



# Want2Achieve The Academy

## HEALTH & SAFETY POLICY

**August 2022**

## **General Statement**

The team at Want2Achieve recognises and accepts its responsibilities as an employer to conduct its activities so that it ensures, so far as is reasonably practicable, the health, safety and welfare of its employees and others affected by its activities.

We recognise and accept its special duty of care towards the students being cared for and educated by Want2Achieve and will ensure that steps are taken to secure the health, safety, and welfare of such young people.

It is the intention of Want2Achieve to give effect to this policy by the provision of safe premises, safe systems of work, safe equipment, and a healthy working environment. It is our intention to provide appropriate training, information, instruction, and supervision to enable all employees to avoid endangering themselves or others and to contribute positively to their own safety.

Managers at all levels are required to implement this policy within their own areas of responsibility, and all employees are required to co-operate with management to ensure compliance with relevant legislation.

This statement of safety describes the organisation and arrangements within Want2Achieve for carrying out the requirements of the Health and Safety at Work Act 1974.

The Directors accepts the overall responsibility for health and safety within Want2Achieve. Any employee can seek advice direct from their line manager or the company nominated Health and Safety Officer. If Want2Achieve is not controlling the work establishment, the senior employee of Want2Achieve will report to the person in charge.

## **ARRANGEMENTS**

As the Want2achieve's policy is to provide a safe and healthy working environment we will ensure

- That all members of staff are aware of their responsibilities covering health and safety at work

- Want2Achieve Directors meet regularly ensure that issues are raised, discussed and shared.
- That adequate and competent supervision is maintained at each establishment
- That periodic inspections are carried out by a competent person on the conditions of systems of work and work areas
- That first aid facilities are provided at each establishment and homes vehicles and where applicable personnel are trained in first aid
- That the Want2Achieve safety group will be given facilities to inspect report and discuss matters relating to health and safety
- That health and safety training will be provided for employees who will be encouraged to attend courses at a level to match their responsibilities
- That firefighting equipment is provided at all locations including vehicles. Provision will be made for equipment to be available on any specific type of work that may be a fire hazard.
- That all responsible officers familiarise themselves with the health and safety regulations relevant to their operations
- That accident report forms are kept at each establishment and all accidents will be recorded in the accident book
- That all reasonable steps will be taken to identify the cause of major accidents or dangerous occurrences by conducting an immediate investigation with a view to instant withdrawal from use of faulty equipment or modification of the method of working should this be required to prevent a recurrence
- That accidents records and statistics will be maintained, and trends discussed and analysed by the Directors.

Suggestions by personnel on ways of making conditions safer are always welcome. Any suggestions should be discussed with your Line manager.

## **EMPLOYER:**

- Must safeguard employees and others from harm arising from any type of work.
- Must control the ownership storage and use of dangerous substances.
- Must provide the necessary information, instruction, training, and supervision as is necessary to ensure the health and safety at work of employees.
- Must safeguard people working on Want2Achieve premises from risks to health and safety so far as is reasonably practicable.

## **EMPLOYEE**

- Must take care of the health and safety of him/herself and others who may be affected by his/her act or omissions.
- Must help the employer and anyone else concerned to meet with the requirements of Health and Safety at Work act 1974.

## **ORGANISATION BOARD OF DIRECTORS**

- Accepts that the health, safety and welfare of our employees take a high priority, and we will do all that is reasonably practicable to ensure their safety and welfare whilst at work.
- Recognises the importance of improving the environmental impact of our undertaking and will undertake to do all that is reasonably practicable to improve the environment during our operations.

## **Head Teacher**

Head Teacher will ensure full safety measures are taken into consideration when: -

- Current day to day working operations and activities
- Planning safe work methods
- Purchasing and use of equipment

They will also: -

- Promote Want2Achieve's health and safety policy, know all the safe operating procedures relative to their area of responsibility and ensure that their subordinates know and carry out all safety requirements on a practical basis
- Ensure that all investigations and reporting procedures are carried out on time, examine all accidents reports relative to their area of responsibility and take prompt steps to correct any unsafe conditions or acts which are noted or reported
- Operate within all legal requirements relative to their area of responsibility
- Ensure that regular safety checks are carried out on equipment, systems of work and buildings
- Ensure that risk assessments, method statements and COSHH assessments are carried out as required and are kept on site for inspection.
- Ensure guards and safety equipment is in place and used when required
- Ensure all staff use Personal Protective Equipment (PPE) where required
- Provide health and safety training toolbox talks to maintenance operatives and where required care home staff
- Ensure good housekeeping on site
- Ensure all welfare provisions are adequate and well maintained
- Report any failing of health and safety requirements to the home manager
- Give full support to all safety activities organised by Want2Achieve

