Health, Safety and Welfare Policy

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Contents

Risk Assessment

Definitions

Risk Assessment - "A careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent the harm".
Hazard - "Hazard" is something with the potential to cause harm
Risk - "Risk" is the likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard.
Control Measures - Elements implemented to eliminate or reduce the level of risk
Procedure - A formal document developed as the normal 'way of working' for addressing a specific discipline or activity within the business that is subject to monitoring / validation.

Risk Assessment Guidance

- The risk assessment should identify significant hazards and the resulting risks arising out of work, which means that the minor / low level hazards can generally be ignored, providing the risk and potential consequences are also minor.

- The risk assessment should be appropriate to the nature of the work and is valid for a maximum of 12 months (excluding Legionella). The Head of Department (or appropriately competent and designated persons trained in risk assessment) should be able to prioritise the measures that need to be taken to comply with HHS policies and therefore legal requirements. All risk assessments must be reviewed, as a minimum, every 12 months, but also if the risk changes or if new hazards develop to ensure that it remains effective. Moreover the assessment must be reviewed following serious accidents or as industry standards and best practices develop.

- All Heads of Department (or other persons delegated to complete the risk assessments in light of their competence and experience) new to their position on a site must review and, if necessary update their departmental risk assessments.

- Specific consideration must be given to high risk individuals or groups including persons with disabilities, young workers (under 18), pregnant women or new mothers.

- For persons with disabilities or temporary mobility issues, a Personal Emergency Evacuation Plan must be developed and communicated with all relevant parties.

Conducting a Risk Assessment

Following a decision on what activity or process is being risk assessed there follows five key steps:

1. Identify the hazards
2. Identify who may be harmed by the hazards
3. Evaluate the risk along with current control measures
4. Introduce further controls in line with legal requirements and best practice as necessary
5. Monitor and review the assessment

Heads of Department must ensure the standard risk assessment (RA) form is used to complete their departmental risk assessments. The latest version of the RA form is available in the appendices to this policy.

Step 1	**Identify the hazards**	
Hazards could be in many forms	*– some examples of which are:*	
Task:	**Environment:**	**Other Factors:**
Handling, storage and use of chemicals	Kitchens	Design
Movement and connection of gas bottles	Children's play areas	Health hazards
Use of machinery	Swimming pool	Fire
Use of work equipment	Sports venues	Pollution
Work with electricity or gas	Grounds	Structural failure
Housekeeping	Workshops	Assault
Vehicles	Stores	Overcrowding
Confined spaces	Changing Rooms	Adverse weather
Working at heights	Toilets	Stress
Construction	Grounds & Car Parks	Structural hazards
Manual Handling	General circulation areas	Human factors
Security operations		
Delivery of goods		
Waste removal		

Dealing with visitors Cleaning of kitchens and venues etc. General use of facilities		

Step 2	**Identify who could be affected**		
Find out who could be affected by the identified hazards:			
Employees:	**Pupils:**	**Visitors:**	**Others:**
Staff *Young employees (under 18) The inexperienced *Disabled New Employees *Pregnant Workers / new mothers	HHS pupils Pupils visiting from other schools	Contractors Local authorities Delivery drivers Users of the venues	Trespassers Rights of way

** requires a specific risk assessment*

Step 3	**Evaluate the risk along with current control measures**
Evaluate the most probable outcome – keep it realistic, taking into account:	
Type(s) of possible injury Severity of possible injury Age profile of those exposed	Number of persons exposed Frequency of exposure Experience of persons exposed
Evaluate existing control measures taking into account:	
Do they reflect legal requirements and/or accepted best practice? Do they reflect HHS health and safety policy? Do they address all those who could be at risk? Are they proportionate to the risk? Do they balance cost and risk? (is it reasonably practicable?) Cost V Risk Cost = Time, Effort, resources, Money	
At this point ask – Are the controls adequate?	

Step 4	**Introduce further control measures where necessary**
If the existing controls are not adequate:	
Prioritise further action on basis of risk Complete all low cost items as soon as possible	
When considering further controls, apply the hierarchy of controls:	
Eliminate or substitute Enclose or amend the work activity Use a safe system of work Change staff behaviour Use of PPE Monitoring and surveillance	
Decide on the timescale in which the further controls **should** be completed:	
High Risk Immediately Medium Risk 0 – 3 Months Low Risk 0 – 12 Months	

Step 5	Monitor and Review
Decide upon a latest date when the risk assessment will be reviewed, Maximum 1 year - also:	
Monitor if controls are effective: • Ensure staff are adhering to controls • If controls are not working – re assess • Following incidents/accidents – re assess • If the process/activity changes – re assess • Document all subsequent assessments • Train-in the significant findings of assessment • Ensure the Headteacher and Facilities (Health and Safety) Manager are aware of problems	

Risk assessment form – Guidance notes.

Who completes the form? – Head of Department or appropriately competent and designated persons trained in risk assessment. Once the risk assessment is completed it **must** be signed off / counter signed off by the Head of Department.

Completion of the Risk Assessment - The heading section is required to be completed in full giving site name, complete department name and a readily understood location.

Assessment No: – A department specific reference number is to be allocated and recorded on the Departmental Risk Assessment Register (attached).

Proposed task / activity - The subject activity of the risk assessment should be adequately defined. For example, "Bench Grinder" may be insufficient. "Use of the bench grinder in Maintenance Workshop" may be better if a bench grinder is also provided in another area of site.

Hazards - This section should be used to detail all the hazard(s) related to the subject. Consider the whole task or process involved. For instance in a science laboratory a hazard could be fumes or liquid chemicals.

Who might be harmed and how - The numbers and types of people exposed should be considered. It may be necessary to consider staff members, pupils, contractors and visitors. Consider the types of potential injury and the severity.

What are you already doing? - All measures that are currently in place should be listed.

This will include:

Guarding of machinery
Training given
Restrictions on whom can undertake the task
Environmental factors such as lighting, heating
Safety / specialist equipment
Signage
Task design
Supervision
PPE

N.B: This list is not exhaustive.

Having taken consideration of the hazards and existing countermeasures you should be aware of all the necessary controls that the process or activity requires. Each significant hazard identified should have a documented control. The controls presently in place **may** be suitable for the process and you may deem them suitable and sufficient. If the assessor is satisfied that no more need be done, the work / activity can commence. Sign the risk assessment and detail the date of this and of the next risk assessment review at the foot of the page.

Do you need to do anything else to manage this risk? - If the risk of injury remains at a high or medium level, the present controls **may not** be sufficient. If the assessor believes that additional controls are required in order to reduce the risk to an acceptable level, he/she should list the additional controls required and these should be put into place before the task / activity is allowed to commence.

Action by Whom? – This is the person with whom responsibility lies for the correct implementation of the listed control measures. This individual should be competent and authorised to carry out the requirements of this risk assessment

Action by when? – The latest date by which the control measures must be in place before the task / activity can commence. N.B the actions may be required to be in place indefinitely and should be listed as 'ongoing'. The person tasked with the implementation of the controls must ensure that any ongoing controls are maintained.

General Notes
The person completing the risk assessment must ensure that all persons who need to be aware of the information recorded in the risk assessment (e.g. hazards, control measures etc.) have been fully trained in the controls required. If, when completing the risk assessment, it is identified that any risks may affect another departments staff or pupils or site activities then the relevant head of department will need to be informed so that he can check that the risks identified are covered by other risk assessments. It will be necessary to inform the trust health and safety manager of the added level of risk so that he/she can advise as appropriate.

For both hazard and exposure, the terms high, medium and low are not definite. Different people may decide that a hazard is high or medium, etc, particularly in borderline cases.

Risk Assessment Register

Site: _____

Department: _____

Ref No.	Subject	Date of Assessment	Signature of Assessor	Name of Assessor	HOD countersigned (if not the Author)

Risk Assessment Form

Site:_____

Department: _____ **Assessment Date:** _____

Proposed activity/environment: _____

Assessment No: _____

Hazards: List hazards that may result in harm or affect people in the vicinity.	**Who might be harmed and how?**	**What are you already doing?** List existing controls or note where information may be found, e.g., information, instruction training, systems or procedures.	**Do you need to do anything else to manage this risk?** List additional actions that are needed to reduce or eliminate the risks prior to commencement of activity.	**Action by Who?**	**Action by when?**	**Completed**

Assessor Signature:_____ Position: _____

Date: _____

Risk Assessment Distribution List

Site _____

Department _____

By signing this document, you are acknowledging that you have read and clearly understood the departmental risk assessments listed. The signatory agrees to seek clarification, where required, BEFORE carrying out the listed tasks and further agrees to use any controls required by the risk assessment in the correct manner. Should any shortcoming in the risk assessment be identified or a failure of controls or other fundamental safety issue arise it is the personal responsibility of the signatory to cease work and report the issue immediately.

Ref No.	Subject	Signature	Name	Date

Welfare and First Aid

First Aid Needs Assessment

A First Aid Needs Assessment must be carried out to identify the first aid requirements of each site. High risk activities, high risk areas and off site activities must be included in the assessment. The assessment should be used to make recommendations to ensure suitable and sufficient first aid provision for each school, its pupils, staff and visitors.
The first aid needs assessment will be reviewed annually or sooner if significant changes are identified, such as:

- A significant change in the number of people using the school
- There are changes to the activities that take place on the school site.
- There is an increase in the level of hazards on the site.
- There is a change in legislation
- An incident takes place that necessitates a review of provision.

Definitions:

First Aid
First Aid is the immediate assistance or treatment given to someone injured or suddenly taken ill before the arrival of an Ambulance, Doctor or other appropriately qualified person.

First Aider
A first-aider is someone who has undertaken training and holds a valid certificate of competence in "First aid at work", issued by a recognised training provider. The training should be in accordance with:

- Current guidelines published by the Resuscitation Council (UK) and,
- The current edition of the first aid manual of St John Ambulance, British Red Cross, St Andrews First Aid or,
- Other published guidelines, provided that they are in line with the above or supported by a responsible body of medical opinion.

Training
Clarion Academy trust appoints as First Aiders, those people who have successfully completed the 3 day, 18 hour, Level 3 Certificate in First Aid at Work course, this qualification is valid for a period of 3 years. Renewal is via a two-day, 12 hour refresher course. CAT also appoints Emergency First aiders to assist the First Aiders and to deal with minor incidents. Emergency First Aiders will have completed the 6 hour Emergency First aid Course, valid for a period of 3 years.
The Headteacher (or Head of school) is responsible for ensuring the correct number of trained First Aiders are available to meet the requirements of the First Aid Risk Assessment and this policy at all times. This responsibility may be delegated.

It is also the responsibility of the Headteacher (or Head of school) and the trained First Aiders to ensure that qualifications do not expire. If a staff member's qualification does expire, that person is not permitted to administer First Aid until such a time as they have re-qualified. An appropriate number of First Aiders must be trained in the use of AED, if one is available at their site (separate training from the First Aid at Work course). See Part 2 for further details.

If a First Aiders' certificate expires by over 28 days then he/she must attend 18 hour, Level 3 Certificate in First Aid at Work course in order to re –qualify. To re-qualify as an Emergency First Aider, the individual must successfully complete the 6 hour course again.

Refresher Training
After a Team Member has obtained their First Aid qualification and before the qualification is due for renewal at the end of the 3 years, it is important to ensure that First Aiders remain confident in practicing their skills when they are required, particularly in key areas such as:

- CPR
- AED

To this end, CAT will offer short skills refresher training sessions at intervals throughout the year. It is the responsibility of the individual to ensure that they are confident to use their skills when required and to book themselves onto a refresher session if they feel it's necessary.

Training Records
The safety administration form 'Record of Site First Aiders' must be updated with the date of expiry of each persons, a copy kept on site and a copy forwarded to the health and safety manager. A copy of each persons First Aid Certificate must be kept on file.

Information for First Aiders
All current and any new First Aiders are to receive a copy of this policy along with any updates or guidance that might be issued from time to time.

Civil Liability
Many First Aiders are concerned about their own personal liability after giving First Aid, particularly if a patient dies. If First Aiders practice their skills in accordance with proper accepted practice and remain within their training, it is highly unlikely that a civil action for alleged negligence in the application of First Aid would succeed.

Number of First Aiders
CAT has a requirement to provide First Aid arrangements for members of staff. There are no specific requirements for First Aid provision to be made for non employees such as contractors and other visitors. However, in order to meet the schools duty of care, first aid will be administered to those non-employees. A minimum ratio of 1 First Aider to every 100 persons on site, with additional first aiders available in high risk areas (as defined in the First Aid Risk Assessment) will fulfil the schools obligations on a day to day basis.

Hospitalisation
1. If during First Aid treatment, the First Aider makes a judgement that the injured person needs to go to Hospital, the injured person should be advised of this (wherever possible) and the emergency services should be called.

2. If due to the apparent limited extent of injuries the injured person does not wish to be taken to Hospital by Ambulance, the site First Aider should advise the injured person to go to Hospital via their own or public transport. If the injured person is a pupil, either from a Trust or visiting school, the injured persons parent/guardian should be contacted immediately.

3. If during First Aid treatment, the First Aider makes a judgment that the injured person should go to Hospital and the injured person refuses, a note should be made of this on the accident report form and specifically added to the accident entry on PRIME. If the injured person is a pupil, either from a CAT school or visiting from another school, the parent/guardian should be advised to take the injured person to hospital. If the parent/guardian makes the decision not to take the advice of the First Aider, a note to this effect should be made on the accident report form and the PRIME entry.

First - Aid Equipment
- A suitable First Aid box (green with a white cross) capable of protecting the contents must be correctly stocked (with items which are in date) and kept readily available in each department. The First Aid needs assessment will highlight if additional first aid kits are required, where they should be located and if any specialist equipment should be added (burns dressings, eyewash etc) Portable first aid kits must be available for school trips off site.

- If a First Aid box is used, the person who has used any of its contents is responsible for ensuring it is replenished – see ***Appendix 1***.
- The supplementary equipment listed may be kept in a suitable First-Aid room.

- All first aid equipment has an expiry date on it, particularly sterile ones. These must always be within date. In cases where sterile items have no dates, it would be advisable to check with the manufacturers to find out how long they can be kept. For non-sterile items without dates, it is a matter of judgment, based on whether they are fit for purpose.

Disposal of Sharps
- To ensure the safe disposal of sharp instruments (e.g. blades, syringes/needles which may be contaminated with blood or other body fluids) these objects must be placed in a suitably marked impenetrable rigid container (sharps box), which can be subsequently incinerated. These containers are often available from your clinical waste disposal contractor.

- Sharps boxes shall be kept in the First Aid Room/suitable location-awaiting disposal.

- Sharps boxes should be taken to the sharp rather than vice versa.

Cleaning of Body Fluids
Spillages of blood, vomit, faeces and urine will be cleaned up using a body spill kit. A sufficient number of kits must be available on site for the use by staff members.

Automatic External Defibrillation (AED)
AED's (which are part of the schools general First Aid arrangements) are available on site.

The purpose of this part of the First Aid procedure is to ensure the AED is:

1. Immediately available for use by trained staff members; and
2. Maintained in effective working order at all times.

The Equipment
All orders for AED's and consumables must be placed via a supplier approved by the manufacturer of the equipment. All equipment bought must be in a new condition, the Trust will not authorise the purchase of second-hand or otherwise used equipment. All equipment and consumables must display the BS, EN or CE marks.

Responsible Person (AED)
A Responsible Person (AED) will be nominated to check and maintain this equipment and will receive specific training in this procedure. Unless otherwise stated, the Responsible Person (AED) is responsible for implementing the requirements of this part of the First Aid procedure.

Location of AED on Site

- The AEDs must be kept in a secure location where they can be taken to a patient immediately when called for by a trained staff member at **any** time. This location shall be agreed between the Responsible Person (AED) and the Headteacher or Head of School.

- Every First Aid box must have an AED location card firmly fixed to the inside of the box in a clearly visible place.

THE AED IS LOCATED IN / AT

_____

IF THE AED IS REQUIRED, CONTACT

Tel No. **or Tel No.** **Between:** *insert times*

Example AED Card

- If the AED has 2 locations (one day & night time), both must be clearly identified in the AED card in every First Aid box.

Training
Training can only be carried out by instructors who are holders of a current AED training certificate.

Staff Training
To become eligible for AED training, must be a current holder of at least one of the following certificates where AED training is included in the course.

- Level 3 Award in First Aid at Work
- Emergency First Aid
- Paediatric First Aid
- Sports First Aid

Alternatively, specific training in the use of an AED will be provided by the Trust.

AED Refresher Training
After Team Members have been trained to use the AED and before the qualification is due for renewal at the end of the 12 months, it is important they remain confident to use the equipment. To this end, staff members are strongly encouraged to attend the periodic training sessions.

Documentation

Training Records
An up to date record of qualified persons, to include level of qualification, expiry date and a copy of relevant certification must be maintained on each individual site by an appropriate person.

AED Management Checks
All the checks below are to be completed:

Daily

- Is the AED present in its location?
- Is the battery in good order? The AED will indicate by the red indicator in the top right hand side of the unit if the battery is faulty
- Is the AED ready for use?

Monthly

- Does the AED pack contain the following items?

  1 pack of Adult chest pads
  1 pack of Child / Infant chest pads
  1 personal Hygiene pack

- Are all First Aiders qualifications within their expiry date?
- Are all Staff Member's AED qualification within their expiry date?
- Have all ne Staff Members who are eligible for AED training, been trained to use the AED?

The Responsible Person should report any issues arising from the regular checks to the Headteacher or Head of School and the Trust Health and Safety Manager who will arrange the appropriate remedial actions.

Appendix 1.

Contents of First Aid Box
BS 8599-1 should be used as a guide to the contents of a standard risk first aid kit. Quantities of the contents will vary depending on the size of the kit. Below is the standard list of items that should be present in all First Aid boxes. Quantities will depend on the amount of people the box is intended to service. The numbers given below are minimum quantities.

1 Guidance Card (giving basic reminders on principle first-aid techniques)
6 Safety Pins
4 Triangular Bandages (sterile)
20 Plasters (sterile & individually wrapped) Coloured for Catering Areas.
4 Sterile Wound Dressings – Medium
2 Sterile Wound Dressings – Large
3 Sterile Wound Dressings – X Large
2 Sterile Eye Pads
10 Sterile Wipes (individually wrapped) or Sterile Water
2 Pairs Disposable Gloves
1 Resusci – Aid
1 Automatic External Defibrillation (AED) site card

Supplementary Equipment
Below is a non-exhaustive list of supplementary equipment that may be kept in an appropriate First – Aid room.

- Wheel Chair
- Couch
- Blankets
- Space Blankets
- Spillage Kits
- Disposable Aprons
- Stretcher
- Scissors
- Sharps Box
- Yellow Clinical Waste Disposable Bags
- Automatic External Defibrillation (AED)
- Oxygen
- Burns kits
- Sterile Eyewash.

