible and relevant information on the risks to their health and safety identified by any risk assessment, including, but not limited to:
- Any preventive and protective measures in place;
 - The procedures to be followed in the event of serious and imminent danger;
 - The measures for fire-fighting in the workplace;
 - The identity of those persons responsible for the evacuation from the premises.
- 44.11 Each school must take all reasonable steps to inform any other employers concerned of the risks to their employees' health and safety arising out of or in connection with conduct by the School

45. Transport and Vehicle Management

- 45.1 Schools must ensure that local arrangements are put in place for the safe use of transport operated by the school. Measures that should be in place include:
- Designated drivers for minibuses, who hold the appropriate full driving licence and who have completed appropriate minibus driver safety training;
 - Arrangements for the management of servicing, maintenance, cleaning, insurance and, where required, MOT of all vehicles operated by the school;
 - Procedures for the safe use of vehicles operated by the school.
- 45.2 Schools have the responsibility to risk assess local requirements relating to traffic/pedestrian safety and separation.
- 45.3 Employees are strictly forbidden from driving a vehicle on school business whilst under the influence of alcohol or drugs.
- 45.4 Employees are strictly forbidden from using hand-held mobile phones or similar devices whilst driving a vehicle on school business.

46. Violence at Work

- 46.1 Schools are required to adopt The MAC code of conduct policy in which the arrangements provide reasonably practicable local health and safety provision for reducing the risk of violence towards employees, or other persons that may be affected.
- 46.2 It is expected that the arrangements contained within the policy will include the control measures identified as a result of suitable and sufficient risk assessment of the particular working circumstances of employees and others within the establishment. Such circumstances may include:
- The possibility of violent behaviour by persons in the school.
 - Situations that could escalate into violence if not managed effectively.
- 46.3 The duty for implementation, training and monitoring the policy and procedures is delegated to the Local Governing Body of each School.

47. Welfare

- 47.1 With particular regard to The Workplace (Health, Safety and Welfare) Regulations, The MAC have the duty to ensure the following provision so far as it is reasonably practicable to do so:

Welfare Facilities

- 47.2 Suitable and sufficient toilets and hand basins, with soap and towels or a hand-dryer.
- 47.3 Safe drinking water.
- 47.4 A place to store clothing, where required, (and somewhere to change if special clothing is worn for work).
- 47.5 Somewhere to rest and eat meals.

Health Issues

- 47.6 Good ventilation – a supply of fresh, clean air drawn from outside, or a ventilation system.
- 47.7 A reasonable working temperature
- 47.8 Lighting suitable for the work being carried out.
- 47.9 Enough room space and suitable workstations and seating.
- 47.10 A clean workplace with appropriate waste containers.

Safety Issues

- 47.11 Properly maintained premises and work equipment.
- 47.12 Floors and traffic routes kept free from obstruction.
- 47.13 Windows that can be opened and also cleaned safely.
- 47.14 Transparent (e.g. glass) doors or walls that are protected or made of safety material.

48. Work Experience Safety

48.1 Schools that provide work experience as part of their work-related learning curriculum must ensure that adequate measures are in place to manage that provision. Schools may choose to self-manage such provision, or work in partnership with a provider. Whichever is the arrangement schools should ensure that either they, or their provider, are taking into account the guidance provided by The MAC and sharing the relevant information.

49. Working at Height

49.1 The MAC have a duty to manage work at height, in accordance with The Work at Height Regulations, which requires schools to follow the hierarchy of controls; avoid, prevent, arrest:

- Consider if the work can be done safely from the ground. Fall restraints and safety netting should only be considered as a last resort if other safety equipment cannot be used;
- Risk assess work at height. Assess the risks, take precautions, and issue clear method statements for everyone who will work at height;
- Roof work must have planned safe access, to prevent falls from edges and openings;
- When considering fragile surfaces, the hierarchy of controls for working on or near fragile surfaces is; avoid, control, communicate, co-operate;
- Consider when it's appropriate to use ladders and the three key safety issues; position, condition, safe use (no job longer than 30 minutes);
- For using tower scaffolds; select the right tower for the job; erect, use, move and dismantle the tower safely, ensure that it is stable, inspect it regularly, prevent falls.