## **EMPLOYEES**

### **ALL EMPLOYEES WILL:**

- Cooperate with management in promoting health and safety and welfare within the workplace
- Ensure safety guards and devices are in place and in use
- Wear the appropriate personal protective equipment and clothing provided
- Report all accidents no matter how small to their supervisor
- Not misuse anything that has been provided in the interest of health and safety
- Attend any health and safety training course instructed to attend
- Only smoke in designated areas
- Report any failings in health and safety management to site supervisor or Headteacher.
- Give full support to Want2Achieve's health and safety activities

## **WORKING PROCEDURES - GENERAL**

### **ACCIDENT REPORTING AND INVESTIGATION**

It is the policy of Want2Achieve that all accidents are reported on the official Want2Achieve form.

The main objective of accident reports and investigations is to enable accidents to be prevented.

A study of circumstances carried out by the Directors will help remove the causes.

- When reports are examined over a period of time it can be seen whether preventative measures have been effective in reducing accidents.
- If these objectives are to be attained investigation and reporting must be accurate, complete, and consistent.
- All accidents resulting in injury to employees and/or to any other persons on the premises or sites of Want2Achieve must be recorded in the accident book
- Where there is more than one person injured in the accident a separate form should be used for each person
- All relevant questions must be completed for every accident resulting in personal injury.
- Care should be taken in completing the accident report form

- and a senior member wherever possible should ensure that the injured person can read the entries recorded on his behalf
- Care should also be taken when stating the nature of the injury
  - Unless a doctor's certificate has been submitted it is recommended that the wording should always be limited as the following examples demonstrate

- Injury to back
- Injury to right hand or foot
- Severe bruising
- Injury to left index finger.
- Injury to right eye
- Laceration on forearm
- Burns

### **The accident investigation**

In every investigation there are certain basic facts, which must be obtained such as name, sex, occupation, but in order to determine the cause of the accident nothing should be altered or removed from the scene unless it is necessary for safety purposes until investigations are complete.

Investigation of dangerous occurrences must not be neglected as there can be accidents where no visible injury is evident.

### **The investigation**

- The injured person's occupation if employed by a contractor or if a member of the public
- If he or she was in fact doing their normal job or task
- What instruction the injured person had received from a supervisor or manager
- From whom or from what source potential witnesses have acquired their information
- The existing control measures
- Further control measures that may be required

### **Accident form**

All accidents no matter how small must be reported to the Headteacher as soon as possible who will enter the said accident on the Want2Achieve accident report form. This form will be passed to the Health & Safety Officer without delay under the Health and Safety at Work Act 1974.

The Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) require employers to notify the enforcing authorities of fatalities, accidents involving major injury and dangerous occurrences that arise out of or in connection with the employer's business. They also define the records that must be kept by an employer of these and similar matters. Advice on these items can be obtained from the Want2Achieve Health and Safety Officer.

### **Management of health and safety at work regulations**

In accordance with the regulations Want2Achieve will assess all work activities undertaken by our employees.

The outcome of the assessment should be written together with the control measures required and any other aspect of safety applicable on a risk assessment form.

Operatives are responsible for reading the assessment prior to carrying out the task concerned. If they do not understand any part of the assessment, advice, and further consultation with the manager responsible for producing the assessment must take place.

Managers should review risk assessment or safe working procedures a minimum every twelve months or when there is a change to the business or report of an accident or near miss and change as necessary to comply with current legislation.

### **Health and safety regulations**

- All health and welfare facilities required on site will be provided as required.
- Schools should be of a sufficient size for the number of staff employed, should be well-lit and well ventilated with appropriate heating, artificial lighting and provided with a telephone.
- Suitable arrangements should be provided for smokers and non-smokers.
- Toilets and washing facilities will be provided at an adequate and suitable ratio to the number of persons employed on site. These facilities shall be provided with both hot and cold running water together with soap and towels or disposable paper towel. Where liquid soap is provided a suitable dispenser must be



provided to prevent the risk of cross infection e.g. dermatitis.