Record of Site First Aiders

First Aiders Name	Department	Expiry Date of First Aid at Work certificate (3 years)	Expiry Date of AED Training (12 months)	I Have Received and Understood the Trust First Aid Policy - Signature	Date of Signature

FIRST AID BOXES

Location	First Aider Responsible for Maintaining the First Aid Box	Location	First Aider Responsible for Maintaining the First Aid Box

AED **First Aid Room**

AED Location(s) & Responsible Person (AED)	Site & Person Responsible for Maintaining First Aid Room
Site: _____ Site: _____	Site: _____
Responsible Person (AED) _____	Responsible Person: _____

Report completed by:

Name: _____ Position: _____

Date: _____ Signature: _____

Fire Strategy

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Executive Summary

This document builds upon the Clarion Academy Trust (CAT) fire safety policy statement (see page 5) which has been mandated by the Board of Trustees and requires those responsible for fire safety to:

- Comply with prevailing legislation
- Implement fire safety precautions through a risk managed approach
- Comply with monitoring and reporting mechanisms appropriate to the management of fire safety
- Develop a process of co-operation and co-ordination with contractors and concessions operating within Trust premises

This document (structured using PAS 911 2007 Fire Strategies guidance document),provides a framework for the implementation of the Fire Safety Policy, which is the method for meeting statutory duties under the Regulatory Reform (Fire Safety) Order 2005. This strategy is intended for all Trust operations, across all sites and represents "best practice" for managing fire safety whilst also recognising that other ways of managing fire safety may present themselves allowing for review of said documentation to administer change.

The document replaces all previous fire policies/arrangements at all Trust schools. Local evacuation procedures remain in place.

1 Fire Safety Policy Statement

Statements of Policy
All CAT operations fall within the scope of this policy and must comply with legislation on fire safety impacting operation.

It is the intention of CAT to ensure all fire related control measures detailed in this strategy are adhered to and implemented where required. This document will continue to be reviewed as a live document periodically and following any changes that are likely to impact on it. It will be the responsibility of the Head Teacher / Head of School, Board of Trustees (via delegated authority if applicable) to notify and inform the Fire Safety Consultants of any impending change on the site that will have effect on the Fire Strategy.

Clarion Academy Trust will, across all sites:

- Nominate key personnel to take the lead on all fire safety activities
- Have an effective fire safety management strategy which enables;
    I. the preparation and upkeep of the organisations fire safety policy
    II. adequate means for quickly detecting and raising the alarm in case of fire
    III. means for ensuring emergency evacuation procedures for all areas, at all times the premises is occupied, without reliance on external services
    IV. ensure all staff members to receive fire safety training appropriate to the level of risk and duties they may be required to perform
    V. report all fire-related incidents accordingly
    VI. develop working relationships with other bodies and agencies involved in the provision of fire safety (EHO / HSE, Local Authority Fire & Rescue Service etc.)

2 Fire Safety (Management) of Fire Strategy

General
Clarion Academy Trust operates a positive safety culture with all staff members taking responsibility for their own safety and the safety of others whilst at work. The organisation section of the Trusts Health & Safety Policy sets out the responsibilities at every level, for implementing safety arrangements which include those for fire.

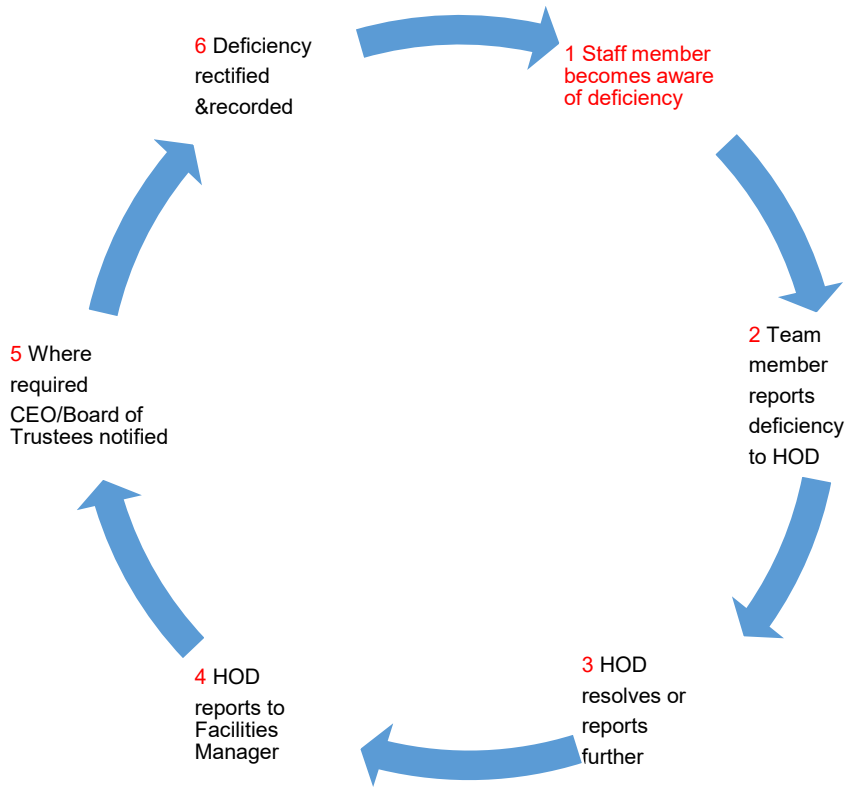
2.1.1 Responsible Persons for Fire Safety

Board of Trustees
The Clarion Academy Trust Trustees have overall responsibility for the implementation of this fire strategy.

Fire Safety Consultants
The Trustees, through delegated authority where applicable, will appoint suitably competent persons to assist the CEO, Business Manager, Facilities Manager and Heads Schools with regards to fire safety. Other approved consultants may be appointed as necessary.

2.1.2 Reporting structure for fire safety
It is essential that all staff members at every level of employment, prior to undertaking full duties have undergone the necessary health, safety & fire and departmental induction training set out by the school in relation to fire control and procedures in their workplace. On completion of the above a set procedural structure of reporting fire safety will be apparent.

Figure 1 Cycle of reporting:



The Figure 1 Cycle of Reporting diagram identifies the simplistic approach to reporting possible fire related deficiencies and risk identified by any staff member working within CAT. In order to ensure the cycle of reporting begins and ends with an evidential paper trail, the site manager / senior caretaker is responsible (even if delegated to another Team member) for ensuring the completion of the opening and closing check sheets, it's here where the defect requires recording in the first instance, then transferring to the online recording system (Prime)

On completion/rectification of the defect, if it is deemed to have impact on the Fire Strategy and site fire risk assessment it is the responsibility of the facilities manager to notify the fire safety consultants for review and update of the fire risk assessment.

Much can be learned from incidents which lead, or could have led, to a fire, in terms of how the incident arose and the efficiency of the methods used to control it. Such lessons can assist in the prevention of any repetition of the incident.

Either of the following must be reported to the Trust Facilities Manager for investigation.

- Fires, regardless of size
- Near misses or incidents that, in other circumstances, may have led to a fire

A report should be prepared; using the Fire Log Report Form located in the Fire Management File, on completion the form is to be retained in the Fire Management File. Any significant findings should be notified to the Fire Safety Consultants for advice. The Trust Facilities Manager will report relevant findings to the CEO, Board of Trustees and Business Manager.

Where appropriate, fires, and any injuries arising from fires, must be reported in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013. In any instance, contact the Trust Facilities Manager for further guidance under this Regulation.

2.1.3 Procedures for the Disabled

Under current fire safety legislation it is the duty of person(s) responsible for premises to provide a fire risk assessment that includes an evacuation plan for all people likely to be inside, including disabled people, and details about how that plan will be implemented. It is acknowledged that such an evacuation plan should not rely upon the intervention of the Fire & Rescue Service (F&RS) to make it work, therefore, each school will develop and continually review specific local evacuation plans that take into account persons of all abilities that may be accessing the premises. The Trust recognises that as a service provider, if do not make provision for the safe evacuation of disabled persons from our premises, this may be viewed as discrimination. It may also constitute a failure to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and leave the Trust exposed to enforcement action by regulators. We further understand that planning for means of escape is about planning for exceptional circumstances, not everyday events. In developing this document we have also taken into account that what a disabled person might be prepared to do in exceptional circumstances may differ significantly from what they can reasonably manage in their everyday activities. Relevant British Standards and guides published by HM Government entitled Means of Escape for Disabled People have been used in the development of this strategy which utilises Personal Emergency Evacuation Plans (PEEPs) for known disabled persons falling within the scope of this document. In summary, a PEEP is a documented evacuation plan tailored to an individual or group of individuals that provides specific information on their movements during an escape.

It should be noted that this document addresses escape from a building in emergency situations only. It does not address access into buildings or general movement around premises by disabled persons under normal circumstances.

Scope

This strategy covers the following five groups of disabled persons who could be either members of staff, guests or other lawful visitors to the premises:

- The deaf or hearing impaired
- The blind or visually impaired
- Wheelchair users including electrically powered wheelchairs
- Mobility impaired
- Cognitive

Wheelchair users and particularly those in electrically powered wheelchairs are most at risk from fire and potentially the most difficult category to make emergency arrangements for. However, assumptions will not be made about the ability of wheelchair users and they will not be excluded from a building purely because of false assumptions about their ability to leave the building safely and unaided in an emergency.

There are a vast range of people who could be considered to be mobility impaired. These might include those with heart disease and asthma. Generally speaking, anyone who cannot escape from the building within two to three minutes will be considered to be mobility impaired.

People with cognitive disabilities often have problems comprehending what is happening in escape conditions, or may not have the same perceptions of risk as other people. Those with cognitive disabilities might also include people with dyslexia, dyspraxia and autism.

2.1.4 IRMP – Integrated Risk Management Plans

A key element of the UK Fire and Rescue Service modernisation programme is that fire authorities are to adopt a locally-determined risk-based approach to managing both fire risks and firefighting resources within their area. To fulfil this approach, fire authorities use IRMPs, particular to each building or premises, which will result in a more flexible level of emergency response.

IRMPs will result in a significant change to the fire and rescue services' predetermined attendance. (Refer to Section 6 "Emergency Packs" for predetermined attendance times and criteria).

The CEO and Heads of school, with the assistance from the Facilities Manager where required, will apply a similar internal integrated risk approach to identify both high and low risk areas, so that a constructive exchange of information with the local fire and rescue service can take place through the use of the "emergency pack" set out in this document.

2.1.5 Procedure for Risk Assessment

The formulation and completion of suitable and sufficient fire risk assessment is paramount to controlling potential fire risk at site level. The risk assessment format will be based upon the format set out in PAS (Publicly Available Specification) 79 for fire risk assessment.

The assessment will form an organised and methodical look at the premises to be assessed, the activities carried out therein and the likelihood that a fire could start and cause harm to those in and around the premises. The risk assessment document will be set out in an approved (PAS 79) audit friendly format. The fire risk assessment and subsequent reviews will be carried out by a suitably qualified consultant, appointed by the Trustees.

All actions/deficiencies must be addressed by site and completed within the time frames set by the assessor and as documented on the action plan produced during such assessment.

2.1.6 Procedures for review

This Fire Strategy document shall be reviewed on a periodical basis, and following any changes that are likely to have impact on it. The monitoring of the periodical time frame will coincide with the Health & Safety Policy review date. Key staff members (CEO, Business Manager, Facilities Manager and Heads of Schools if required) will meet to conduct the periodical review or any review required due to changes that impact the strategy. The review process will take into consideration any findings from the risk assessment/review process that may have impact on this document.

Any proposed changes or updates to the strategy will be presented to the Board of Trustees for approval along with the justification for the change/update.

If there is any reason to suspect that a Fire Risk Assessment is no longer valid or there has been a significant change in premises that has affected fire precautions, a review of the assessment is required, further to this below are a number of reasons that would warrant review;

- Changes to work activities or the way that you organise them, including the introduction of new equipment
- Alterations to the building, including the internal layout
- Substantial changes to furniture and fixings
- The introduction, change of use or increase in the storage of hazardous substances
- The failure of fire precautions, e.g. fire detection systems and alarm systems, life safety sprinklers or ventilation systems
- Significant changes to displays or quantities of stock
- A significant increase in the number of people present and
- The presence of people with some form of disability (if not already considered)

The potential risk of any significant change must be considered before it is introduced. It is usually more effective to minimise a risk by, for example, ensuring adequate, appropriate storage space for an item before introducing it to a department.
Amendment of the assessment is not required for every trivial change, but if a change introduces new hazards then consider them and, if significant, do whatever you need to do to keep the risks under control.

If a fire or 'near miss' occurs, this could indicate that the existing assessment may be inadequate or a reassessment is required. It is good practice to identify the cause of any incident to allow for accurate revision of the risk assessment.

2.1 Prevention of fire and control of processes

All Managers/Heads of Schools must be aware of the fire procedures in place and ensure that they are understood by all staff members under their control. All training, instruction must be recorded to show evidence of completion.

Regardless of the protection provided, most fires will cause some damage and disruption, and must be avoided. Prevention of fire should, therefore, be of the highest priority, and the presence of fire protection systems should not be considered a reason for lessening this priority.

2.2.1 Control of Electricity

All electrical equipment and appliances must be maintained and used in accordance with the Electrical Safety Policy.
Electrical equipment is a significant cause of accidental fires. Clarion Academy Trust requires that all electrical equipment is installed and maintained in a safe manner by a competent person.
All portable items of equipment brought into the workplace by staff members is required to be visually inspected and undergo portable appliance testing (PAT) prior to first use and at intervals suitable for the type of equipment and its frequency of use. New electrical equipment bought for use at a CAT site must be PAT tested before first use and at intervals suitable for the type of equipment and its frequency of use. These intervals will not exceed twelve months.
It is preferable to plug appliances into fixed wall sockets, however, extension reels (if used) should be fully unwound to allow the dissipation of any generated heat and any equipment plugged into the reel must not, in total, exceed the current rating of the reel. Extension reel and adaptor leads must be trailed so as to not pose a trip hazard and to protect the cable from damage. Users should inspect the reels or leads for signs of damage and report any damage to the facilities manager for repair or replacement. Adapter blocks should not be used.
All electrical installations are required to be regularly inspected by a competent electrical engineer. Testing and inspection will be undertaken on a 5yr cycle. Swimming pools will be inspected annually.

For further guidance on electrical safety refer to the Health & Safety Policy, Electrical Safety Procedure or alternatively discuss your requirements with the Facilities Manager.

2.2.2 Prevention of Arson

All reasonable action should be taken to reduce the risk of arson.
The main defence against arson relies on good security and control of materials stored outside buildings that could be used as fuel.
Where deemed a requirement, fenced areas of the site will limit the risk of arson, but this does not leave the site infallible; arson frequently occurs from within, either from staff members, pupils or visitors. The locality of the site will also influence the probability of arson, however, the individual schools should regularly review the risk, paying special attention to the history of intruders to the site and arson or attempted arson.

Having assessed the risk, the following control measures should be considered:

- Improving perimeter fencing or protection
- Increasing security cover, e.g. additional patrols
- Locating waste bins away from buildings. This will involve securing the bins in position, the use of an enclosure will frequently deter people from moving the bins
- Locking bin lids closed overnight
- Increased surveillance of bin areas, frequency of waste collections
- Strict enforcement of the no smoking policy
- All gas cylinders should be suitably stored externally in a secured fit for purpose bunker

2.2.3 Smoking

Carelessly discarded cigarettes and other smoking materials are a major cause of fire.
Clarion Academy Trust operates a no smoking policy across the site and prohibits smoking anywhere on Trust property. Signage is suitably displayed informing both staff members and visitors of the smoking restrictions.

2.2.4 Real Flame (Including candles)

Real flame (including candles) should generally not be used in any room; Where the use of candles is required as part of a learning experience, consultation must take place with the Facilities Manager prior to placing in situ and can only be granted permission for use where the area is under constant supervision and risk of ignition is assessed as being low. Real Flame may be used in areas such as Science Labs and Technology rooms where adequate procedures and supervision are in place.

2.2.5 Control of Heating Installations

The risk of fire from fixed heating systems will be significantly reduced by good maintenance and practice.
The appropriate electrical safety and gas safety policies and procedures for use of portable heaters must be adhered to.
Heaters that could create a hazard if mistreated by, for example, covering with clothes should not be used. If it is essential to do so, for example, they are part of a fixed installation, clear signage should be displayed identifying the hazard.
The use of portable heaters should be kept to the minimum necessary. Heaters must be maintained, form part of the PAT regime and handled in accordance with the relevant standards. As a general rule, oil-filled, convector heaters should be used. Radiant heat or fan heaters should not be used due to the high potential of incident.
Since it is foreseeable that the need for emergency heating may arise from time to time, the Facilities Manager should make advance plans. If, after taking account of all possibilities, it is decided that the heating is to be of the portable LPG variety, several factors should be taken into account.
If LPG heaters are to be used, a written safe system of work should be prepared by a competent person.
The Facilities Manager should ensure that the arrangements detailed in the system of work have been properly implemented. This should include: The adequacy of the ventilation, the extent of usage of individual rooms, the existing fire hazard of the building and separate rooms within it and the availability of suitable means of escape. Additional fire fighting equipment may also be required. The Fire Safety Consultant or Facilities manager will be able to give advice on the latter two points. Clear written guidance on emergency procedures should be prepared, e.g., to cover the possibility of a leakage of gas with or without a fire, or a fire arising from extraneous sources.

(Further guidance and risk controls on the control of LPG heaters should be taken from HHS Gas Safety Policy prior to use)

2.2.6 Cooking Facilities

Arrangements for all catering facilities, including teaching kitchens, will include the following:

- Isolation facilities for gas and electrical supplies to cooking appliances will be located in safe, accessible positions. Where appropriate, signs indicating the location and use of these facilities will be provided
- All kitchen extract systems, including ductwork, will be deep cleaned at least once every six months. This frequency should be increased if so indicated by risk assessment.

Only areas so designated by the Head of school may be used for staff catering/tea facilities.

Catering facilities provide both significant ignition sources and sufficient fuel, in the form of cooking oils and fats, to represent a major fire hazard. Staff catering facilities should be limited to agreed items by the Facilities Manager following a suitable and sufficient assessment of risk completed by a competent person. The risk assessment should document the type of equipment, its risk and risk control measures to eliminate any ambiguity of type of equipment accepted.

2.2.7 Lightning Protection

Lightning protection should be provided where so indicated by risk assessment.
The project manager for any new building should ensure an assessment based on the recommendations of BS EN 62305 is conducted for lightning protection, lightening protection should be provided where so indicated by the assessment.

Instructions to contract designers and electrical engineers should include the following:

- An assessment of the risk of damage by lightning should be carried out in accordance with of BS EN 62305

- For new buildings, lightning protection should be provided if the overall risk, as defined in the above standard, is greater than the acceptable lightning strike risk factor 10-5 (1 in 100,000) per year
- For existing buildings, lightning protection should be provided if the risk is greater than 10-4 (1 in 10,000) per year, although the criteria for new buildings should be considered if the building is considered to be critical to the business
- Lightning protection systems will be inspected and tested annually. A register of those buildings where lightning protection is provided and inspection records should be kept in the Fire Management File using documentation provided.

2.2.8 Housekeeping

Heads of Departments are responsible for the general standard of housekeeping in areas under their control, and should take all reasonable steps to ensure it is of an acceptable level.
Good housekeeping will significantly reduce the risk of fire and, in the event of a fire, significantly reduce the spread of fire. All efforts, therefore, must be taken to raise the standard of housekeeping, with particular attention being given to the following;

- Controlling waste materials. All waste must be placed in the correct container
- Keeping combustible materials away from sources of ignition. Electrical cupboards, boiler rooms and similar heat generating areas must not be used for storage, if there is clearly no alternative ensure all combustible items are not stored directly under ignition risk and remain a minimum of a metre distance
- Escape routes and staircases must be kept clear
- Hazardous materials must be stored in the appropriate cabinets. The capacity of these containers should not be exceeded.

There are suitable arrangements for the general cleaning of buildings across the site, and is carried out by contractors. Staff should notify the Facilities Manager or Site Manager of any deficiencies in the cleaning programme that may come to their attention.

2.2.9 Furniture, furnishings, floor coverings, curtains, upholstered seat Furniture

Fire safety of Furniture, furnishings, floor coverings, curtains, upholstered seat coverings, cushions & artificial foliage - All furniture, furnishings and artificial foliage must comply with the fire safety requirements detailed in this document.

Combustible furniture and furnishings frequently contribute to ignition and fire spread. This is of particular concern in storage areas, where discovery may be delayed. The Furniture and Furnishings (Fire) (Safety) Regulations 1988, (as amended 1989, 1993 and 2010) were introduced as a measure to reduce the fire risk in domestic situations. As such, they do not strictly apply to non-domestic sites, but they should be considered to embody the minimum standards acceptable for Clarion Academy Trust.
Guidance for the choice of furniture is given in BS 7176: 2007 + A1 2011. These standards are based on risk assessment of the furniture in its proposed environment, and indicate the resistance to ignition that would be appropriate.
All purchases of new furniture shall be from suitable suppliers and shall be labelled as complying with the appropriate standard (BS 7176: 2007 + A1 2011), at the appropriate hazard level.
Existing furniture shall comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended 1989, 1993 and 2010). Where the fabrics used are not inherently fire retardant to the 'cigarette test' standard, then they shall be chemically treated to this standard, and the supplier shall provide certification of this treatment, and provide instructions as to the frequency at which the treatment should be reapplied. If this is not possible or practical, the furniture shall be replaced.
Furniture coverings found to be damaged/ripped exposing the foam lining must be replaced.

Carpets & Other - All new carpets and other floor coverings must satisfy the requirements of BS 5287 relating to the low radius of fire spread. Where this standard is achieved by chemical treatment, the provider of this treatment must supply a certificate confirming that the treatment has been satisfactorily applied.

Curtains, Drapes etc. - All curtains, drapes and other textile hangings are required to be durably flame retarded fabric or inherently flame retarded fabric. Where such fabrics are chemically treated a certificate supplied confirming that the treatment has been satisfactorily applied will be required. Durably flame retarded fabric, will retain its properties after being washed in accordance with the manufacturer's recommendations. The test programme includes a cycle of 50 washes. The manufacturer should be asked to advise if further

chemical treatment is necessary if the material is improperly washed, is affected by steam or other vapours (e.g. after anti-viral spraying), or is otherwise made wet.

2.2.10 Artificial and Dried Foliage

All new artificial and dried foliage shall conform to BS 5438 when tested. All existing foliage, which does not or is not known to conform to this, shall be replaced.
The use of Christmas decorations at dedicated times of the year should be evaluated for their ignition risk. Such materials require treating with an appropriate fire retardant product prior to erection and retreating at the desired frequency set by the product used.

2.2.11 Control of contractors

All contractors' employees must be controlled in accordance with the control of contractors' procedure.
Attention should be made on the agreed procedure to be followed in the event of fire. This procedure shall include raising the alarm, use of fire appliances if safe to do so and the immediate summoning of the fire and rescue service. The site will be thoroughly inspected by the contractor after the end of the working day to ensure that no ignition sources or incipient fires exist, and where necessary, a clear report shall be given to the site contact.
All means of escape must be kept clear and alarms made available for use. It is the Contractor's responsibility to ensure all of their employees are aware of the fire arrangements for their work area. The Contractor is responsible for ensuring that the no smoking policy is adhered to and that no burning of waste materials shall be carried out at any time.
Adequate fire extinguishers should be provided and grouped into fire points. Distribution of extinguishers should be generally in accordance with risk, but extinguishers must also be placed in close proximity to any area in which a hazardous activity, such as cutting, welding, handling of flammable liquids etc. takes place. A fire point should be located within 20-30m of any point in the building.
All Contractors' personnel engaged in hot work on site should be trained in the use of the fire extinguishing appliances that are provided. The control of contractor hot works special conditions must be applied ensuring a hot work permit is completed and inspection is carried out 60 minutes after hot work has been completed
Suitable signs of a temporary nature if necessary will be provided to indicate the location of fire extinguishing appliances. Fire procedure notices should be sited at suitable locations on the site.
A telephone(s) for summoning the fire & rescue service in an emergency will be provided at a suitable location(s), which will be easily and quickly accessible in the event of fire.

Controls for isolation of gas and electrical supplies shall not be obstructed and shall be accessible in the event of an emergency.
The fire detection and alarm system must remain operational at all times.

2.2.12 Building Materials

Building materials must be chosen to minimise the risk of fire. Composite panels must not be used in new building works.
Building Regulations will impose limitations on the materials used in new buildings, but only to the extent that is necessary for the safety of the occupants.
New buildings should, wherever feasible, be constructed with materials of lower combustibility and limited potential for spreading fire. In particular, composite panels must not be used because of the combustible nature of the foamed insulation materials. Major fires have occurred in buildings constructed with the materials, and many insurers are refusing to provide cover for buildings with appreciable amounts of composite panels.
However, there are some composite panels which have improved performance in fire.
These may be used, but only if the insurers give specific approval for each project; approval must not be assumed because it was given in a previous case.

2.2.13 General Storage

Many materials stored on site are combustible and pose a fire risk. The more materials stored the greater the source of fuel for a fire. Inadequate or poor storage of materials make the potential effect of arson more serious.
Combustible materials must not be stored or put up against electrical equipment, ducting or heaters, even if turned off for the summer. Storage reduction measures must always be considered dedicating storage areas, storerooms and cupboards, the storage of combustible materials must not be stored in public areas.

2.2.14 Voids and Loft Spaces

Voids and loft spaces should **not** be used for storing combustible material unless the Facilities Manager/Fire Safety Consultant has assessed the risk first providing recommendation for adequate fire arrangements to include compartmentalisation standards and early warning detection. Where adequate fire arrangements are not in place, voids and loft spaces should be sealed off and accessible for inspection purposes only.

2.2.15 Dangerous substances

Specific precautions are required when handling and storing dangerous substances to minimise the possibility of an incident. The Facilities Manager should be able to provide detailed advice on safe storage and handling; however, the following principles will help you reduce the risk from fire;

- Substitute highly flammable substances and materials with less flammable ones
- Reduce the quantity of dangerous substances to the smallest reasonable amount necessary
- Correctly store dangerous substances, e.g. in a secure, fire-resisting enclosure. All flammable liquids and gases should ideally be locked away, especially when the premises are unoccupied, to reduce the chance of them being used in an arson attack. Ensure that you and your staff members are aware of the fire risk that dangerous substances present and the precautions necessary to avoid danger

Additional general fire precautions may be needed to take account of the additional risks that may be posed by the storage and use of these substances. Certain substances and materials are by their nature, highly flammable, oxidising or potentially explosive. These substances are controlled by other legislation in addition to fire safety law, in particular the **Dangerous Substances and Explosive Atmospheres Regulations 2002.**

Flammable liquids - Highly flammable liquids present a particularly high fire risk. For example, a leak from a container of flammable solvents, such as acetone, may produce large quantities of heavier-than air flammable vapours. These can travel large distances, increasing the likelihood of reaching a source of ignition well away from the original leak, such as a basement containing heating plant and/or electrical equipment on automatic timers. Flammable liquids stored in plastic containers can be a particular problem if involved in fire because they readily melt, spilling their contents and fuelling rapid fire growth.
The risk is reduced by ensuring the storage and use of highly flammable liquids is carefully managed, that materials contaminated with solvent are properly disposed of and when not in use, they are safely stored.
Up to 25 litres may be stored in a fire resisting cabinet or bin that will contain any leaks.
There should be no potential ignition sources in areas where flammable liquids are used or stored and flammable concentrations of vapours or dust may be present. Any electrical equipment used in these areas, including fire alarm and emergency lighting systems, needs to be suitable for use in flammable atmospheres. In such situations, it is recommended that you seek advice from the Facilities Manager/Fire Safety Consultant.

2.2.16 Storage and use of Compressed Gas and LPG cylinders

Only those compressed gas cylinders or gas vessels containing flammable liquids or gas under pressure required for immediate use should be kept within the premises. Any spare cylinders should be stored in a safe and secure location outside the building.
For further guidance on use, storage and transportation of compressed gas and LPG cylinders, refer to the Health & Safety Policy and Procedures and discuss your requirements the Facilities Manager

2.2.17 Grass & Vegetation

Long grass and vegetation should be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to buildings or other installations on the site. Any such cuttings should be removed from the vicinity of buildings, particularly timber or similar storage buildings. The space beneath and between such buildings should not be used for the storage and should be blocked off to prevent an accumulation of combustible debris.

2.2.18 Roads, gateways and footpaths

Roads and footpaths should be designed to provide adequate access for fire appliances. (Detailed guidance on turning circles etc. is available from fire authorities). When planning new developments, consideration must be given to providing roads of suitable material so that no building is more than 50 metres from a road. Roads should not be less than 3.7 metres wide, or, if they form part of a clearly-marked one way traffic system, 3 metres wide. Gateways should be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Footpaths should not be less than 0.75 metres wide. Roads should have no overhead cable less than

4.5 metres above the ground. They should be suitably lit taking into account the needs and characteristics of the site. Emergency vehicle routes within the site should be kept clear of obstruction at all times.

2.2 Maintaining Compliance

Clarion Academy Trust will aim to comply in full to all the articles outlined in the Regulatory Reform (Fire Safety) Order 2005 and all other relevant legislation requirements for fire safety. Dedicated records of all maintenance of fire-protection equipment and training on your site is enclosed within the Fire Management file and are to be correctly completed in order to provide a descriptive account of all testing and training regimes undertaken by site to meet legislative requirements and school standards set for controlling fire safety. All maintenance checks and servicing will be recorded on paper at the time of inspection and the results uploaded to the Prime monitoring system.

2.2.1 Table for inspection, maintenance and test frequency: *(FMF = Fire Management File)*

Subject	Action	Frequency	By whom	Records
Training	Fire Drill	At least once a term	Site staff	FMF
Fire Alarms	Test Service	Weekly Quarterly	Site Contractor	FMF and Engineers reports
Emergency Lighting	Test Service	Daily visual Monthly flash test Annual rundown.	Site Contractor	FMF and Engineers reports
Fire Fighting Equipment	Service	Monthly visual. Annual service	Contractor	FM and Engineers reports
Fire Doors	Checks of fire and exit doors	Daily Quarterly	Site	FMF
Means of Escape	Fire Safety checks	Daily	Site	FMF
Lightening Protection	Test and inspection	Annually	Contractor	FMF and Engineers reports
Doors on Hold Open Devices	Check for release	Weekly	Site	FMF and Engineers reports

In all cases the quality of records will be regarded as a good indicator of the overall quality of the fire safety management structure on site. Completed and archived records should be kept in a specified place on the premises that ensures they are easily obtainable and ready for inspection by the Fire Safety Consultant and any external regulatory body when required. The information required to be kept in the Fire Management file is:

- The Site Fire Strategy
- A copy of the current fire risk assessment and subsequent review documents detailing significant findings and any action taken to rectify any deficiencies found.
- Documentation for the test and check of escape routes, fire doors including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic or other automatic closing devices
- Documentation for the testing of fire-warning systems, including weekly alarm tests and periodic maintenance by the alarm engineer.
- Records of false alarms
- Documentation for the testing maintenance of emergency lighting systems
- Documentation for the testing and maintenance of fire extinguishers, hydrants, dampers, risers, fire blankets, sprinklers etc.
- Records for fire evacuation drills undertaken at the frequency laid out in this strategy
- The emergency plans and/or overall control of the actions you or your Team should take if there is a fire; and
- The results of periodic safety audits, reviews, inspections and tests, and any remedial action taken

- All near miss and reported fire loss incidents and circumstances which had the potential to cause accidents and monitor subsequent remedial actions
- Plans and evacuation procedures of the building use, the fire prevention and protection measures in place and high-risk areas
- "Emergency pack" for attending fire and rescue service detailing floor plans/layout, high risk areas emergency shut off valves etc.

2.2.2 Compliance Audits

The Facilities Manager will be responsible for routine auditing of the Health and Safety Administration System at least annually on all sites.
Fire risk assessments will be arranged and reviewed by the Facilities Manager annually after the full assessment completed and additionally when:

- Significant changes are made to buildings, activities or procedures
- There is a fire
- There are any indications that the existing assessment is deficient or no longer valid.

In addition, the need to ensure that the Fire Management File is being followed, the audit will be of value in identifying areas of concern, such as:

- Areas where additional staff Member training is required
- Problems that are unique and not addressed by the Fire Management File
- Other potential weaknesses in manual monitoring by the site

2.3 Maintenance of Fire Systems and Means of Escape

2.4.1 Fire Systems
All inspections, tests and maintenance must be recorded and kept on file for five years. The forms in the Fire Management File are to be used for this purpose. It will be the responsibility of the Head of School to ensure that these records are correctly maintained.

2.4.2 Means of Escape
Constant vigilance is required to ensure that the means of escape are available for use at all times.
The Site Manager / Senior Caretaker will have prime responsibility for day to day matters, but all members of staff must be aware of the basic requirements, in particular;

- Corridors and staircases should be kept clear at all times
- Fire doors should be kept closed. Self closing devices should be in good condition, with the door closing correctly. Wedges or similar must not be used
- Fire exit doors should be easy to open and without the use of a key
- External stairs should be clean and safe and inspected three yearly

The Facilities Manager has responsibility for the formal inspection and maintenance of the means of escape, though this may be delegated to a competent person. Inside buildings, the inspection will be based on the Daily Fire Safety Checklist and carried out at opening and closing times of all areas in the building (including staff only areas as these may have an impact on public areas).

The evacuation procedures, held in the Fire Management File, should have any relevant details of escape routes, fire doors and fire exits. A register of fire doors should be kept and filed in the Fire Management File. All fire doors are important to the protection of escape routes, particular attention should be given to a close check of the general condition of these doors, and to ensure that the gap between the door and the frame does not exceed 4mm along the side and the top edges. Any smoke seal should completely fill this gap. The gap at the bottom of the door is less important as the pressure differential is reversed, and the flow is towards the fire. However, if the gap is too large (over 8mm), it is possible for fire to spread across a carpet.

2.4 Training

Fire safety training is essential for all staff and is a legal requirement under the Health & Safety at Work Act etc. 1974, the Management of Health & Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005.

Staff need to have an understanding of fire risks and know what to do in the event of a fire so that fire safety procedures can be applied effectively. It is therefore imperative appropriate levels of fire safety training are provided.
Clarion Academy Trust strives to achieve a robust, structured and quantifiable training regime which shall be documented audit friendly and available on site for inspection as and when requested by any relevant person or regulatory authority.

2.4.1 Staff

All Staff Members must receive induction training immediately after commencement of duties.
Consideration should be given to identifying key team to receive live training in the use of portable firefighting equipment. This should include classroom training with practical demonstration using a competent training provider.
Termly fire evacuation procedure training is required to be provided to everyone on site. The Facilities Manager, in conjunction with senior school staff, will analyse the process implementing any improvements identified.

2.5.2 Training for disabled evacuation

In order to develop the sensitive and discerning negotiation skills necessary to create effective escape plans for disabled persons, all staff who are likely to be responsible for an evacuation should receive relevant training. Examples include Headteacher, Heads of School, Facilities Manager and Pastoral care. Training is also considered to be essential if carry-down assistance is provided to mobility impaired persons where there is a risk of injury to staff, pupils or visitors from incorrect techniques and poor manual handling practices. All training will be recorded.
Those required to assist with the evacuation of disabled people must receive training in Personal Emergency Evacuation Procedures (PEEPs) for their site. Records of training should be recorded on the relevant training record sheets.

Staff involved in the escape plan should feel confident in their skills and disabled people should feel that they can trust the process.

It is important that the value of good staff training is fully emphasised. The disabled person is likely to be familiar with the procedures, alarm systems and means of escape, however, well-trained staff are essential to ensure that these people are evacuated quickly and efficiently in the event of fire.
All staff must know how to raise the alarm, and how to respond to a fire alarm. Where required to assist with the evacuation of disabled people, a staff member must also be fully trained in all aspects of the evacuation. The evacuation of disabled people from floors other than the ground floor is likely to require special techniques such as lifting of wheelchairs, the use of evacuation chairs etc. A good communication system is also required to ensure that the required assistance is directed to the correct area. Instructions in these techniques must be given to all those involved.

2.5.3 Fire Drills

Fire drills shall be held:

- Termly under normal circumstances
- At least annually for all buildings
- Where fire risk assessment dictates

All drills must be recorded in the Fire Management File.

For the purpose of records, evacuations arising from actual fires, or false alarms, should be considered drills, and recorded in the same way. The organisation and control of fire drills is the responsibility of the Headteacher or other nominated person. The results of the drill will be analysed and any appropriate action taken to improve performance.

2.5.4 Fire Drills for the Disabled

Planned practice drills should be carried out at a minimum of 6 monthly intervals. Team should be used to simulate the actions of as many groups of disabled persons as possible on each occasion.
Communication with staff members, pupil and visitor disabled people are no different to anyone else in that they prefer to be in control of their own escape. It should also be remembered that not all people who have an apparent impairment will require a PEEP. Disabled people are often reluctant to volunteer information about what they could achieve in a one-off situation. In order for disabled people to be willing to volunteer this information a sensitive approach and one which aims to preserve the dignity of the individual is essential. Disabled people should be provided with as much information as possible about the plans for disabled people. This will encourage disabled persons to be frank in the approach to establishing their own escape plan. Negotiation skills, sensitivity and a level of discernment are required on the part of the person arranging the PEEP. Disabled persons should also be reassured that the circumstances of their escape plan are considered to be exceptional.
That means solutions which may not be appropriate in most circumstances could be used, such as allowing a wheelchair user to move down the stairs on their backside. It would not be acceptable for them to do this in any other circumstance. The disabled person may need assurances that, if they volunteer what they might do in an emergency, this will not constitute grounds for the removal of any support at other times.

3 Departmental Evacuation Strategy

3.1 Plans and procedures for individual buildings

Insert – detailing the below requirements and to be used as training aids for departmental training

Means of Escape

- Identification escape and alternative means of escape
- Places of reasonable and total safety (beyond fire lines into protected route)
- Illumination of escape routes and provision of signage
- Compartmentation (if possible to identify)
- Special requirements for disabled persons (evacuation chair, Refuges)
- Location of FAFFE (First Aid Fire Fighting Equipment)

Evacuation Methodology

- Type of evacuation process (i.e. phased, delayed time or straight to evacuation)
- Warning arrangements
- Evacuation assistance for the disabled
- Horizontal/vertical travel requirements

3.2 Terminology & Guidance for Completion of Departmental Evacuation Strategy

3.2.1 Plans

Means of Escape
Route(s) provided to ensure safe egress from the premises or other locations to a place of total safety.

Escape Route - Route forming that part of the means of escape from any point in the premises to a final exit

Alternative escape route - Escape routes sufficiently separated by either direction or space, or by fire resisting construction to ensure that one is still available irrespective of the location of a fire.

Places of reasonable safety (beyond fire lines into protected route) - A place within a building or structure, where for a limited period of time people will have some protection from the effects of fire and smoke. This place, usually a corridor or stairway, will normally have a minimum of 30 minutes fire resistance and allow people to continue their escape to a place of total safety.

Places of total safety - A place, away from the premises, in which people are at no immediate danger from the effects of a fire.

Emergency Lighting (Illumination of escape routes) - Lighting provided to illuminate escape routes that will function if the normal lighting fails.