- When in use all facilities will be maintained in a clean and orderly condition. A person shall be appointed to ensure that all facilities are kept clean and remain fully functional before each day's use and that all buildings and surrounding areas are kept clear of rubbish.
- Suitable and sufficient firefighting equipment shall be provided throughout the organization.
- A notice clearly indicating where the first aid box can be found and who the nominated first aider is should be posted in a prominent position.
- Consideration must be given to storage areas also access to such areas. Provision should be made for the stocking of various materials to avoid wastage, untidiness, and double handling as well as the risk from fire.

### **Permit to work.**

Whenever work of a hazardous nature incorporating a high degree of risk and the need for rigid control measures, must be carried out the Head of School must issue a permit to work.

The staff that has issued the permit is the only person allowed to revoke it. Permits are not transferable.

If there is any doubt regarding the content of a permit to work operatives must seek clarification before signing the declaration

Examples of when PTW is required: -

- In confined spaces
- In locations where accidental or unauthorised starting of plant may endanger others
- On conveyors, lifts, hoists, cranes,
- Where toxic fumes are present
- Where corrosives might cause injury
- Where lack of oxygen can occur
- Where burning and welding is required on plant handling

- flammable liquids or explosive dust
- Working at height
- Excavations

The issuer and recipient of PTW **CANNOT** be the same person.

### **Seven principles of safe maintenance practices**

#### Content of PTW should include

- Adequate isolation of system
- Isolation must remain secure.
- Control of residual hazards
- Equipment must be correctly and clearly identified.
- Operatives and sub-contractors must be given well directed instructions.
- Be on guard against CHANGE OF INTENT i.e. Work being attempted that was not originally specified.
- Continual monitoring of system

### **CONSULTATIONS WITH EMPLOYEES.**

Want2Achieve welcomes the role of health and safety representatives under the requirements of the safety representative and Directors regulations and the consultation with employee's regulations. Safety representatives will:

- Investigate potential hazards and dangerous occurrences at the workplace (whether or not the employees he represents draw them to his attention) and examine the causes of accidents at the workplace.
- Investigate complaints by an employee they represent relating to that employee's health, safety, or welfare at work.
- Make representations to the employer on general matters affecting the health, safety, or welfare at work of the employees at the workplace
- Carry out inspections.
- Attend meetings of safety committees.
- Maintain required paperwork in line with current legislation.

## **STRESS**

Stress is a modern-day problem that could affect your health and the safety of your colleges and the public at large.

WANT2ACHIEVE will

- Show that it takes the problem of stress seriously and be understanding towards people who admit to being under too much pressure
- Encourage managers to have an open and understanding attitude to what people say to them about the pressure of their work and to look for signs of stress in their staff.
- Ensure that staff have the skills, training and resources needed to carry out their job and receive credit for it.
- If possible, provide some scope for varying the working conditions.
- and for employees to influence the way their jobs are done. This will increase their interest and sense of ownership.
- Ensure that people are treated fairly and consistently and that bullying and harassment are not tolerated.
- Ensure good two-way communication especially at times of change.
- Don't be afraid to listen.

## **Alcohol and drug abuse**

Due to the nature of the work undertaken by Want2Achieve employees that misuse alcohol and drugs cannot be tolerated as it may put yourself, your colleagues, students and the public at the risk of injury. Therefore, no person will be allowed to continue to work whilst under the influence of alcohol or drugs.

## **WORKING PRECEDURES – SCHOOLS**

### **FOOD HYGIENE**

From time to time you may suffer from vomiting / diarrhea. In such instances you should not be at work. If you are already at work, you **MUST** see your supervisor immediately. If any members of your immediate family have an attack of vomiting / diarrhea you must let the homes manager know. The homes manager will seek guidance from the Health and safety officer. Under certain circumstances you may be asked to go off duty (you may be asked to produce a specimen of feces before returning to work). You must wait 48 hours once symptoms have cleared before returning to work. In the event that the illness is confirmed as Typhoid or Para typhoid

then 6 clear consecutive samples must be provided; this is purely a safeguard to protect both your own health and that of the people who eat the food you handle.

Following on from the 10 Golden Rules of Food Hygiene, hands should be frequently washed with hot water and soap:

- Immediately before starting work
- After visiting the toilet, or blowing your nose
- Touching your hair, face skin or nose
- Before and after handling raw food
- Before and after handling cooked food
- After handling refuse and kitchen waste,
- after cleaning procedures
- At regular intervals during the day
- Finishing work
- Dealing with an ill or injured person

Persons involved in handling food must limit the wearing of jewelry to a plain ring. Bracelets, necklaces, and earrings should not be worn unless covered by your protective clothing. Nail varnish and false nails must not be worn.