Signs and signage - Fire safety signs and signing systems form an integral part of the overall fire safety strategy of the buildings and are fundamental to the communication of good fire safety management information. Clearly visible and unambiguous signage is essential for speedy escape, particularly in buildings where many of the occupants might be unfamiliar with the building layout.

Compartmentation - A fire-resisting wall or floor that separates one fire compartment from another.
It is essential that any penetrations, in walls, ceilings or floors that are designated as fire resisting, are fire stopped with suitable material giving an equivalent period of fire resistance as the partition penetrated. Those responsible for creating the penetration, whether directly or by the use of contractors are also responsible for the fire stopping. Any contract covering such works should make the fire stopping a condition. Refer to the Contractor Control Policy/Procedure for further guidance for fire topping requirements.

3.2.2 Evacuation Methodology

Type of evacuation process - Phased - system of evacuation in which different parts of the premises are evacuated in a controlled sequence of phases, those parts of the premises expected to be at greatest risk being evacuated first.

Type of evacuation process - Staged - A fire warning which can be given in two or more stages for different purposes within a given area (i.e. notifying staff, stand by to evacuate, full evacuation).

Evacuation assistance (disabled) – Clarion Academy Trust is determined that all its facilities should, wherever possible, be available to those with disabilities. It is essential, therefore, that the means of escape are also available to disabled persons.
The main challenge is to provide adequate means of escape for those with non-ambulant disabilities, especially from those areas that are normally reached by lifts. However, consideration must also be given to those who are blind or profoundly deaf.
Although the means of escape will often rely on physical properties, the most important feature is a good management system. Careful thought, therefore, must go into the formulation of evacuation procedures for disabled people fundamental features include:

- Refuges **-** Non-ambulant people must have a place of relative safety to which they can go while awaiting assistance. These areas are termed 'refuges' and the essential requirements are that there should be fire resisting separation between the refuge and the fire, and that the refuge should have immediate access to a storey exit. The number of refuges required will depend on the size and layout of the site, but, as a general guide, each means of escape from a storey that cannot be used by a disabled person should have a refuge unless there are sufficient alternative exits.

Where refuges are identified and used on site it is essential a risk based approach to communication between the person(s) requiring assistance and site management occurs in order to avoid anxiety and confusion, the disabled people in each refuge should be kept informed of the situation and told about the action that site management are taking in order to effect their safe evacuation.
To address these issues there may be a requirement for a system of two-way communication between those temporarily waiting in each refuge, and site management who are organising the evacuation of the building. The two-way communication system needs to be such that it is readily operated by, and comprehensible to, disabled people.
Providing it can be achieved safely, it is the responsibility of site management to evacuate disabled people from the refuge. It is not acceptable to leave people in a refuge to await rescue by the fire & rescue service.
Evacuation of a disabled person down (or up) stairs will need careful consideration, and a detailed risk assessment must be carried out wherever it is likely that such evacuation will be necessary.
Features that should be taken into account include;

- The likely number of disabled people needing assistance

- The number of trained Team Members available and the physical difficulties of the Evacuation
- The use of specialised evacuation chairs, which can be operated by one member of staff (This would be the most appropriate method. However, it must be appreciated that the person has to be transferred to the chair, and that, if the chair is to be used by a second person, the first has to be deposited in a safe place before the chair can be returned)
- If used, care needs to be taken in deciding the numbers and location of the chairs. (In exceptional circumstances, the evacuation may be achieved by carrying the person whilst in the wheelchair. However, this should only be done by sufficient numbers of trained staff)
- The facilities available for the evacuation of disabled persons must be considered a limiting factor, and the numbers allowed into any area should not exceed that which can be safely evacuated.

An essential feature of any procedure is good communication. The location of a disabled person, the type and degree of the disability, and the assistance that may potentially be required should be notified to all those who are likely to need these details. There should also be some form of communication between a refuge and those assisting with the evacuation. Depending on the circumstances, this form of communication may range from word of mouth to radios or telephones.

3.2.3 Personal Emergency Evacuation Procedures (PEEPs)

A PEEP, where required, is a documented evacuation plan tailored to an individual or group of individuals that provides specific information about escape routes, stairs and refuges along with the identity of persons who will, where appropriate, provide assistance and what the assistance will comprise. In some cases, staff will be allocated to assist with the escape of a disabled person. However, the aim of the
PEEP is to facilitate independent escape wherever possible. A PEEP will be documented for all disabled persons. A PEEP will also be documented for visitors who will not be able to leave the building without assistance of some kind. Examples of assistance include:

- The provision of specific escape information; or
- The provision of physical assistance from staff.

It is recognised that wheelchair users will almost always require a documented PEEP. It is understood by most disabled people that when a fire alarm is activated they must leave the building by the nearest available exit to reach a place of ultimate safety as quickly and safely as possible. The management team are responsible for keeping escape routes clear and free from obstruction and for ensuring that exits are readily available for use. Everyone using the premises for whatever reason is also expected to take some responsibility for their own safety where possible. This responsibility also extends to disabled people who are expected to identify themselves when they are informed of the availability of a choice of PEEPs, and co-operate by giving any information necessary for the safe execution of the plan.
This management plan contains two types of PEEP, namely:

- A PEEP for a member of staff; and
- A PEEP for pupils and visitors

Staff

All new and existing staff falling within the scope of this document will be required to complete the evacuation questionnaire. Upon completion, a PEEP should be completed by the disabled person and his or her manager. The completed PEEP will be issued to the disabled person and kept on file.
The staff member is required to notify his or her manager if circumstances change that might affect the validity of the PEEP. Similarly, the manager is required to review the PEEP if the layout of the building changes, if the staff member moves to a different area or if any other circumstances arise that could adversely impact upon the effectiveness of the PEEP.

Pupils and Visitors

The whereabouts of all pupils and visitors with a known disability should be known, this is especially important when they are located above ground floor. The availability of PEEPs will be appropriately signed on the bottom of the fire evacuation procedure displayed in reception.
All staff members are expected to be proactive in identifying visitors who are blind or partially sighted and who have not registered for assistance but who may fall within the scope of requiring assistance.

Regular Visitors
Those in day to day control of such facilities will approach disabled persons, make them aware of the PEEP system and prepare PEEPs where required.

Documentation
All completed PEEPS for guests and visitors should copied and located at reception for easy retrieval in the event of fire and for passing to the Fire & Rescue Service. If there has not been a fire during the stay of visitors provided with PEEPs, they can be securely disposed of after departure.

Reducing Unnecessary Escapes
The evacuation plan should take into account what disabled people might be prepared to do in exceptional circumstances. In doing this Clarion Academy Trust will have a commitment to ensure this level of effort during planned practice drills is avoided. Wherever possible the school should communicate the following information to all known disabled guests in advance:

- The time of the practice drill;
- A request to remain in their room or some other safe place away from escape routes and staircases for the duration of the drill; and
- Re-assurance that they will be contacted when the practice drill has been completed so they can continue their activities as normal.

Note: When requesting a person to remain in a refuge or some other safe place they should be accompanied by someone they know or member of staff.

Staffing Levels
The availability of staff will have a direct impact upon the assistance that can be provided to a disabled person during their escape. During the daytime, there is likely to be a greater level of assistance available than in the evenings when there may only be a single person on duty. Persons arranging a PEEP must take this into account and never over-promise the level of assistance available. Where there is only one person on duty, staff may not be able to provide physical assistance unless the person happens to be located along the escape route used by the member of staff to leave the building. Any PEEP should take into account the minimum staffing level available at any one time during the time a disabled person is on the premises or using the facilities.

F&RS Liaison
It is regarded as good practice to invite the F&RS to the premises for the purpose of familiarisation. If the F&RS visit the premises for this purpose, the arrangements for evacuating disabled persons should be discussed.

Interviewing
In constructing a PEEP, observe the following general principles:

- Discussions between disabled persons and staff should be carried out in a sensitive manner.
- It should not be assumed that just because a person is disabled they can't escape unaided or contribute fully to their own escape plan.
- Do not assume that disabled people should not begin to make their escape until the main body of people have left. If they are likely to cause an obstruction it may be sensible for them to follow the main flow.
- Cater for fast and slow moving disabled persons. If a person is slow, they may require rest periods in adjacent compartments away from the fire or protected stairway landings.
- Be prepared to show the disabled person their preferred escape route; and
- Re-assure disabled persons that the circumstances of escape are exceptional and that normal levels of support will not be affected at other times.

Wheelchair Users
Trust staff are not trained in carry-down procedures and will not attempt to evacuate using this method. A visitor may not feel comfortable using an evacuation chair and it is not always possible for wheelchair users to transfer into them so care must be taken to explain the procedure to a visitor to ensure they, and staff clearly understand the methods of transfer and any alternative methods of evacuation. Ultimately, the choice remains with the disabled person but they must understand that there may be no alternatives in their case.

Furthermore, for an evacuation chair to be most effective, both the user and the operator are required to be well trained. On staff trainers are available for this process.

Electrically Powered Wheelchairs
People in electric wheelchairs will almost certainly have less mobility than people in manual wheelchairs and require greater levels of assistance as a result. If horizontal evacuation to a place of total safety is not possible, they will have to leave their chair behind and be carried down.

Hearing Impaired and Deaf People
It is highly unlikely that a hearing impaired or deaf pupil or visitor will ever be left alone in an area where they cannot be warned of a fire alarm activation. Visitors will be alerted by the escorting member of staff, pupils will be alerted by their class teacher or other pupils. Consideration should be given to staff working in offices or workshops and strobe lights, vibrating seat cushions or other similar devices may be required.

Visually Impaired and Blind People
Most people in this group will be physically able and either have someone with them or enough sight to make their escape safely and unaided. When discussing the best escape route, consideration should be given to the most logical and easy to remember route with as few turns and changes in level as possible.
Handrails and edge marking on staircases will be particularly helpful.
A tactile map, large print fire action notice or instructions in braille will also provide support to an individual.

3.2.4 Warning arrangements

Automatic alarm system - A means of automatically detecting the products of a fire and sending a signal to a fire warning system.
The fire warning sound levels should be loud enough to alert everyone, taking into account background noise. Any sound systems should be muted (automatically or manually) when the fire alarm sounds. In areas with uncontrollable high background noise, or where people may be wearing hearing protectors, the audible warning should be supplemented, e.g. with visual alarms.

Horizontal and Vertical Travel Requirements – To account for the limited time available to travel to a place of reasonable safety, the length of travel within horizontal and vertical escape routes need to be limited. This is achieved by conforming the designated travel distances as laid down within relevant codes of practice together with the protection of vertical and horizontal escape routes (protected routes protected areas). Horizontal emergency evacuation is the movement of persons from the proximity of the fire to a position to where they are protected from smoke and fire. Persons may then evacuate via protected corridors and vertically by protected stairwells (separated from the remainder of the building by fire resisting construction and associated fire resisting and smoke stopping doors) to an ultimate point of safety outside and away from the building.

4 Fire and Smoke Control in Buildings

4.1 Detection of Fire
There are requirements laid down for the provision of automatic fire alarm and detection systems in Building Regulations Approved Document B and the HM Government Guides for Fire Safety with reference to BS 5839-1:2002 + A2 2008. The relevant buildings on site will be provided with automatic fire detection to give early warning and to assist with property protection.
Project managers of new buildings and major refurbishments must consult a technical engineer to determine the type and extent of fire alarms that would be most appropriate for the site. Those undertaking the fire risk assessment of existing buildings must consider the adequacy of the fire alarms, and make any appropriate recommendations for approval.
Where necessary, fire alarm installations shall be installed and maintained in accordance with BS 5839 2002 + A2 2008.

This Fire Management File should contain the following details, relating to the site fire alarm system:

- A register of the buildings with fire alarms, subdivided into those with manual-only alarms, those with automatic fire detection throughout and those with partial coverage with automatic detection
- The scope of any partial coverage with automatic fire detection

- Any special protection, such as VESDA (or similar) detectors
- General details of the installation, such as manufacturer, type and age (if known)
- Method of operation. This should include the type of alarm given (i.e. sounders or voice alarms), and any phased alarms or search period arrangements
- Required response and those responsible for providing such response

The isolation of fire alarms puts both occupants and the building at risk. Planned isolation of alarms is only permitted in the following cases, and only when absolutely necessary:

- Maintenance of the system
- Avoidance of false alarms

If isolated in this way, the alarms should be returned to service as quickly as possible. Wherever possible, the timing of the isolation should be planned so as to minimise the risk to occupants.

For isolations expected to take several hours or more, the following actions should be taken:

- The Facilities Manager, Business Manager, Head of school, Insurance Company and monitoring station should be notified of the isolation
- Alternative means of raising the alarm should be provided in manned areas, and the staff Members instructed in its use. Alternatively, additional security patrols, or permanent fire watch, with radios, should be provided after advice from the Insurers and Fire Safety Consultants
- Consideration should be given to suspending hazardous operations such as cooking, hot work, etc.

5 Fire Fighting, Fire Protection & Emergency Lighting

5.1 First Aid Fire Fighting Equipment (FAFFE)

Portable fire extinguishers, conforming to BS EN 3, should be provided in accordance with BS 5306-8.
As a rule, the general coverage for fire extinguishers will be FAFFE points to be located near break glass fire alarm call points, so they are positioned adjacent to emergency exit doors, storey exits and final exits.
In addition specific FAFFE will be provided for any associated risks on site. All FAFFE should be wall mounted with their handles approximately 1.1m from the ground or in purpose built housing trays.
It is the policy of Clarion Academy Trust to provide the following:

- Type A' AFFF together with type B (and electrical fires) CO^2 fire points
- Type F extinguishers (i.e. 'Fry Fighters' or 'Wet Chemical') and fire blankets in all kitchens
- P50F or P50P type fire extinguishers.

The type and location of manual fire extinguishing appliances will be defined by risk assessment. The site is required to ensure that the correct number and type of extinguisher are present and serviced accordingly. Inadequate number of and incorrect types of extinguisher at fire points could result in potential injury/death or building loss due to the inability of the person raising the alarm to extinguish the fire in its early stages. However, excessive numbers of extinguishers may imply that fighting a fire is a greater priority than raising the alarm, or than ensuring personal safety. If excessive numbers of appliances are identified, the approval of the fire authority should be obtained for their removal after careful consideration under risk assessment process.

5.2 Fire Hydrants

The design and installation of hydrant systems should be closely correlated with all other services being provided and ducting may be shared. The water supply to hydrants should be kept entirely independent from other water supplies including those for other firefighting systems. Hydrant systems should be afforded all possible protection against frost.
Where considered to be necessary prior to the provision and siting of private hydrants consultation must take place with the local water and fire authorities. Their installation should conform generally to British Standard 9990:2015 and also to any specific requirements of these authorities or the insurance company. sInspection of and, where practicable, a wet test of private underground fire hydrants should be made in conjunction with the fire authority, private contractor (where required) and Facilities Manager.
Where such hydrants are supplied from the mains, arrangements should also be made with the water authority before tests are carried out.

5.3 Sprinkler Devices

Sprinklers are designed to extinguish or control a fire in a sprinklered area. Sprinklers are not designed to control the spread of fire from a non-sprinklered area. With certain high fire risk exceptions, the partial installation of a sprinkler system inside a building will not achieve the reliable control of fire.
Varying types of sprinkler systems are available suitable to level of risk and building designed for cover.
For wet systems each sprinkler head is a combined heat detector and water discharge valve. When the temperature of the detecting element is sufficiently high, the head opens, permitting the water to be discharged. Each sprinkler head operates independently of every other head. This means that in most cases, only a few heads are discharged in the event of a fire, resulting in a discharge of about 400 litres of water compared with 1,000 litres per minute from each fire hose in use. The water from sprinklers will be directly onto the fire, and is therefore, much more effective that from a hose and causing much less damage beyond the fire area.

5.3.1 Sprinkler Devices for New Buildings

- Sprinkler systems shall be installed where required by Approved Document B under the Building Regulations or as dictated by the insurer.
- Where the installation of a sprinkler system is not required under Building Regulations a cost benefit analysis in order to determine whether a sprinkler system is to be added shall be carried out. This process shall be led by the CEO Business Manager and Facilities Manager with advice from the Fire Safety Consultant. Final approval will be by the Board of Trustees.
- If a sprinkler system is to be installed, it must comply with the Loss Prevention Council (LPC) rules, which incorporate BSEN 12845: 2015. Water supplies should not be taken from swimming pools as the chemicals in the water accelerate corrosion of the pipe-work.

5.3.2 Sprinkler Devices - Facilities buildings protected by sprinkler systems;

- Sprinkler systems operated by an electrically fired pump, must also be provided with a suitable backup system such as a diesel fired pump
- Where a building is materially altered or the internal layout changes, building control and Insurance Risk Engineers must be notified. Some alterations could result in the requirement for changes to the sprinkler system or to extend the existing sprinkler system in accordance with Approved Document B under the Building Regulations
- Except where part of the design, sprinkler pipe-work must not be permanently buried so as to prevent physical inspection
- Sprinkler heads must not be painted
- False ceilings shall not be installed beneath sprinkler heads
- Sprinkler systems must be maintained in accordance with LPC rules incorporating BSEN 12845: 2015 which require quarterly maintenance to be carried out by a specialist contractor. Each site is responsible for arranging this
- In addition to specialist maintenance, a weekly testing of the sprinkler and the sprinkler alarm valve(s) shall be carried out and recorded; records of this should be evident in the Fire Management File

5.3.3 Sprinkler Devices - Existing facilities buildings not protected by sprinkler systems

- Where a building is materially altered or the internal layout changes, building control must be notified. Some alterations could result in the requirement to install a sprinkler system in accordance with Approved Document B under the Building Regulations.
- Plans and specifications for all new construction projects, renovation to existing facilities, installation of new fire protection systems or fuel fired equipment, or modifications to existing fire protection systems should be submitted to Insurance Risk Engineers for review and comment prior to construction or installation
- Where a fire risk assessment under The Regulatory Reform (Fire Safety) Order 2005 identifies inadequate fire precautions, remedial action shall be taken. If conventional life safety fire precautions fail to control the risk of fire to an acceptable level, the CEO, Head of School, Business Manager, and Board of Trustees shall be informed.

Fire Safety Consultants and Facilities manager will then advise on further measures, which may include the installation of a sprinkler system. Where this is the case, the CEO, Business Manager and Board of Trustees shall be notified and cost benefit analysis carried out. This process shall be led by the Business Manager in consultation with the Facilities Manager and Fire Safety Consultants.

5.4 Emergency Lighting

The primary purpose of emergency escape lighting is to illuminate escape routes, but it also illuminates safety equipment. The size and type of the premises and the risk to the occupants will determine the complexity of the emergency escape lighting required. A comprehensive system of fixed automatic escape has been provided throughout all buildings on site.