Your Personal Protective Clothing must always be worn on duty and then only within the confines of the school. Protective Clothing must be changed and laundered regularly.

Shoes must be comfortable and fit well. They should be sturdy and as slip-free as possible. The following types of footwear are NOT suitable:

- High heels
- Sandals,
- Shoes without adequate means of fastening
- Open toe shoes

### **Summary of safe working procedures:**

The kitchen area (where possible) should be divided into 3 sections for ease of food handling and hygiene control:

- (1) Food Preparation
- (2) Cooking
- (3) Serving

All staff to be made aware of this.

Cross-contamination between raw and cooked meats must be prevented

using separately designated and segregated work areas, cutting boards and utensils.

Separate slicers must be used for raw and cooked meats in all but the smallest premises. Where one slicer is used food must be prepared in "batches" and the slicer sterilised after each batch.

When slicing eggs an egg slicer must be used, if this equipment is not available a board should be used.

Adequate cooking and quick cooling of joints and other meat dishes which are not used immediately after cooking. The size of joints should be restricted to permit this, and a maximum of 3 kg (6½ lbs) is recommended.

Proper defrosting times should be observed for all frozen foods; particularly poultry which is prone to harboring pathogens, food should be defrosted the night before on the bottom shelf of the fridge, as a last resort food may be defrosted under running cold water in a container with a lid.

Cloths used for wiping surfaces must be disposable and single use. Washable cloths should not be used. The use of drying towels for kitchen utensils should be avoided; drying by evaporation (such as in automatic dishwasher) is acceptable.

## **SAFE STORAGE OF FOODSTUFFS**

### **DRIED AND TINNED FOODS:**

Packets and tins of food will be stored in the dedicated dry food store, with the newest produce at the back of the racks based on package "best before" dates. Packs will be selected for use from the front (stock rotation), inspecting each item for "best before" date as detailed above.

High-risk foods that support the growth of bacteria must be stored in the fridge and labelled accordingly. High-risk foods will always have a use by date and must be stored in the fridge or freezer.

Care will be taken to ensure that any bulk packs that are opened, e.g. bags of flour etc, are properly re-sealed or transferred to a re-sealable container which is identified with the contents. Food containers will not be left opened.

Sacks of flour, sugar and other perishable items will not be stored directly on the floor.

Fridge temperatures must be below 5 degrees centigrade and freezers below minus 18 degrees, the temperatures must be recorded twice daily in the SFBB pack.

### **High Risk Foods:-**

Usually requires frozen or refrigerated storage and high in protein that will support the growth of bacteria if stored incorrectly. Examples are Cooked Packet Ham, Quiche, and Pate. Will usually have a Use by date.

### **Raw Food:**

- Should be stored separate from High Risk Food, usually by a shelf

### **Low Risk Food:**

- Can usually be stored at ambient includes bagged rice, bagged pasta, pasta sauce and Jams, will usually have a Best Before Date

### **Ready to Eat Raw Foods:**

- Should be washed before consumption.

### **Best Before Dates:**

This type of labelling on packaging will relate to the quality and the safety of the product. This Date is only valid if storage instructions are followed.

### **Use By:**

This date is applied to items of a high-risk nature e.g. cooked meats, quiche etc and the safety of the product may be in jeopardy if used past its date. It is a criminal offence to sell food past its used by date.

### **Labelling of Food:**

All food that is high risk, fresh, or frozen must be stored as per manufactures guidelines and labelled accordingly.

Any product that is frozen must have the date of freezing attached.

Any low-risk product can be stored as per the manufacturer's guidelines and stock rotated as per guidelines from Homes Managers.

Once low risk foods have been opened if they have not all been used then they must be labelled accordingly and use within 3 days.

### **Hot food:**

All food that is cooked must achieve a core temperature of 75C for at least 2 minutes; results must be recorded in the SFBB pack

Hot foods such as pies etc. will be kept in the Hot Cabinet at a temperature above 63°C for a maximum of 2 hours, after which period it will be discarded.

Temperature readings of Hot Cabinets will be taken twice daily and recorded in line with Environmental Health requirements. Minimum reading = 63°C. Temperature readouts will be verified weekly with a calibrated thermometer, recording readings as before. The Manager must be alerted if 2 or more consecutive temperature readings fall below 63°C, and a record made of action taken.

## **FIRST AID AND FIRE PROCEDURES**

### **First Aid**

A first aid box shall be provided the contents of which must be adequate for the total numbers employed at the school.

Each first aid box shall be suitably always marked and be easily accessible to all employees and subcontractors when they are at work.

They should only contain first aid requirements sufficient for the numbers employed and in accordance with the regulations.

The first aid box should preferably be kept in a prominent location that is readily accessible and free from dust.

Want2Achieve will normally carry first aid equipment to accommodate 2 to 6 employees and sub contractor's operatives on site at any one time. At each of the establishments there will be always at least one appointed person available and on larger projects employing more than 50 operatives a fully qualified first aider shall be appointed.

An appointed person is the person recognised and instructed by Want2Achieve to take charge of the situation. If a serious injury or major illness occurs at an establishment this will normally be the establishment manager who will be responsible for maintaining and replenishing the first aid box.

It will be the Headteachers duty to enroll a further appointed person from the senior members of his or her workforce to ensure that during his or her absence from the home someone is always available to take charge

of any such situation and that this person has been suitably instructed regarding contacting the local hospital ambulance station. Emergency first aid training should be considered for all appointed persons. As a minimum requirement this should include resuscitation, control of bleeding and the treatment of an unconscious person.

### **Fire Evacuation**

On discovering a fire the person who discovers the fire must: -

- Ensure all personnel are informed. Find the nearest fire call point and break glass to warn other persons in the building.
- Only fight the fire if you have been trained to do so
- Close all windows and doors on the way out
- The emergency services are called.
- The most senior staff member on duty will ensure all the building has been evacuated.
- The senior team member must take a roll call when outside from the School register.
- The senior member of staff on duty will report to the Fire Officer and advise on persons not accounted for and any information that may help the Fire Service.
- Remember fire kills. Get out and stay out.

### **Emergency Evacuation**

On being informed of an emergency it is your responsibility to:

- Evacuate the building by the nearest exit if safe to do so.
- Close all windows and doors on the way out (If safe to do so)
- Do not return to the building for any reason until told to do so by the Head of School or Senior Fire Officer.
- It is your responsibility to get out, stay out, and call the Fire Service out.

### **ASSESSMENT OF HAZARDOUS SUBSTANCES (COSHH)**

This Policy defines the precautions to be taken, and the arrangements in place, to ensure that substances used at the school that are potentially hazardous to health are controlled within limits established by the C.O.S.H.H. Regulations, latest revision.

These substances will include the following that are in every-day use:

- Detergents / washing powders / washing-up liquids / other



- cleansing agents.
- Antiseptics / disinfectants / other germicidal and biocidal agents.
  - Oven cleaners / scouring powders / other kitchen materials.
  - Pesticides / insecticides / vermin control / other toxic pest control materials.
  - Drain cleaners / wood preservatives / herbicides.
  - Drugs and medicines.

The responsibility for carrying out a planned programme of C.O.S.H.H. Assessments will be that of a "Competent Person" appointed for the purpose as set out in Regulation 6 of the "Management of Health & Safety at Work Regulations, 1992".

A Register is kept of all hazardous substances used in the School. For each substance this register will identify the following:

- Description of the substance.
- Location in the school where the substance is normally used.
- Location in the school where the substance is normally stored.
- Purpose of the substance.

For each substance on the Register there will be a copy of the Hazard Data Sheet ("HazChem" Sheet) kept on file by the Head of School. Master copies of these Data Sheets are kept as "Published Standards" under the control of Quality Assurance, and copies are made available for staff reference at the point of use and in storage facilities.

For each substance on the Register an assessment is made of the likely hazards presented by the substance to the human body. This assessment will be made by the Competent Person and a "C.O.S.H.H. Substance Assessment Form" used to record all data and information gathered during the assessment. The Assessment will focus upon the following elements:

- Persons using the substance; i.e. those at risk
- Route of exposure to the body by the substance
- Storage requirements (all hazardous substances to be locked away)
- Method of use; e.g. duration of use, how often,
- Personal Protective Equipment required when using the substance
- Maximum Exposure Limits, ref. HSE document #H40/95, latest edition
- Occupational Exposure Standards, ref. HSE document # EH40/95, latest edition

- Assessment of exposure risks
- Requirements for action, and follow-up to ensure effectiveness of such action

Where a significant risk is identified details are recorded on the form. This form also provides for recording follow-up checks to verify that preventive / corrective action has been completed and has been effective in reducing the risk to an acceptable level. This follow-up check will be carried out by the Competent Person and final sign-off of the form is required from the Manager.