An emergency escape lighting system normally covers the following:

- each exit door
- escape routes
- intersections of corridors
- outside each final exit and on external escape routes
- emergency escape signs
- stairways so that each flight receives adequate light
- changes in floor level
- windowless rooms and toilet accommodation exceeding 8m
- fire-fighting equipment
- fire alarm call points
- equipment that would need to be shut down in an emergency
- lifts; and
- halls or other areas greater than 60m

It is not necessary to provide individual lights (luminaires) for each item above, but there should be a sufficient overall level of light to allow them to be visible and usable. Emergency escape lighting can be both 'maintained', i.e. on all the time, or 'non-maintained' which only operates when the normal lighting fails.
Test and maintenance criteria can be found on page 17 of this document *Table for inspection, maintenance and test frequency: (FMF = Fire Management File)*

5.5 Contingency for liaison with the Fire and Rescue Service

It is essential that a responsible person is on duty at the point of arrival of the fire and rescue service that is able to direct the fire-fighters to the affected area and is ready with any necessary keys and the "Emergency Pack" and information about the building relevant for help.
On the arrival of the fire and rescue service, it should be ensured that every assistance is given to enable them to attack the fire effectively, and in particular that they are informed of the situation as regards the safety and whereabouts of the occupants of the building.
To assist operational fire crews, the "Emergency Pack" containing essential information for fire-fighting, indicating escape routes, special hazards and special procedures, has been prepared in advance in consultation with the fire and rescue service. This information should be extracted from the fire
Management File and kept in a readily accessible and secure location at the premises and/or with the agreement of the fire & rescue service, made available to the fire service in advance in hard copy, digital or other format.

5.6 Third-party Certification/Accreditation Schemes

Fire protection products and related services should be fit for their purpose and properly installed and maintained in accordance with the manufacturer's instructions or a relevant standard. Third-party certification schemes for fire protection products and related services are an effective means of providing the fullest possible assurances, offering a level of quality, reliability and safety that non-certificated products may lack. This does not mean goods and services that are not third-party approved are less reliable, but there is no obvious way in which this can be demonstrated.
Third-party quality assurance can offer comfort, both as a means of satisfying you that goods and services you have purchased are fit for purpose, and as a means of demonstrating that you have complied with the law. However, to ensure the level of assurance offered by third party schemes, you should always check whether the company you employ sub-contracts work to others.

6. Emergency Pack all Buildings

Emergency Packs of operating venues to be inserted and readily made available for fire and rescue service on attendance.

6.1 Content Guide for Emergency Packs

Emergency Packs should provide operational information needed by fire crews at the time of an incident, in a simple and useable format. Where appropriate they should include the following information;

- Fire service contingency plan for the building (this is usually provided by the fire service)
- Simple floor plan layouts, indicating any relevant fire resistance provisions, internal access provisions,
- fire-fighting facilities, building services and any specific high risk hazards
- Any relevant information (including operating instructions) relating to equipment/fixed installations provided for means of escape or fire-fighting
- The implications of any fire-engineering strategy on the performance of the building during a fire, e.g. reduced fire resistance of elements of structure or areas of the building with additional fire protection measures
- Information relevant to preventing environmental damage
- Information relevant to mitigating loss and assisting salvage operations. Depending on the complexity of the building, schematic fire system plans might also be necessary
- Information or direction to the asbestos site file may be required upon request

An isometric or cut-away view might be appropriate as the best means of illustrating the building. Fire protection facilities shown on any of these plans should be labelled, and where plan symbols are used, a key to the symbols should be provided.

High risk areas such as high voltage electrical switch gear or gas cylinder compounds and any isolation switches advantageous to the fire and rescue service must be photographed on A4 to allow a more detailed/clearer view during hours of darkness/inclement weather conditions.

All A4 photographs, plans and written material must be encapsulated in order to allow full use during inclement weather conditions.

Office Accommodation

1. All offices and office facilities will be provided and maintained in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992

2. Fire precautions shall be provided in accordance with any fire risk assessment made under the Regulatory Reform (Fire Safety) Order 2005. In all instances, a fire risk assessment will be carried out with regards to all premises for which the Trust is responsible, and reviewed at least annually.

3. The Board of Trustees, through delegated authority, will ensure that a procedure exists to be followed in the event of a fire and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised to comply with current legislation, risk assessments and official guidance. The dates of these drills and any matters arising from them will be recorded and discussed at the subsequent safety meeting. Significant failings in these drills and any remedial actions will be reported to Trustees at their next meeting. Critical issues arising will be communicated immediately to the CEO and Trustee with responsibility for Health and Safety.

4. All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained at regular intervals as recommended by the manufacturer.

5. The Facilities Manager will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturer's recommendations. Consideration must also be given to Regulations and guidance as to the safe use of Display Screen Equipment (DSE). All staff designated as 'users' of display screen equipment will be required to undergo an annual self assessment of their workstation.

6. Personal electrical items must be PAT tested before use on Trust premises. Items used for cooking or heating food must not be kept in offices or storage areas. Food must be cooked or heated in the staff kitchen. Kettles are permitted in offices.

7. All staff required to use office machinery will be given training and instruction on its safe and correct use.

8. All accesses, stairways and fire exits etc. will be kept clear of all materials and other obstructions and will be well lit.

9. Proper facilities will be provided for office staff required to reach items from high shelving.

10. Offices will be planned to avoid trailing cables on floors to office equipment.

11. Waste materials will be removed from offices on a daily basis and stored in appropriate facilities whilst awaiting disposal.

12. All fixed fire alarms will be tested weekly and the results of tests will be recorded. Annual servicing will be arranged by the Trust and will be carried out by suitably competent contractors in accordance with current legislation.

Fire exits will be checked regularly by the local site manager or other nominated person to ensure that they are free from obstruction.

Display Screen Equipment

Definitions

Visual Display Unit (VDU)
Means any display screen usually forming part of a computer and showing text, numbers or graphics.

Workstation
Covers the VDU itself, the processor and related equipment e.g. keyboard, printer, modem, and telephone etc. Also included are the furniture (desk/chair etc) and other items such as document holders and desk lamps.

User
An employee who habitually uses a VDU as a significant part of their normal work. This also covers those employees who work at home and on laptops

Examples of likely users could be Secretaries, PA's, Reception and Administrative staff. Deciding factors considered in the guidance are:

- The individual depends on the use of VDU to do their work
- The individual has no discretion to use other methods
- The individual normally uses VDU for continuous spells of an hour or more at a time
- The fast transfer of information and high levels of concentration are requirements of their work
- The individual uses VDU in the above manner more or less daily

Daily Work Routine
The daily work routine of users should allow regular breaks from VDU work. The purpose of a break from VDU is to prevent the onset of fatigue. To achieve this objective, Managers should (where practicable) seek to incorporate changes of activity into the working day.

There is no prescribed frequency or duration of breaks from VDU work, however, undertaking work of a dissimilar nature of at least 15 minutes in any 2 hours is recommended.

Those responsible for organising 'Users' work could consider some of the following ways of reducing health risks to users:

- Varying the task to include other duties
- Educate 'users' to stretch and change position periodically
- Breaks should be taken before 'users' are tired, rather than to recover
- Short frequent breaks are better than longer, infrequent ones
- Offering individual control over work patterns
- 'User' should be discouraged from working intensively for too long

Laptop Users
Laptops are small by design so they're easy to carry but this means that the features e.g. the keyboard are also small. Prolonged use of laptops can lead to the user feeling uncomfortable because of poor posture/seating arrangements for instance.

A way of avoiding problems is to use a docking station wherever possible and users should be trained to minimise the risks by:

- Sitting comfortably
- Angling the screen so that it can be seen clearly
- Minimising reflection on the screen
- Place the laptop on a firm surface at the right height for keying
- Take frequent breaks during prolonged periods of use

Health Problems
The health problems which may be associated with VDU work are mainly related to the fixed posture and repetition of finger movement:

- Upper limb disorders (including pains in arms, neck, elbows, wrists, hands and fingers)
- Temporary eye strain (but not eye and eyesight damage) and headaches
- Fatigue and stress

Upper Limb Disorders
The causes may not always be obvious and can be a combination of factors which usually do not last but enough is known about the importance of basic precautions especially good posture and variation of work activity. In order to accommodate the varying dimensions of different individuals it is necessary to make provision for adjustability in the design of workstations.

Temporary Eye Strain and headaches
Extensive research has found no evidence that VDUs can cause disease or permanent damage to eyes. Visual discomfort from long spells of VDU work may be experienced in a number of ways such as dry, running or burning eyes, blurred sight, drowsiness, headaches and difficulties with contact lenses.

Fatigue and Stress It is not uncommon for VDU workers to suffer stress symptoms in addition to upper limb disorder or visual problems. Underutilisation of skills, sustained high-speed working, social isolation and technical problems are all likely to increase levels of fatigue and stress.

Providing the right training and also allocating tasks to the people who have the ability to complete the work can help overcome stress.

Eye Tests
If an employee is defined as a user they can request an eye and eyesight test. CAT uses the Specsavers corporate eyecare scheme and the individual will be allocated a voucher for a sight test.. They may also require further tests at regular intervals after this first test and in between if they are experiencing visual difficulties, which may be reasonably considered to be caused by their VDU work if the registered Optician recommends.

If the test shows the user needs to wear spectacles specifically for their VDU work (for example, prescribed for the distance at which the screen is viewed) the voucher will also provide a basic pair of glasses.
If the user wishes to upgrade to a different pair spectacles this is possible providing the user pays the difference and the lenses are specifically for VDU work.

If the user has purchased a pair of spectacles with an eyecare voucher from CAT they are personally responsible for their safekeeping. They are supplied in accordance with the statutory requirement in the interests of health & safety and it should be clarified to the user that interfering with or misusing an item provided in the interests of health & safety is an offence under the said act. Should the spectacles become damaged, CAT is responsible for repair or replacement, unless deliberate negligence on the part of the user is indicated.

VDU User Checklist & Problem Solver

- The Health and Safety manager, in partnership with the appropriate HoD's must identify employees under their control who are defined as 'users'

- Where managers identify an employee as a 'user' of VDU, the employee must complete the VDU User Checklist as an initial assessment**.** Once completed by the employee the Self Assessment Questionnaire (appendix 3) must be returned to their manager.

- The VDU User Checklist is worded so that whenever a user records a "no" response, further action may be necessary in order to ensure the comfort of the 'User' and compliance with the DSE Regulations.

- The Problem Solver sheet contains advice on how to solve some of the problems that may be identified by users.

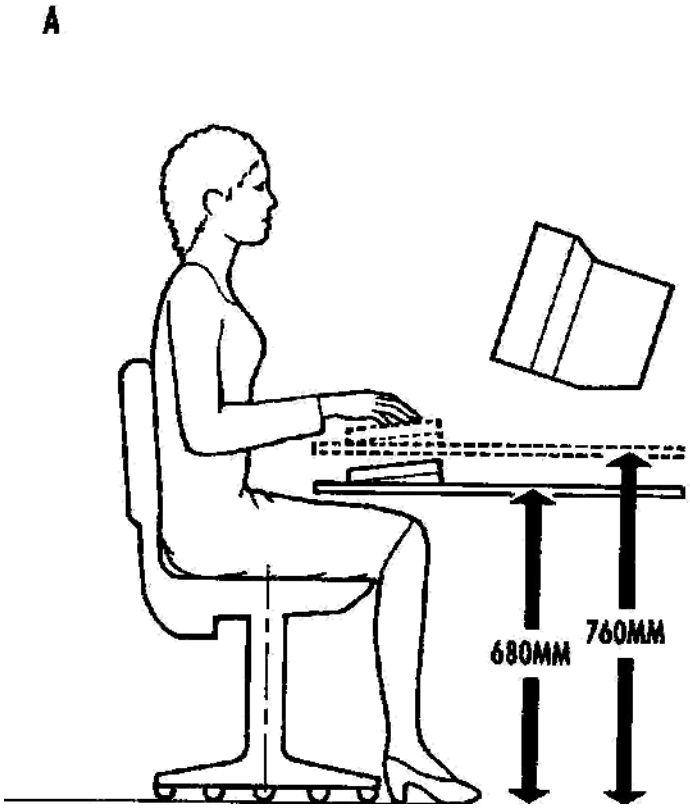
- A solution that is suitable for one user will not necessarily be suitable for all users. Therefore, when attempting to solve such problems it is important to ensure that the proposed solutions are acceptable to the individual User concerned. If possible, users should be given a choice of solutions. For example, if footrests are to be provided, allow users to choose from two or three different designs.

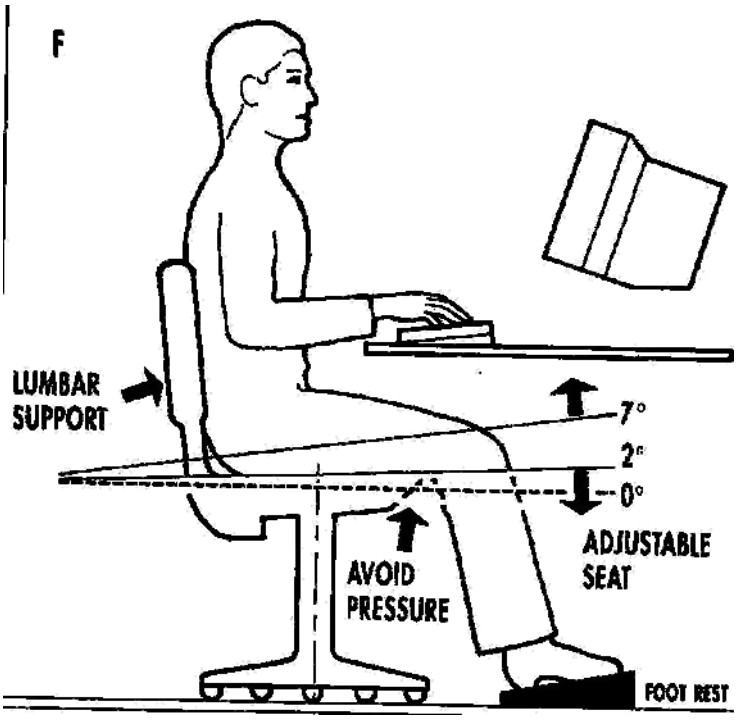
Note: The most important factor is the comfort of the individual concerned.

Problem	Possible Solution
Work Equipment	
The Screen Characters are difficult to read. Screen image is unstable or flickers.	Try cleaning the screen. If this does not work seek advice from the supplier. Have eyes tested by qualified Optician Try different screen colour to reduce flicker. If this does not work seek advice from supplier.
Cannot adjust brightness and contrast.	Separate adjustment may not be necessary on latest technology or if user is comfortable.
Glare or reflections on screen.	Try to move the screen, desk or source of reflections. Adjust lighting or window coverings. If this does not work consider providing an anti-glare screen.
Screen does not swivel and/or tilt.	Need not be built in. Can a swivel and/or tilt mechanism be added?
Screen not at a comfortable height.	Can the screen be repositioned or a height adjusting mechanism be added?
Screen not at a comfortable distance	Can the screen be repositioned?
The Keyboard	
Cannot adjust the tilt of the keyboard.	Need not be built in. Can a tilt adjustment mechanism be added?
User cannot find a comfortable keying position.	Is the user keying properly? Hands should not be bent up at the wrists. Fingers should not hit the keys too hard. Avoid over-stretching the fingers. Keyboard may need to be repositioned.
No space in front of the keyboard to rest hands and arms when not keying. Symbols on keys are illegible. Reflective glare from keyboard.	If keyboard is not separate from the screen it may need to be replaced. Push the screen back to make more space. Clean, modify or replace keyboard. Seek advice from supplier.
The Mouse	
Mouse uncomfortable to use.	Provide left handed mouse for left handed users. Position mouse mat on left hand side of keyboard.
Mouse does not move smoothly.	Clean or adjust the tracker ball. If this does not work replace the mouse.
Not enough space to use the mouse comfortably.	Rearrange the workstation.
Workstation	
The Work Surface Not enough space to allow flexible arrangement of the screen, keyboard, documents etc.	Rearrange to avoid discomfort.
User does not have a document holder. Document holder is not positioned at a similar distance and height as the screen. Frequently used items not within easy reach. Reflections and glare from work surface. Not enough space under the work surface to move legs freely.	Can printer, files, etc. go elsewhere? May need to provide more space or re-site sockets. Provide one if user wants one. Advise user to rearrange. Rearrange workstation.

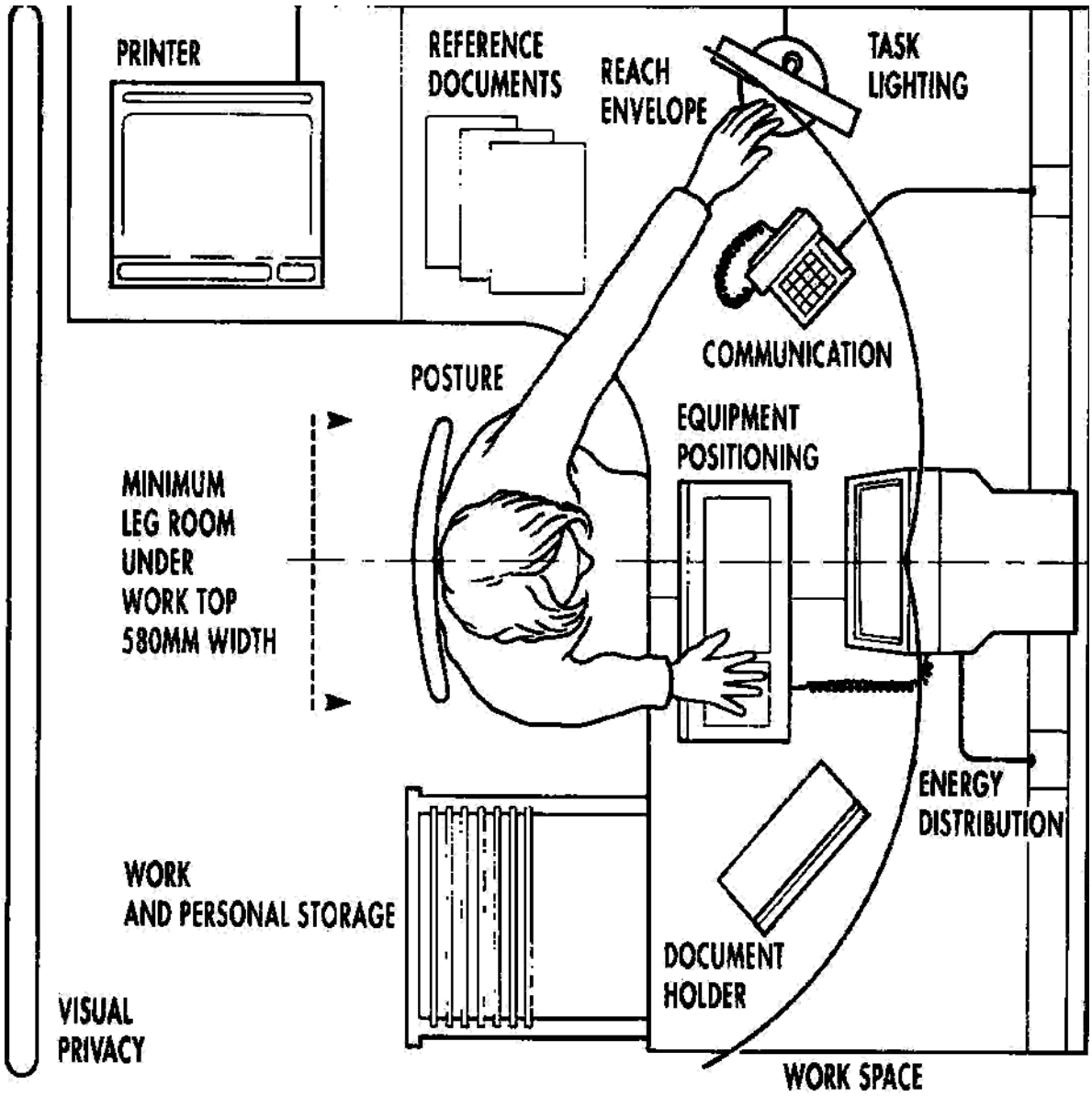
	May need to provide a larger workstation. Use mats or blotters to cover large areas. Remove obstructions. May be possible to remove desk drawers.
The Chair Seat not adjustable in height. Back not adjustable in height and tilt. Chair does not support the lower back. User cannot find comfortable sitting position. User cannot place feet flat on the floor. User does not have a footrest.	Replace the chair if user cannot adopt the recommended sitting position. Provide advice on recommended sitting position. If user still cannot find a comfortable position may need to replace the chair. Provide a footrest if user wants one.
Working Environment	
Space User does not have enough space to change position and vary movement. **Lighting** Lighting levels are unsatisfactory. **Noise** Noise level is uncomfortable. **Temperature** Temperature is uncomfortable. **Air** Air feels uncomfortable.	Remove obstructions. Reorganising the office layout may help. If not bright enough, provide more lighting, e.g. a desk lamp. If too bright, shade or reposition light sources or reposition work station. Distance user from source of noise or provide soundproofing e.g. acoustic hoods for noisy printers. Distance user from heat generating equipment or increase the ventilation. Provide a desktop fan. Equipment may dry the air. Circulate more fresh air if possible. Providing houseplants may help. Provide a humidifier if discomfort is severe
Software	
User thinks software is unsuitable for the task. User finds software difficult to use.	Provide training in the use of the software.