### **Display screen equipment regulations.**

Under these regulations every employer is required to perform a suitable and sufficient assessment of the health and safety risks to users and operators of VDUs. A user is defined as an employee who habitually uses display screen equipment as a sufficient part of their normal work. To be classified as a user an employee must encompass most of the criteria in the VDU questionnaire.

As an aid to the assessment process an assessment form is attached from which it is easy to see if a particular workstation does not meet the criteria laid down. The use of such a form has several aspects to it. They include: -

- It ensures that all aspects are considered, and nothing is overlooked.
- It ensures a managerial decision are taken as a result of an assessment.
- It provides a permanent record of assessment which if necessary can be shown to an inspector or environmental health officer or be used as evidence in any common law negligence claim case.

Employers have to plan to ensure that the user's work is periodically interrupted by such breaks or changes of activity to reduce his/her workload at the VDU workstation. Where possible jobs should consist of a mix of screen based and non-screen based work to prevent fatigue and to vary the visual and mental demands. Where the display screen work involves intensive use of the keyboard any activities that would demand broadly similar use of the arms or hands should be avoided during breaks. Breaks should allow users to vary their postures.

The Directors have decided it is not appropriate to lay down detailed standards concerning breaks but

- Breaks should be taken before the onset of fatigue not to recuperate. The timing of the break is more important than its length.
- Breaks or changes of activity should be included in working time.

They should reduce the workload at the screen as not to result in a higher work pace or intensity of work on account of their introduction.

- Short frequent breaks are more satisfactory than occasional longer breaks e.g. 5 to 10mins break after 50 or 60mins work is likely to be better than a 15min break every 2hrs
- If possible, breaks should be taken away from the screen.
- Informal breaks such as time on other tasks appear to be more effective than formal rest breaks during studies of these matters.
- Wherever practicable users should be allowed some discretion as to how they carry out their tasks. Individual control over the nature and pace of work allows optional distribution of effort over the working day

This duty does not imply a need for an employer to draw a precise and detailed timetable for periods of VDU work and breaks. Where users forgo breaks despite being given adequate information and training it may be necessary for employers to lay down minimum requirements for the frequency of breaks while still allowing users some flexibility. The employer's duty is to plan activities so that breaks or changes of activity are taken during their normal work.

Special corrective appliances provided to meet the requirements of the regulations will be those appliances, normally spectacles, prescribed to correct vision defects at viewing distance. The costs of these are to be paid for by the employer. Employer's liability for costs is restricted to payment for basic appliances of a type and quality adequate for the function. It should be expected that in most working populations only a minority will need special corrective appliances for display screen work which are to be paid for by the employer. It should be noted that anti-glare spectacles and devices that purport to protect against radiation are not corrective devices under these regulations.

### **PERSONAL PROTECTIVE EQUIPMENT P.P.E REGULATIONS**

- Following any risk assessment personal protective equipment will be worn when required
- The regulations say that the appropriate P.P.E will be provided by the employer
- It is the legal duty of the employee to wear the P.P.E provided.

### **WORK EQUIPMENT**

The provision and the use of work equipment regulations.

The lifting operations and lifting equipment regulations.

To comply with the above regulations the Head of School will ensure.

- All employees are trained in the use of equipment they are expected to use
- Regular maintenance inspections are carried out on all equipment
- All equipment is kept in good order
- No person uses faulty equipment or equipment that does not have relevant safety devices fitted
- Employees will report faulty or dangerous equipment

### **MANUAL HANDLING ASSESSMENTS**

Managers are responsible for making assessments whereby the lifting and handling of items that are heavy and awkward in shape are envisaged as likely to cause personal injury to employees.

You should be made of the manual handling assessment checklist in making a written assessment where appropriate.

Repetitive actions can be covered by the one assessment originally made e.g. Carrying and erection of ladders, moving a computer from one office to another,

Any remedial action necessary must be implemented as soon as possible.

All written assessments must be in the office for the purposes of re assessment and inspection by an enforcement authority officer.

Risk assessment should be made available to all relevant staff to ensure they are familiar with the safe working practice.