Appendix 1


A
680MM
760MM


F
LUMBAR SUPPORT
7°
2°
0°
ADJUSTABLE SEAT
AVOID PRESSURE
FOOT REST

Appendix 2



Workstation design

Appendix 3

SELF ASSESSMENT QUESTIONNAIRE

TO BE RETAINED ON INDIVIDUAL'S PERSONAL FILE

USE OF DISPLAY SCREEN EQUIPMENT

Note: If you do not use display screen equipment at work, please tick this box ☐
And sign the last page of this form.

On average, how much of your working day is spent using display screen equipment?

<1hr ☐ 1-2 hrs ☐ 2-4 hrs ☐ > 4hrs ☐

On average, how long do you work at the display screen without taking a break?

<½hr ☐ ½-1 hr ☐ 1-2 hrs ☐ > 2hrs ☐

Can you normally arrange your work so that you can undertake Tasks that do not involve the display screen? **YES** ☐ **NO** ☐

WORK EQUIPMENT

	YES	NO	N/A
The Screen			
Are the characters easy to read?			
Is the screen image stable, with no flickering?			
Can you adjust the brightness and contrast?			
Is the screen free of glare and reflections?			
Can you swivel and tilt the screen?			
Is the screen at a comfortable height?			
Is the screen at a comfortable distance?			
The Keyboard			
Can you adjust the tilt of the keyboard? Can you find a comfortable keying position?			
Is there a space in front of the keyboard to rest your Hands and arms when you are not typing?			
Are the symbols on the keys legible?			
Is the keyboard free of reflective glare?			
The Mouse			
Is the mouse comfortable to use?			
Does the mouse move smoothly?			
Is there enough space to use the mouse comfortably?			
The Work Surface			
Is there enough space to allow flexible arrangement of the screen, keyboard, documents etc.?			
Do you have a document holder?			
If you have a document holder, is it positioned at a similar distance as the screen?			
Are frequently used items placed within easy reach?			
Is the work surface free of reflections and glare?			
Do you have enough space under the work surface to move your legs freely?			

The Chair

Is the seat of the chair adjustable in height?			
Is the back of the chair adjustable in height and tilt?			
Does the chair support your lower back?			
Can you find a comfortable sitting position?			
Can you place your feet flat on the floor?			
If you cannot place your feet flat on the floor, do you have a footrest?			

Working Environment

Space

Do you have enough space to change position and vary movement?		

Lighting

Are the lighting levels satisfactory?		
Is annoying glare from lights prevented?		

Noise

Is the noise level comfortable?		

Temperature

Is the temperature comfortable?		

Software

Is the software suitable for the task?		
Is the software easy to use?		

COMMENTS

Please use the space below to provide any other comments you wish to make regarding your work equipment, workstation or working environment.

Name: _____ **Date:** _____
(Block capitals)

Signature: _____

New and Expectant Mothers

Introduction

As an employer, Clarion Academy trust (CAT) has a requirement to assess the risks to the Health and Safety of all staff, there is also an additional, specific requirement to assess the risks to new and expectant mothers. Whilst many members of staff may be able to carry out their normal duties while they are pregnant, breastfeeding or have given birth in the preceding six months, there may be a need for some special arrangements to be made for these staff to ensure that they or their child are not exposed to any significant risk. To this end, the Headteacher / Head of School must ensure that all reasonable adjustments or supportive measures are considered to ensure equality of opportunity. This duty may be delegated to another competent person.
The Regulations requires CAT to give employees information on the results of the risk assessment and the protective measures required. Appendix 1 should be used to assess the risks and should be reviewed regularly. The frequency of review will depend on the type of work, its location, and on the individual. Intervals between reviews may become more frequent as the pregnancy progresses to take into account the changing needs of the staff member.
Where CAT employs women of childbearing age and the work is of a kind which could involve risks to a new or expectant mother or her baby, the assessment should include such risks. When an employee notifies the school in writing that she is pregnant, has given birth within the last six months or is breastfeeding, and the school finds that after taking normal safety precautions a significant risk to her health and safety remains, CAT must:

- Temporarily adjust her working conditions and/or hours of work; or if this is not reasonable or would not amend the risk.
- Offer her suitable alternative work; or if this is not feasible
- Suspend her from work (give her paid leave) for as long as necessary to protect her and the child's health and safety.

Definitions

Staff: Persons directly employed by CAT as well as volunteers, agency staff and relief staff working on behalf of CAT
New or expectant mother: A staff member who has notified her manager that she is pregnant, has given birth in the previous six months or is breastfeeding.
Given birth: having delivered a living child, or, after 24 weeks of pregnancy, a stillborn child.
Maternity: Defined for the purpose of this document as, the period of pregnancy, the six months after giving birth and the breastfeeding period.

Responsibilities

Headteacher/Head of School/Manager: Upon notification that a staff member is pregnant, has given birth in the last six months or is breastfeeding, the Headteacher/Head of School/Manager is responsible for:

- Carrying out a specific risk assessment as soon as possible to ensure as far as is reasonably practicable, the safety of the mother and child. It is good practice to carry out this assessment as soon as the staff member makes it known they are pregnant, even if its too early for written confirmation.
- Ensuring any necessary controls or actions are implemented.
- Keeping the assessment and controls under regular review.
- Ensuring there are suitable facilities available for staff that are pregnant or breastfeeding to rest. This may be in a first aid room or a comfortable chair in a quiet place for example.

Staff: It is advisable for staff to notify their Headteacher/Head of School/Manager when they are pregnant or breastfeeding in order for any necessary measures to be put into place for the protection of both themselves and their child.

Staff are responsible for:

- Raising concerns they may have about their work or the arrangements with the Headteacher/Head of School/Manager
- Seeking medical advice on particular queries about their own health with the appropriate agencies (GP, Midwife, Hospital)
- Informing the Headteacher/Head of School/Manager of any changes in their health or that of the child that may necessitate an earlier than planned review of their risk assessment.

Breastfeeding

It is the mothers decision as to how long she wishes to breastfeed, it is recognised that some choose to continue into the child's second year or beyond. Where a member of staff continues to breastfeed for many months, the

Headteacher/Head of School/Manager will need to review risk assessments regularly. The main concerns will be to prevent contaminants from entering the breast milk. Where particular hazards are identified, the Headteacher/Head of School/Manager will need to continue to prevent exposure to the hazard.
If a breastfeeding mother is expressing and storing milk, a healthy and safe environment must be provided for this purpose. This environment must not be a toilet but could be included in the rest facilities provided for new and expectant mothers.

Practical application of legal duties

These requirements only apply when women of childbearing age are employed and the work would put them or the child at risk as a result of the mother's condition. See the table below for the main risks which are likely to particularly apply to new and expectant mothers and may require adjustments to working conditions.

Risk	Precautions
During manual handling, increased risk of postural problems when pregnant or limitations of ability when the woman has had a Caesarean section.	Ensure the woman has light duties not requiring excessive physical exertion.
Risk of heat stress, dehydration or fatigue from extremes of hot or cold.	Ensure they have access to refreshments and can take regular short breaks in a suitable environment.
Fatigue from prolonged standing or workload involving much physical effort can lead to problems with the development of the baby.	Ensure they can take short breaks in a suitable environment. Ensure seating is available where possible.
Raised blood pressure associated with stress.	Discuss and agree the volume of work and the pace of work.
Morning sickness arising from early shift work.	Flexible timetabling.
Morning sickness associated with nauseating smells.	Flexible work allocation.
Poor balance in later stages of pregnancy can increase the risks from slippery surfaces.	Clean spillages immediately and ensure sensible footwear is worn.

In addition to any hazards presented by the work activity itself, there are aspects of pregnancy that may impact on the way an individual is able to work. These aspects include morning sickness, backache, increasing size, the need for frequent visits to the toilet, fatigue and changes to dexterity, agility, balance and comfort. It is important for the Headteacher/Manager to give consideration to all such aspects as circumstances dictate.

Appendix 1 **ASSESSMENT FOR NEW/EXPECTANT MOTHERS**

Name: _____ Assessor _____

Job Title _____ Job Title _____

Birth date (actual or expected) Date of Assessment

Daytime work
Night work

Pregnant _____months
Breast feeding Y/N
Given birth in last 24 weeks Y/N

Factors to consider	Y or N	Comments
Individual affected by:		
• Morning sickness		
• Backache		
• Varicose veins		
• Haemorrhoids		
• Increasing size/restricted movement		
• Tiredness		
• Balance		
• Dexterity		
• Agility		
• Increased blood pressure		
Environment exposed to:		
• Shock/vibration		
• Noise		
• Ionising radiation		
• Slippery/wet surfaces		
• Extremes of heat/cold		
• Biological agents		
• Chemical agents		
• Restricted workspace		
Working Conditions resulting in:		
• Reaching/stretching		
• Difficulty in leaving work station		
• Walking long distances		
• Shift work/evening work		
• Prolonged standing/sitting		
• Manual handling tasks		
• Use of protective clothing		
• Poor work station set up		

Action Taken

Daytime workers
Temporarily adjust working conditions/hours
Worked

Offer suitable alternative work
Suspend from work

Night workers

Medical certificate received? Yes/No
If yes:
Offer suitable alternative day work
Suspend for work

Briefly describe the steps taken (continue on separate sheet if necessary):

Assessor: _____

Staff member: _____ Review date: _____

Control of Legionella

1. Introduction

Legionnaires Disease is a potentially fatal form of pneumonia which can affect anybody. Certain groups however are known to be more susceptible e.g. men appear to be more susceptible than women, as do those over 45 years of age, smokers, alcoholics, diabetics and those with cancer or chronic respiratory or kidney disease. Legionella bacteria can also cause less serious illness that are not fatal or permanently debilitating such as Pontiac fever and Lochgoilhead fever. To date, approx. 40 species of Legionella bacterium have been identified of which 19 can be fatal. Legionella pneumophilia is the most common, causing about 90% of all cases.

Legionella is normally contracted by inhaling the bacteria in tiny droplets of water, deep into the lungs. Initial symptoms may include high fever, chills and muscle pain. Patients may develop a dry cough and most experience breathing difficulties. The incubation period is between 2-10 days. Not everyone exposed will develop symptoms of the disease and those who do not develop the full blown disease may only present a mild flu like infection. Legionella bacteria are common and can be found in water sources such as rivers, lakes and reservoirs. Water temperatures in the range of 20 to 45 degrees Centigrade seem to favour growth. The presence of sediment, sludge, scale, algae and other bacteria play an important role in harbouring and providing favourable conditions for the bacteria to grow.

2. Legal Requirements

The Control of Substances Hazardous to Health Regulations, L8 (The Control of Legionella in Water Systems), and the Health and Safety at Work Act sets out our legal requirements to control exposure to substances that can affect our health with Legionella coming under this requirement.

We are required to:

- Control the exposure
- Identify and assess the sources of risk
- Prepare a scheme for preventing or controlling the risk
- Implement, manage and monitor precautions
- Retain records
- Appoint a person managerially responsible

3. Consultants

Clarion Academy Trust have appointed a Water Services Consultants to carry out Risk Assessments and to complete certain areas of testing. These consultants are:

Hydrochem
Unit 1
Graythorp Industrial Estate
Tees Rd
Hartlepool
TS25 2DF

T. 01429 860 836
F. 01429 868 832

4. Roles and Responsibilities

Current legislation classes the Board of Trustees of Clarion Academy Trust as the duty holders that carry overall responsibility for the control of legionella across the estate. In upholding this role, the Board of Trustees of Clarion Academy Trust carry overall responsibility for the water quality on its sites.

In discharging this responsibility, the Board of Trustees of Clarion Academy Trust delegates the day to day implementation of this policy to the Estates Manager

4.1 Chief Executive Office

The CEO, in their role as Statutory Duty Holder, takes managerial responsibility and must provide supervision for the implementation of precautions. In doing this the CEO must:

- Appoint a competent person to take supervision of the day to day implementation of this policy, control plan and Risk Assessment.

- Make sure that any areas of risk are brought to the attention of the Estates Manager
- Ensure that the competent person is provided with all the equipment and training required in order to carry out this policy and any related procedures

4.2 Estates Manager

The Estates Manager (Competent Person) has prime responsibility for all operational procedures that cover the operation, maintenance and testing of water supplies. The Estates Manager must:

- Ensure that all areas of the Risk Assessment and Control Plan are adhered to at all times
- Advise the CEO and Headteacher/Head of School of any areas of potential or actual risk
- Maintain adequate records
- Ensure that the checks completed by the water consultants are kept up to date and make sure that any out of parameter readings are rectified
- Ensure that any checks that are highlighted on the Risk assessment and not covered by the water consultants are carried out at the agreed intervals
- Ensure that all site maintenance staff are trained in the requirements of this policy and all operating procedures
- Carry out any other duties highlighted under the site control plan
- The Estates Manager will formally audit the site control systems annually to ensure compliance with policies and procedures

5. Risk Assessment

Site specific Risk Assessments have been prepared by the Water Services Consultant. The Risk Assessment must be reviewed at regular intervals or when:

- There have been changes to the water system or its use
- There has been changes to the building or water system services
- New information / legislation becomes available
- It becomes apparent that control measures are not effective
- A case of Legionella is associated with the system

The Estates Manager must ensure that all controls highlighted by the Risk Assessment are carried out and any remedial action recorded.

6. Legionella Site Control Plan

As well as the site specific Risk Assessment, there is a Legionella control plan that contains checks not covered by the consultants that need to be completed at site level. The plan should be used alongside the Risk Assessment.

7. Defects

Every month the Water Services Consultant will visit each site to complete the temperature and water testing. All visits and any defects will be recorded in the site log book. Once highlighted, the defect must be followed up as a matter of urgency and once rectified:

- Details must be entered into the site log book and the defect signed off.

Any defect that has not been rectified and signed off will be subject to Legionella sampling until the defect is rectified.

8. Record Keeping

All records must be kept for a period of not less than 5 years

9. Legionella Sampling

Legionella sampling is carried out by our Water Services Consultants. Samples are taken from the following areas:

- Cold water tanks – every 6 months
- Calorifiers – as per Risk Assessment
- Random shower outlets – as per Risk Assessment
- TMV with a run off of more than 2m – every visit unless a thermal bypass is fitted
- Any defect that has not been rectified and signed off – every visit until the defect has been rectified

Once a sample has been taken, it is sent to be analysed. The results are returned within 14 days.
If the sample returns a positive result then:

Pool:

- Pool is closed immediately
- The pool and balance tank is cleaned and super chlorinated
- The pool remains closed until a clear sample is obtained

Domestic Water Supply:

- The CEO and Headteacher/Head of School must be informed and will make a decision on whether the outlet needs to be closed
- Take relevant disinfection action as advised by the Health and Safety Manager
- The failed outlet along with the cold water storage tank, calorifier and 2 further outlets in the vicinity will be re-sampled and will continue to be re-sampled every 2 weeks until a clear result has been gained

If, during the routine temperature monitoring regime, any outlet is out of specification or deemed by our consultants to be a legionella risk then that outlet will be subject to a re-sample being taken until the out of specification/risk is rectified.

10. Disinfection

If the site receives a notice of failure of a bacteria sample then it may be possible for the site to carry out its own disinfection process. This applies only to general bacteria. If the failed sample is legionella then the disinfection must be carried out by the Water Services Consultants or any other registered company that can provide evidence that the disinfection has been carried out to BS EN 806-5: 2012. Once completed a disinfection certificate will be issued and must be kept in the site log book. In the event that the disinfection company is not the Water Services Consultant, the Water Services Consultant must be notified so that they can attend site and take a re-sample. The re-sample must be carried out by the Water Services Consultant.

11. Draining and filling a water system

It is important when either draining down or filling up either a full water system or part of a system that all relevant precautions are taken so that to ensure that the system is correctly drained / filled to reduce the risk of any bacteria / legionella entering and contaminating the system so increasing the risk of ill health to any persons who are on our sites.

Drain down

There are several reasons why a water system or part of the system may need to be drained down:

- Repair works needs to be carried out
- Cleaning and disinfecting of the system
- To prevent leaks / bursts during the winter months
- Prevent stagnation during prolonged little use of the system

If a full drain down is required then the following instruction should be followed:

- Turn off the water supply to the system at the main stop valve
- Empty the main cold water storage tank (if fitted). This can be completed by either opening up one or several outlets and letting the water flow through until it has stopped or by placing a submersible pump into the tank and running the water onto a safe area of ground, taking into account the weather conditions at the time.
- Open up the sentinel (furthest hot and cold) outlets on the system and run the outlets until both hot and cold outlets cease to flow.
- Leave the outlets open to ensure the system stays drained for the required period
- Turn on all shower valves, ensure the risers are empty then close the valves
- Remove all shower heads and hoses on the system and store

If only a partial drain down is required then the following instruction should be followed:

- Turn off the stop valve feeding the partial part of the system
- Either open up the sentinel outlets and let the system run dry or just empty the tank / calorifier, taking the prevailing weather conditions into account.
- Leave the outlet open
- Remove shower heads and hoses and store
- Turn on all shower valves to ensure the risers are empty and then close the valves

Filling
In principle, filling the system is the reverse of a drain down with the added steps of disinfecting:

- Close the sentinel outlets
- Open up stop valves and allow water into the system
- While the system is filling, refit shower heads and hoses ensuring that they have both been descaled and disinfected with suitable chemicals
- Once the water system is full, turn on the calorifier, heat to 60 degrees centigrade and leave for 1 hour
- Dose the cold water tank with Huwa-San or similar chemical at a rate of 1Litre to 1000Litres of water (other chemicals may have different dosing ratios)
- Use a test kit to ensure that Huwa-San levels are at 200ppm (mg/l) at the tank (other chemicals may have different doing levels – check the manufacturers specifications)
- Pull through to the sentinel outlets first and ensure that concentration levels are 100ppm at these outlets
- Once the sentinels are achieving 100ppm, draw off all other outlets to 100ppm
- Once completed, re-dose the cold water tank to a concentration of 200ppm (for Huwa-San) and leave the system for at least 1 hour without any draw off.

Check with manufacturers regarding chemical concentration levels for chemical other than Huwa-San.
Any system that runs on mains water and does not have a tank fitted will need to be disinfected by direct injection. This must be carried out by the Water Services Consultants.

12. New Installations
When new installations are proposed, the following documents must be complied with during the design, planning and construction stages:

- Clarion Academy Trust Legionella Policy
- Thermostatic Mixing Valve Manufacturers Association Code of Practice for Safe Water Temperatures.
- BS EN 806-1:2000 Design, Installation, testing and Maintenance of services supplying water for domestic use within buildings
- BS7592 Sampling for Legionella bacteria in water systems Code of Practice
- Control of Substances Hazardous to Health Regulations 2002
- Building Regulations
- Water Supply (Water Fittings) Regulations 1999
- Water Supply (Water Quality) Regulations 2000 as amended 2018

Once the new installation is completed and operational then a risk assessment conforming to BS8580-1: 2019 needs to be completed.

The contractor responsible for the installations work will need to build in a buffer amount into the budget as any works highlighted in the risk assessment will need to be completed before final handover.

If any new installation or refurbishment includes either the replacement or installation of showers and/or Thermostatic mixer valves, then the Thermostatic Mixing Valve Manufacturers Association Code of Practice for Safe Water Temperatures must be complied with.

Legionella Control Points

Hot Water
Calorifier storage temperatures should be 60 degrees Centigrade, water returning to the calorifier must be at least 50 degrees Centigrade. The storage temperature must be tested each month or when the calorifier has been turned off or had maintenance work carried out on it.
On an annual basis, the calorifier must be drained down, inspected and cleaned (or as per Risk Assessment)
Hot water outlets should be at least 50 degrees Centigrade within 1 minute of running the water.
Outlets must be tested each month or when the calorifier has not been running and the water has cooled to below 50 degrees centigrade. The amount of outlets tested will be determined by Risk Assessment.

Cold Water
Cold water storage temperatures should be below 20 degrees Centigrade. The storage temperature must be tested every 6 months or as per risk assessment
All temperature checks must be recorded.

Showers
Shower heads and hoses must be descaled and disinfected every 3 months using the appropriate chemicals and this procedure must be recorded.
Flushing unused or little used outlets
Any unused or little used outlets on site must be identified and flushed out for several minutes once a week and this procedure must be recorded.

Strainers
Any strainers in the hot or cold water system must be cleaned and chlorinated every 6 months and recorded

Air handling
Air handling condensate trays should be inspected for retained water, rust or scaling every 3 months. Where necessary, they should be cleaned and disinfected with 25ppm free chlorine for 2 hours and this procedure must be recorded

System disinfection
All cold water systems must be cleaned and chlorinated when highlighted by the Water Services Consultant and this procedure must be recorded

Water testing
Cold-water storage tanks must be laboratory tested as per Risk Assessment but at least twice a year and the results recorded

Pools
The pool must be cleaned, serviced and maintained in accordance with the procedures laid down in the pool procedures manual and the procedure must be recorded.
Low volume tap inserts
Any low volume tap inserts must either be cleaned and disinfected every 12 weeks or removed from the tap. On no account should a low volume spray outlet be used alongside a TMV. If cleaning is used as a control, the procedure must be recorded.

TMV
Thermostatic Mixer Valves must be cleaned and disinfected at least annually by a competent person in accordance with HSG274 part 2

Control of Asbestos

LOCATION OF ORIGINAL SURVEY REPORT: _____

Asbestos Survey Completed	20____
Re-Inspection completed:	20____
	20____
	20____
	20____
	20____

STAFF TRAINING

NAME	**DATE COMPLETED**	**TYPE OF TRAINING** e.g. NPS, approved e-learning

Contents

Appendices

1 Introduction and Organisational Responsibilities

Introduction
Most of the duties in the Control of Asbestos Regulations 2012 (henceforth referred to as CAR) are placed on the 'employer', that is, the person who employs workers who are liable to be exposed to asbestos in the course of their work in this instance it is Clarion academy Trust (referred to as CAT).

This document provides the information to ensure that CAT is able to comply with CAR. It should be held on each site and it must be made available to all staff members and Contractors who are likely to be exposed to asbestos during the course of their work.

This document should be reviewed periodically by the Estates Manager and any recommendations for amendment must be made to the Board of Trustees who must ensure adequate arrangements remain in place to manage the Asbestos across the estate in order to remain compliant with the Regulations (and any approved code of practice) stated above and the policies described in this document. Where work with Asbestos forms part of a larger project there will be a need to co-operate with other employers and there may be other Regulations such as Construction Design and Management Regulations 2015 which must be taken into account. However, the responsibility to comply with CAR remains with the employer.

Further supporting documentation:

- L143 Work with materials containing asbestos

The Duty Holders
CAT recognises its position as a Duty Holder and recognises its legal responsibility cannot be delegated and so competent Asbestos Consultants have been appointed to assist us with complying with our responsibilities. Currently the consultancy is NPS Property Consultants, referred to henceforth as 'the consultants'.
The Organisation section of the CAT Health & Safety Policy sets out responsibilities at all levels for implementing the organisations safety arrangements, which includes those for asbestos management. In addition to these, there are a number of further duties that are specific to the implementation of this policy and they are:

- Complying with Control of Asbestos Regulations 2012
- Providing standards not less than those set out in the Approved Codes of Practice that support the Regulations
- Protecting staff, external contractors, pupils and visitors from the risk of exposure to asbestos fibres, or where this is not reasonably practicable, to make sure exposure is kept as low as reasonably practicable
- Provide appropriate training to staff members to ensure this policy is complied with by all CAT staff and anyone else connected with its activities

Responsibilities

Headteacher/Head of School (Site Duty holder)

- Shall ensure that the local site manager is trained to the standard outlined in category A (see Section 7). In the absence of a suitably trained site manager or other member of staff, the Headteacher shall contact the Estates Manager for advice on any aspect of this policy.
- Shall not permit anyone to undertake construction/demolition works on site outside of the requirements of this policy and any other relevant health and safety policies such as the Control of Contractors.
- Shall stop any construction/demolition works on site where there has
- been a suspected release of asbestos fibres or where continuation of
- the works might give rise to the same.
- Shall report any incident of alleged exposure to the Estates Manager and the consultants immediately.
- Shall implement the Emergency Procedure (see Section 2) as
- necessary.
- Shall ensure that the asbestos awareness posters (see appendix 2) are clearly displayed in staff only areas and ensure staff members are briefed in their contents.

Estates Manager
- Shall advise anyone who intends to carry out construction works, that they must interrogate the Asbestos register before it is decided whether or not the works can proceed safely so far as Asbestos is concerned.
- Shall ensure the Asbestos register is complete with the most up to date information.

- Ensure the Asbestos register is accessible and in a clean and tidy condition at all times.
- Keep the Asbestos register up to date with any asbestos related correspondence.
- Shall raise awareness and provide general Asbestos information at CAT.
- Implement the Emergency Procedure as necessary.
- Shall monitor known Asbestos for damage/degradation. (This can be a simple walk through the areas known to contain Asbestos and a comparison with the damage/degradation described in the most recent Asbestos survey.)
- Report any incident of alleged Asbestos exposure to the Headteacher/Head of School and CEO immediately.
- Ensure that Contractors have access to the Asbestos register and sign to say that they have been given the information.
- Shall provide advice and guidance to any Site in connection with this policy.
- Shall investigate any incident of alleged asbestos exposure and take appropriate action.
- Shall provide advice on asbestos materials and their treatment to anyone in connection with CAT activities.
- Shall maintain a current list of approved licensed asbestos removal contractors and details of CAT current asbestos consultant and make those details available to anyone involved with the organisations activities upon request.
- Co-ordinate the asbestos review programme and any actions arising from the programme for all areas.
- Receive and retain an updated re-inspection survey report/asbestos register following the re-inspection programme.
- Co-ordinate all Cat A training in accordance with this policy. (see Section 7).

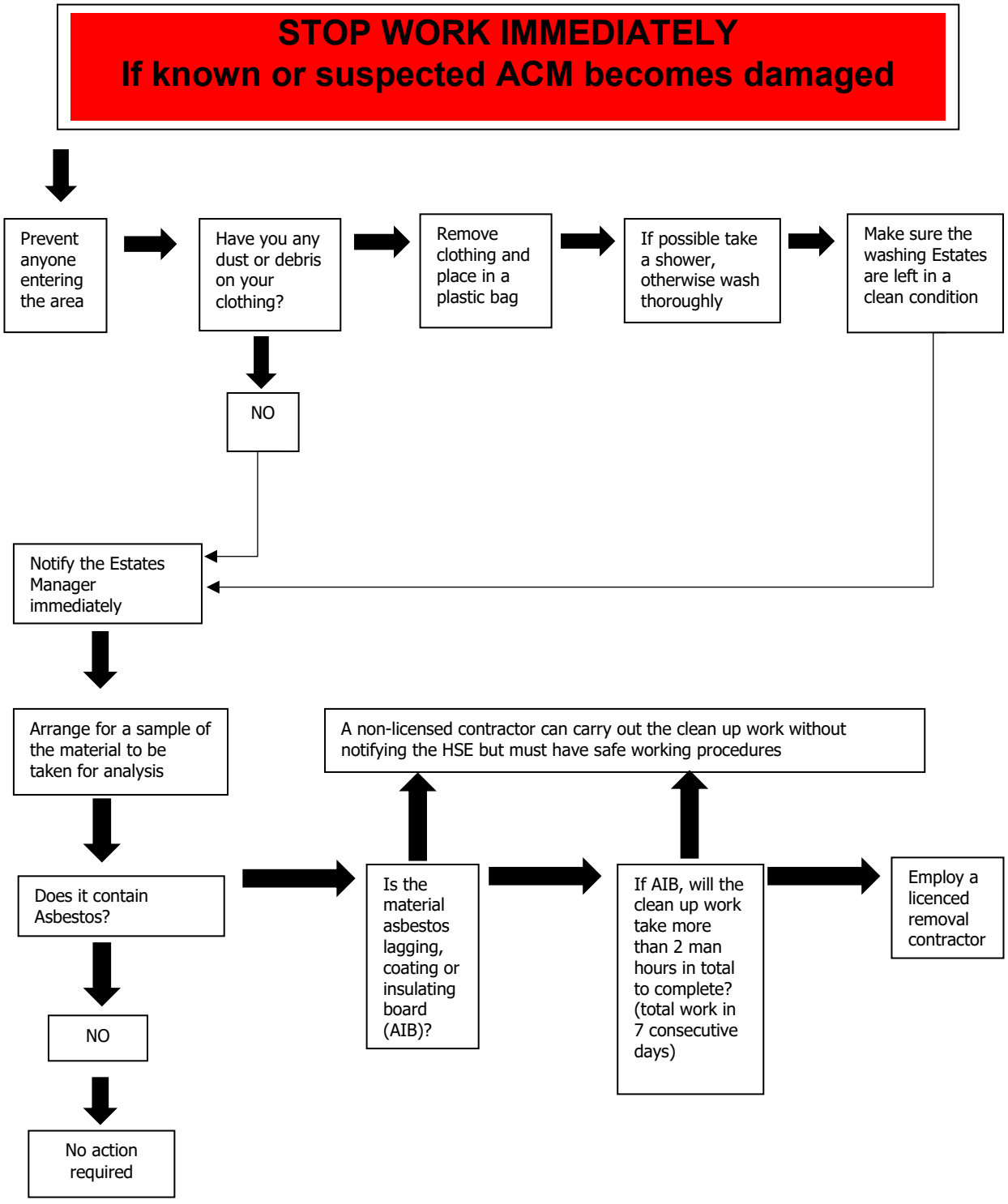
Note:
The Estates Manager will not be responsible for deciding whether it is safe for the work activity to be carried out in a general context unless he/she is in control of the entire project. Where the Estates Manager is not in control of the entire project, it is the responsibility of the person authorising the activity to notify the Estates Manager of the intended works and seek advice on the presence of asbestos in the area to be worked on. The responsible person must then carry out the appropriate risk assessment to determine the appropriate control measures.

Project Managers (in house or external)
All works falling within the scope of the CDM Regulations shall be managed in accordance with the Regulations and Approved Code of Practice. Further details can be found in the Management of Contractors Policy. The Client (CAT) must ensure that the other duty holders e.g. Designers, Principal Contractors etc. are competent, fully aware of the asbestos issues and, importantly, fully aware of the CAT Asbestos Policy. This will be achieved by providing a copy of the site Asbestos register and, for new contractors, the Asbestos Policy Document. If the project involves a major refurbishment or demolition, see Section 4 of this document for the actions to be taken with regards to asbestos surveys and localised bulk sampling. It is the responsibility of the Project Manager to contact the consultants to arrange for the appropriate asbestos survey and/or sampling to be carried out prior to the start of any project. Contact should be made at least six weeks before any proposed start date to allow time for detailed surveys to be carried out of the areas to be disturbed and to enable notification of asbestos major works to the HSE where necessary.

It will be the responsibility of the Project Manager to determine whether the asbestos work required during the project is identified as 'major works', and hence notifiable, or 'minor works' which can start without notification (see Section 5). If there is any uncertainty in the classification of the work the Asbestos Consultants should be contacted for advice. Ensure that Contractors who are going to work on asbestos containing materials are selected from the Approved Contractor's list. (see Section 8) (They may not be removing asbestos: they could, for example, be fixing smoke alarms to AIB ceiling tiles for example.) Ensure that all Contractors and sub contractors are made aware of the presence of Asbestos and CAT Asbestos Policy.

2 Emergency Procedures

If known ACM, or previously unknown or hidden material suspected to contain asbestos becomes damaged, stop work immediately and follow the flow diagram below and notify the Estates Manager immediately about the incident.



3 Management Surveys, Registers and Labelling

The Asbestos Survey

All locations have been subject to an Asbestos Management Survey to determine the presence and condition of Asbestos Containing Materials. The surveys have been carried out by Asbestos Consultants in accordance with HSE Publication HSG 264. Due to their hazardous nature, some areas on Sites may not have been entered and therefore not surveyed e.g. electrical switch-rooms. In addition, other areas such as roof voids where access was either difficult or where specialist equipment was required at the time of the survey may not have been surveyed – refer to your Site

asbestos Register for details. As a result, these areas should be presumed to contain asbestos, regarded as restricted access areas, and dealt with in accordance with the relevant parts of this policy.

Asbestos Registers
Following each Management Survey, a register has been prepared showing the following:

- Building details
- Sample location e.g. pipe work
- Sample confirmed as containing asbestos or confirming absence of asbestos
- Product type e.g. textured coating, thermal lagging
- Asbestos type e.g. Chrysotile, Amosite or Crocidolite
- Description of product e.g. rope gasket, debris etc.
- Condition of the material

In addition, the Register contains photographs of all locations where asbestos containing materials have been identified. The register also shows any areas where access was not possible at the time of the survey and restricted access areas where access should be restricted to trained personnel as a result of the potential for exposure to asbestos containing material. The registers must be placed in the care of the local site manager who will receive Cat A Level training where necessary (See Section 7). Any removal or remediation work carried out on known ACM in between re-inspections by the Asbestos Consultants, should be noted on the asbestos register in order to keep the document up to date. Asbestos registers are legal documents and must be kept clean and readily accessible for reference and/or inspection. Refer to Section 9 for Record Keeping.

Labelling
Following the original Management survey, the Consultants will return to each location to label all asbestos containing material in accordance with the following CAT labelling protocol.

- This label is placed adjacent to sample points on ALL known and visually similar asbestos material in all plant rooms, boiler rooms, ducts and risers that are entered via a public area.

- This label is placed in public areas OVER the known asbestos sample points

- This label is placed on doors/access points to plant rooms, boiler rooms, ducts and risers that are NOT entered via a public area.

- Labels are clearly positioned at eye level or near to the door handles.
- Individual items also labelled.

Asbestos Remediation Work
At the time of the Management survey, the surveyor determined the condition of the ACM in conjunction with the normal activity in the areas where the samples were taken. This information has been used to calculate the risks and determine the relevant actions.

All future removal and/or repair recommendations will be made directly to the Estates Manager who will advise the Headteacher / Business Manager accordingly and provide the necessary support to ensure works are completed in accordance with this policy.

Re-inspections
Following the original Management survey, all locations will receive an annual re-inspection visit from the asbestos consultants (unless it is highlighted by the Estates Manager that a re-inspection is required sooner).

The objective is to:

- Confirm that ACM previously left in situ remains in good condition and clearly labelled. Labels are to be replaced where necessary in accordance with the CAT labelling protocol.
- Where the condition of ACM has deteriorated and/or the activity within that location has changed, re-evaluate the risk and determine relevant control actions, which will be made directly to the Estates Manager
- Update the asbestos register noting any additional restricted access areas and areas where ACM has been removed since the last inspection.

Following the re-inspection visit, the Asbestos Consultants will issue a Re-inspection Survey Report to the Estates Manager

This replaces all previous issues, which should be archived for 5 years.

4 Refurbishment or Demolition Survey and Localised Surveys

When is a Refurbishment or Demolition Survey required?
Whenever there are plans to carry out building works such as demolition or major refurbishment, it will be necessary for our asbestos consultants to carry out a Refurbishment or Demolition survey at least 6 weeks before this work is undertaken. The reason for the six-week period is so that any samples taken can be analysed and a report of the findings produced and sent to the person who requested the survey. Also, if asbestos is found and it is the type which must be notified to the HSE prior to removal, there will be a 14-day notification period. A project may be held up if these extra survey/notification periods are not taken in to account. It is necessary to ensure that the surveying organisation is competent i.e. UKAS accredited and so to ensure we meet this requirement, the consultants must carry out ALL asbestos surveys on behalf of CAT. It is the Project Manager / Estates Manager's responsibility to contact the consultants to arrange a Refurbishment/demolition asbestos survey. A refurbishment/demolition survey is an intrusive survey and is designed to highlight asbestos containing materials in areas behind the surface of a building e.g. asbestos lagged pipe work within wall cavities.