Any specific handling or lifting technique involved in moving items should be addressed by

- Relevant information, instruction or training being provided,
- Written safe working practices, incorporating correct handling, or lifting procedures being provided for the benefit of the persons concerned.

### **PORTABLE ELECTRICAL APPLIANCE TESTING**

Electrical appliances inclusive of cables and plugs which come into scope for frequent use include portable 110 volts equipment, computers, photocopiers, fax machines and mobile telephone charging units.

Domestic equipment used in Want2Achieve offices and schools such as vacuum cleaners, microwave ovens, dishwashers and kettles must also be tested frequently.

A record must be kept in the school's office of

- A list of appliances eligible for testing.
- An entry date alongside each appliance of when it was last tested.

### **Frequency of Testing**

Portable electrical appliances used by operatives, must be tested every 12 months. Frequency may be greater with aged equipment, as determined by competent electrical person in each area.

NOTE: Residual current devices used in conjunction with 240 volt equipment and in accordance with 'permit to use' conditions, must be tested at least every twelve months,

### **Security Measures at the School**

This will define the measures practised at the school to ensure a safe and secure environment for the children and the staff to work in.

- Doors & Windows
  - a. Some external doors have been wired to activate an alarm in the event of a door opening.
  - b. The Academy front door will remain locked during normal day and evening hours.
- Intruder Alarms & Break-ins:
  - a. The Academy is fitted with an intruder alarm.
  - b. In the event of a break- in, the Manager or senior duty staff member will contact the Police for appropriate action. Such incidences will be recorded in the Incident Log.
- The Academy is fitted with outside lights which are designed to satisfactorily illuminate entrances and driveways, fire escapes and car parking areas.

### **WORKING PRECEDURES – MAINTENANCE**

### **CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS**

Work falling under the C.D.M regulations is as follows: -

- Any demolition work.
- The construction will last more than 30 days
- The construction will last 500 person days

Whilst working as a principal contractor Want2Acieve will liaise with members of the design team client and all outside groups relating to health and safety

The principal contractor will

- Manage the site to ensure so far as is reasonably practical the health and safety meetings as required or requested by client or design team
- Convene health and safety meetings as required or requested by client or design team
- Appoint a health and safety person who will maintain day to day responsibility for health and safety on site provided the design team have covered all aspects of all health and safety
- Liaise with the company's health and safety consultant on all matters relating to health and safety
- Provide health and safety toolbox talks to staff visiting site
- Supervise as necessary the works of sub-contractors
- Keep records relating to health and safety up to date
- Pass all relevant records to planning supervisor
- Ensure safe access and way out from site at all times including emergencies

The employer will appoint the CDM Co-Ordinator, and it is his duty to:

- Ensure notice of commencement has been issued to local health and safety executive
- Coordinate the health and safety of the contractor in respect of ACL health and safety rules and requirements
- Bring to the attention of the site manager any known hazards that could hinder the safety of people on site
- Instruct all contracting staff of the special fire drills precautions and assembly points to be used whilst on site
- Bring to attention of principal contractor any site rules

Principal's health and safety advisor will

- Visit site at least once for first weeks whilst work is in progress and thereafter as necessary depending upon the needs of the contract
- Advise on any items on health and safety

- Liaise with school manager and planning supervisors on health and safety matters

Whilst working as a sub-contractor Want2Achieve will

- Ensure all sub-contractors have filled out a Contractors Questionnaire
- Brief all sub-contractors in an induction process
- Comply with the requirements of the principal contractor's health and safety plan
- Attend health and safety site meetings as requested
- Ensure risk assessment method statements are produced and complied with. These will be specific and under no circumstances generic.
- Provide health and safety toolbox talks
- Ensure so far as is reasonably practicable the health and safety and welfare of all persons affected by our undertaking

## **CONTRACTORS**

Before employing sub-contractors

- Request a copy of the sub-contractor's health and safety policy and make sure a Contractors Questionnaire has been submitted.
- Ensure sub-contractor has adequate insurance cover relevant to the work being undertaken
- Ensure the sub-contractor has carried out COSHH assessments on the substances to be used
- Ensure the subcontractor has carried out suitable risk assessments

Whilst work is in process the sub-contractor will

- Report daily to the site manager
- Follow any instructions regarding health and safety given by Want2Achieve staff
- Not enter any area other than that specified
- Ensure that a permit for work has been issued where necessary and instructions on permit to work are followed
- Ensure permit to work is revoked at the end of the day or end of need for permit

## **Visitor to site**

All visitors will report to reception.

Headteacher will ensure all visitors sign in and out and will:-

- Instruct visitors to wear appropriate P.P.E

- Check visitor has parked car in safe place
- Make sure visitor is aware of emergency procedures relevant to site and has valid safety checks completed before entering school premises.

## **HEAD PROTECTION**

In accordance with the construction head protection regulations Want2Achieve shall provide each of their employees who is at work on operations or work to which these regulations apply with suitable head protection and shall maintain it or replace it whenever necessary. In most cases suitable head protection shall mean an industrial safety helmet conforming to BS EN 397 for work in confined spaces. A bump cap designed to BS EN 812 may be more suitable but is restrictive in its use.

It is the duty of every employee or self-employed person under the control of Want2Achieve to always wear their hard hat and to ensure their hard hat is maintained in good order. It should

- Be stored when not in use in a safe place for example on a peg or in a cupboard.
- Be visually inspected regularly for signs of damage or deterioration.
  - Have defective harness or components replaced.
  - Have the sweatband regularly replaced or cleaned.

The hard hat needs replacing when the harness is damaged and cannot be replaced; the shell is damaged (e.g. Deeply scratched) or it is suspected that its shock absorption or penetration resistance has deteriorated.

All employees shall be instructed and actively encouraged to always wear their hard hat on the site unless, in the situation they are working or are located, there is no foreseeable risk of injury to the head other than by falling. Head protection for use in construction work will not provide significant protection against the consequences of falling, which is why the duty to ensure wear does not apply when this is the only risk.

Examples where the wearing of suitable head protection may not be required include:

- Sites which consist of, or where work has reached the stage of, completed buildings where there is no risk of objects or materials falling from one working level to another and which have sufficient headroom.
- In site offices, cabins, toilets, canteens, or mess rooms.
- The cabs of vehicles, cranes etc; if they provide sufficient protection against falling objects.



- When all work is at ground level, for example, at road works such as curb laying or resurfacing work.

N.B. If there is any doubt, then hard hats should always be worn. Additional safety helmets should always be available on site for the use of occasional visitors etc. relevant to the maximum number of persons expected to work.

All sub-contractors must inform Headteacher if they or their staff are qualified in first aid.

## **EYE PROTECTION**

In accordance with the Personal Protective Equipment at Work Regulations, Want2Achieve shall provide each of their employees, who are at work and may be at risk of eye injury, with suitable eye protection and shall maintain it, or replace it whenever necessary.

Want2Achieve will generally issue eye protectors (being equipment made to be worn by a person) that is to say, goggles, visors, spectacles, or face screens, where there is any foreseeable risk of eye injury. The following specified processes were scheduled in the old Protection of Eyes Regulations, and were totally repealed by the Personal Protective Regulations. However, they are recognised as good practice and go a long way to meeting the requirements of the new regulations.

- The blasting or erosion of concrete by means of shot or other abrasive materials propelled by compressed air.
- The cleaning of building or structures by means of shot or abrasive materials propelled by compressed air.
- Cleaning by means of high-pressure water jets.
- The striking of masonry nails by means of hammer or other hand tools or driven hand tool.
- Any work carried out with a hand cartridge operated tool including the loading or unloading of live cartridges, and any maintenance, repair of the tool when loaded with live cartridges.
- The chipping or scuffing of paint, scale, slag, rust or other corrosion from the surface of metal or other hard materials by means of power driven portable hand tools.
- The use of a high-speed metal cutting saw or an abrasive cutting off wheel or disk, which in either case is power driven.
- The breaking, cutting, cutting into, dressing or drilling by means of a power-driven portable tool or by means of a hammer, chisel pick or similar hand tool other than a trowel, of any of the following –
  - Glass, hard plastics, concrete, fired clay, plaster, slag or stone (Whether natural or artificial).

- Materials similar to any of the foregoing.
- Articles consisting partly or wholly of any of the foregoing.
- Stonework brickwork or block work, bricks, tiles, or block (Except blocks of wood).

The employer's duties under the Personal Protective Equipment Regulations are generally the same in principal, to the old regulations with possibly the exception being that of the need to carry out the risk assessment before choosing which type of eye protection to provide.

It is of course important to remember that the old British Standards have been replaced with the new European Standards, for example the grade 2 impacts, chemical and dust goggle, (BS 2092-2-CD) has now been replaced with the BS.EN. 166F.

	Date
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