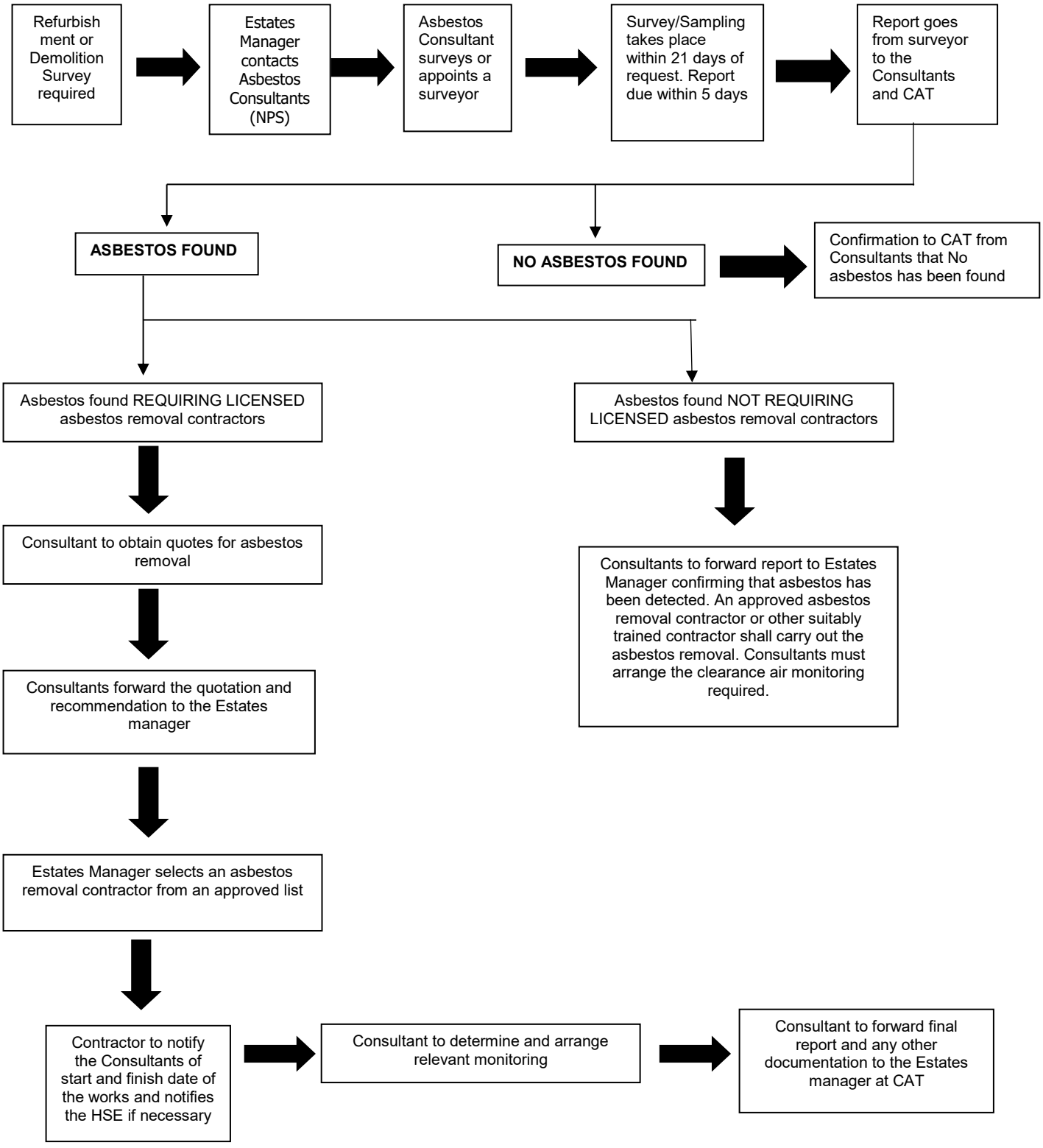
To arrange this type of survey, prepare the following information and follow the steps contained in the following flow chart:

- As built drawings of the building (to scale)
- Scope of works (what areas of the building(s) are to be worked on)

Under CAR there is a statutory requirement for contractors undertaking demolition or major refurbishment to ensure that risk assessments and plans of work (Method Statements) identify asbestos risks and specify how they will be controlled.

When is a Localised Survey required?
There are occasions during a refurbishment when there will be very little alteration to the fabric of the building and only a wall will need knocking down for instance. In these cases, it is not necessary to have a Refurbishment/Demolition Survey of the whole building carried out and a localised survey will be adequate. Again, it is the Project Manager / Estates Manager's responsibility to contact the consultants to arrange the localised survey. To comply with current HSE guidance, areas subject to survey must be UNOCCUPIED at the time of the survey. The requirements for notifying the HSE regarding asbestos removal are the same for all types of asbestos surveys.

Refurbishment/Demolition Asbestos Surveys and Localised Survey Procedure



5 Major and Minor works on ACM

Anyone who intends to carry out invasive/intrusive construction works on building materials i.e. cutting, drilling, sanding, sweeping asbestos debris, wire brushing, preparing surfaces for painting etc, must consult with the Estates Manager or in his or her absence the Business Manager before carrying out the works. They will then advise in accordance with the following points.

Major Works
Major works are defined in CAR 2012 as any work on asbestos insulation (e.g. pipe lagging) and work of longer than 1 hour for one person in any 7 consecutive days for asbestos insulating board (e.g. ceiling tile, wall cladding). All major work must legally be carried out by a Contractor holding an Asbestos License issued by the HSE. This work **must** be carried out by one of the Contractors on the Approved Asbestos Removal Contractors list and **not** by any CAT staff members. Prior to commencing work, the Contractors must adhere to the CAT Code of Practice for Contractors and provide risk assessments and a plan of work. It is the responsibility of the Project Manager/Estates Manager running the project to ensure that the necessary documentation has been completed. Air monitoring should be carried out during the major work and upon completion of the licensable work; a UKAS accredited company will carry out re-occupation testing in the form of a 4-stage clearance test. The Consultants will provide or source this service on behalf of CAT.

Minor Works
These are works for which a licensed contractor is NOT required. Examples of this work are:

- Work on asbestos insulating board of less than 1 hour for one person in any 7 consecutive days and the total time spent by all workers is less than 2 hours in the same 7-day period
- Work on materials where fibres are firmly linked in a matrix e.g. asbestos cement or Artex
- Encapsulating or sealing asbestos containing material which is in good condition

Preferably this work should still be carried out by one of the approved Asbestos Removal Contractors. However, non-licensed Contractors who have received appropriate training or equivalent. In the case of Contractors (request proof of training from Contractor), may carry out minor works as long as the following criteria are met:

- They have received Cat B asbestos training within the last 12 months from a training organisation which is a member of UKATA (United Kingdom Asbestos Training Association)
- A risk assessment has been completed
- A plan of work has been completed
- Appropriate Asbestos Essentials Task sheets used for guidance
- The necessary equipment and PPE is available to complete the task
- Insurance cover is in place for working with asbestos materials

6 Risk Assessments and Plans of Work

Risk Assessment
It is a strict policy that members of CAT staff will **NOT** carry out any work which may foreseeably expose them to airborne asbestos fibres. Before any work is carried out which would disturb the fabric of a building, it is essential that a risk assessment is carried out. An important part of the risk assessment is the interrogation of the asbestos register. If the area to be worked on contains asbestos and if it is foreseeable that the asbestos may be disturbed then the work must not be carried out by CAT staff.

For selection of an appropriate contractor see Sections 5 and 8.

If there is no information in the asbestos register then it must be assumed, for the risk assessment, that asbestos is present.

7 Training

Detailed below are the main types of information, instruction and training (referred to as training from now on) detailed in the Control of Asbestos Regulations.

Clarion Academy Trust will ensure that those Managers identified as requiring training are provided with the appropriate level course from an approved provider. Following this training these Managers should identify any of their Team who they consider needs to attend similar training due to their every day work activities.
Training will be provided by somebody who is competent to do so and who has adequate practical experience and a good theoretical knowledge of all aspects of the work being carried out. The HSE recommend that all external training be provided by an organisation registered with the United Kingdom Asbestos Training Association (UKATA). Training may be classroom based or online.

General Asbestos Safety information is available in Poster format for all Staff who through the course of their work are not required to attend an asbestos training course but may still work in a building, which contains ACMs. The posters

are displayed in all staff only work areas (See Appendix 2) and Managers should ensure their staff are familiar with the information detailed on the poster.

Asbestos Awareness training (Category A)
This is for those people who are liable to disturb and become exposed to asbestos whilst carrying out their everyday work or who may influence how work is carried out, such as:

- General Maintenance Team
- Electricians
- Plumbers
- Gas Fitters
- Joiners
- Painters and Decorators
- Plasterers
- Demolition workers

Refresher Training (Category A)

Refresher training is required annually and will be appropriate to the role and tasks undertaken.

Where work methods change, the type of equipment used to control exposure changes or the type of work carried out changes, further refresher training will be necessary.

Training for licensable work with asbestos
CAT employees will not carry out any licensable work.

Training of non-employees
Employers have a duty under the Asbestos Regulations to ensure so far as is reasonably practicable, that adequate information, instruction and training is also given to non-employees who are on the premises and could be affected by the work. It is advisable to check that any contractors employed to work on at CAT have been trained in line with the new regulations, in particular the recent UKATA requirement. Evidence will be required from Contractors to show that they have had the appropriate level of training as detailed below:

- Contractor's employees should have received appropriate asbestos training from a Training Provider registered with UKATA within the previous 12 months
- Evidence (copy of certificate) of the training to be provided

8 Licensed Asbestos Removal Contractors

The Estates Manager will vet Asbestos removal contractors on behalf of CAT and retain a list of Contractors approved to work at CAT.

If a contractor wishes to use another contractor not already on the Approved Asbestos Removal Contractor list, the Project Manager must submit the details of the company they wish to use so that approval can be given prior to any contract being given or the start of any project.

9 Records

The following records relating to asbestos and asbestos works must be held on site:

- Current asbestos register
- Archived asbestos registers
- All asbestos related method statements and risk assessments regardless of whether or not they are in respect of licensable work
- Any other relevant asbestos related information provided by contractors in respect of any site works e.g. insurance for asbestos works
- Results of any air testing carried out – for whatever reason
- Waste Consignment Notes

All records must be made available to the Trusts competent Asbestos Consultants at the time of re-survey and in the event of an Audit.

It is necessary to archive records for 5 years however; employee's medical surveillance records must be kept for 40 years.

10 Sampling and Waste Storage & Handling

Sampling and Sample identification
There are occasions, even after a Management survey has been completed, when materials need to be identified prior to work such as drilling or cutting being carried out and so it will be necessary to take a sample of the material so that it can be analysed and identified. Samples of suspected ACMs can only be taken by representatives of CAT Asbestos Consultants who have received specific training from to carry out this task.

It is a legal requirement for an organisation carrying out sample identification to conform to ISO 17025 (UKAS). This task will be carried out on our behalf by the consultants.

Waste Storage and Handling
Competent contractors who are registered with the Environment Agency to transport hazardous waste are the only people permitted to carry out the disposal of asbestos from CAT to a landfill site licensed to accept asbestos waste. Waste cannot be disposed of in any other manner. If arrangements are made for the disposal of asbestos waste independently of the consultants then it is essential that the following documents are obtained and securely stored:

- The completed Waste Consignment Note.
- The haulier's registration certificate.
- The land fill site licence (or transfer station licence in some circumstances)

If there are problems in obtaining the paperwork, the consultants will be contacted for guidance.
For the larger projects managed by the consultants, the relevant paperwork will form part of the final Project Report.

It is permissible to temporarily store asbestos waste on site for up to 12 months in either a secure container or safe area. The quantities that can be stored are as follows:

- < 80m3 in a secure container
- <50 m3 in a secure place

It is necessary to ensure that nothing else is stored with the asbestos. The container must be labelled appropriately and must be locked.

All waste must be double-bagged i.e. first; any waste must be placed in a RED asbestos waste bag. The RED bag is then placed inside a clear asbestos waste bag and sealed with duct tape. The waste bags must be appropriately labelled.

Appendix 1 General Information

What is Asbestos?
Asbestos is a general name applied to a group of related, naturally occurring fibrous silicates, which have been commonly used in a range of buildings and other materials. Sometimes the asbestos has been used because of its specific insulation or heat and water resisting properties, but in many instances such as asbestos containing vinyl floor tiles and windowsills it can be less obvious why it is there.

Types of Asbestos
There are three main types of asbestos. These are 'white' (Chrysotile), 'brown' (Amosite) and 'blue' (Crocidolite). The only guaranteed way of determining whether a material contains asbestos is to have it analysed at a UKAS accredited laboratory. In addition legal provisions also cover the following: - asbestos Anthophyllite, asbestos Actinolite and asbestos Tremolite, or any combination of them, but its unlikely these will be found.

Where is asbestos found?
Asbestos Containing Materials (ACMs) have been widely used in buildings as construction materials, fireproofing, thermal insulation, electrical insulation, sound insulation, decorative plasters, roofing products, flooring products and heat-resistant materials etc. Since 1985, the new use of any ACM containing blue and brown asbestos has been banned. This means that in Britain, there are many thousands of tonnes of asbestos still in buildings, where, so long as it remains in good condition and undisturbed, it does not present a risk to health. By 1999 the new use of any building materials containing white asbestos had also been banned. It is unlikely, therefore, that any asbestos will be found in buildings constructed after 1999. Human exposure to asbestos occurs when ACM fibres are released in to the air. This can occur through natural deterioration, accidental disturbance, and poor controls during asbestos abatement work, vandalism etc and normal building maintenance activities like drilling sawing and sanding etc, particularly when power tools are used.

Health Risks
It has been recognised that exposure to airborne asbestos fibres leads to increased risk of lung cancer including a type of cancer specific to asbestos called Mesothelioma. All types of asbestos present a risk. The microscopic fibres of asbestos can become lodged in the lung tissue and over a period of time (15 – 70 years) lead to irritation and the formation of tumours. People who smoke are at much greater risk of contracting asbestos related cancer than those who do not. Even relatively brief exposure to asbestos may cause asbestos related diseases. Asbestos may cause:

- **Asbestosis** – chronic obstructive lung disease
- **Lung cancer** – a fatal lung disease
- **Mesothelioma** – A fatal cancer of the outer lining of the lung specific to asbestos exposure

Many of the people affected by these diseases are/have been in trades directly involved with buildings such as electricians and plumbers i.e. people who, in the past, regularly disturbed asbestos whilst carrying out their tasks.

Legislation
Apart from the Health and Safety at Work Act, 1974 and relevant supplementary provisions, there is one set of Regulations that apply specifically to the use of asbestos, namely:

- The Control of Asbestos Regulations 2012

The following Approved Codes of Practice/guidance support these Regulations:

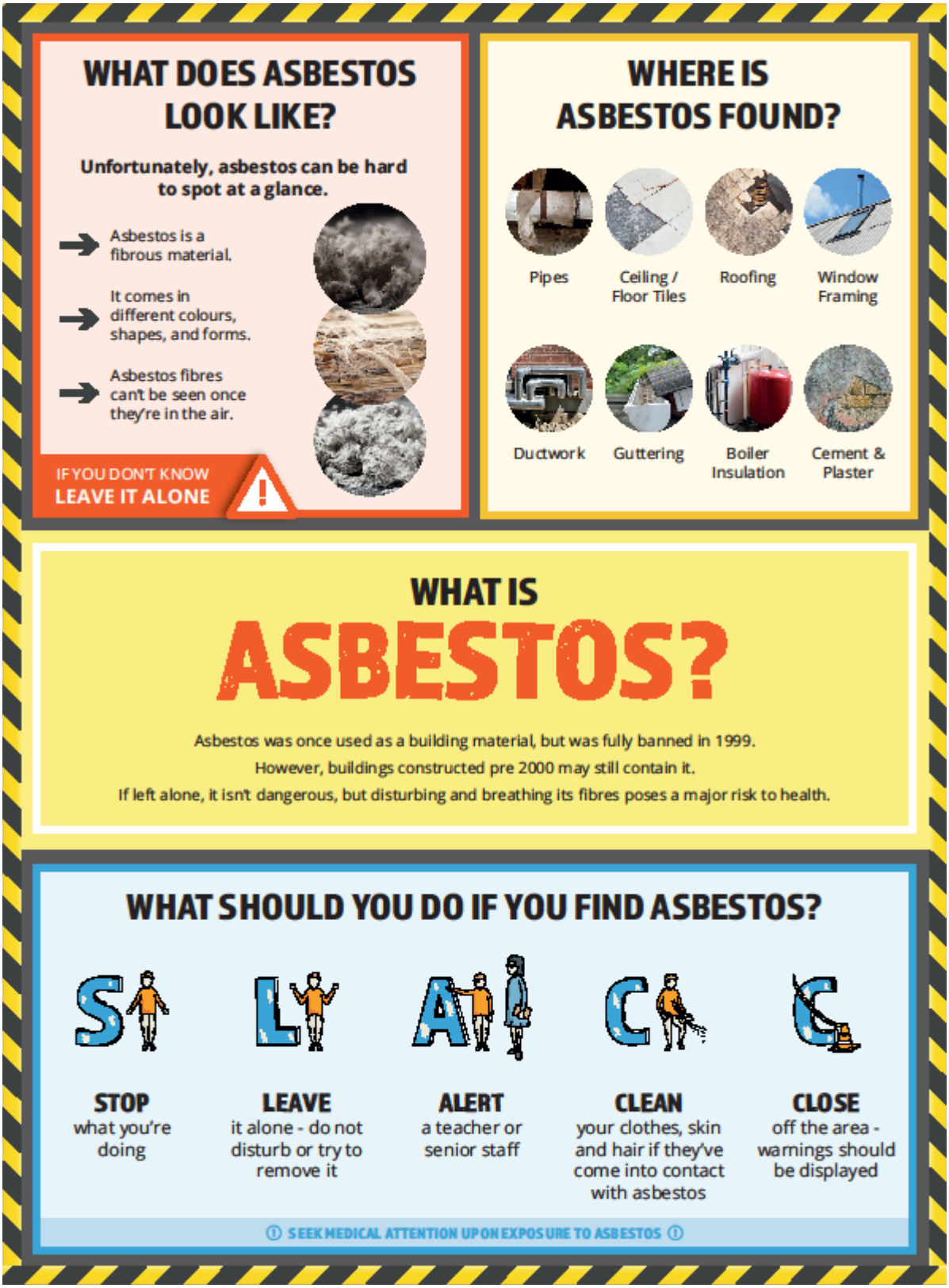
- L 143 (2nd Edition) Managing and working with asbestos ISBN 978 0 7176 66188

Further Reading
All HSE books, Legislation, guidance notes and Approved Codes Of Practices can be purchased from HSE Books, ordered online or, in most cases, downloaded free of charge.
Tel: 01787 88 11 65

Web: www.hsebooks.co.uk
www.hse.gov.uk/asbestos/essentials/index.htm

Asbestos Essentials (4th Edition)
HSG 210 ISBN 978 0 7176 6503 7 (Free pdf download available)
A comprehensive guide to managing asbestos in premises (2nd Edition)
HSG 227 ISBN 9780 7176 2381 5 (Free pdf download available)
The Hazardous Waste (England and Wales) Regulations, 2005
ISBN 978 0 11 072685 4

Appendix 2 Asbestos Poster



Manual Handling

Definitions

Manual Handling Operations
The transporting or supporting of bodily loads, either by direct or indirect means, use of the hands or other bodily force. This includes the lifting, putting down, pushing, pulling, dropping, throwing, carrying or movement of loads.

Load
This includes anything that is moveable: e.g object, person or animal. However an object such as a hand tool being used for its intended purpose is not considered a load.

Injury
This means any possibility of direct physical injury from a load to the back or other parts of the body. This may be caused by a single incident or be the cumulative effects sustained over a period of time.

Procedure

Hazardous manual handling tasks need to be identified by managers and avoided where at all possible. Where these tasks cannot be avoided then methods of automation or mechanisation should be considered. This could involve the use of lifting equipment or the provision of trolleys/sack barrows etc.
Where automation or mechanisation cannot be reasonably be provided then a risk assessment of the hazardous manual handling operation must be undertaken. This may initially be in the form of a completed filter document. Should the filter highlight a significant risk, a full risk assessment should be performed in accordance with the Risk Assessment Procedure. Otherwise, the task may be completed using the existing controls, skills and experience of the individual.

Manual Handling Risk Assessment

The following factors will need to be considered as part of any risk assessment regarding manual handling operations:

1. Task
The following factors need to be considered when looking at the task:

- Needing to hold or manipulate the load away from the body
- Difficulty in achieving the correct posture
- The need to twist the trunk, reaching upwards or stooping to reach the load
- Excessive lifting or lowering distances
- The need to carry, push or pull the load over excessive distances
- The risk of sudden movement of the load
- The task may involve prolonged physical effort and/or insufficient recovery periods
- A rate of work imposed by a process or system
- Handling while seated and team handling

2. Individual
The following factors must be considered when looking at the personnel performing the manual handling tasks:

- Individual capability and experience
- Age, gender, height and strength etc
- Pregnancy
- Health issues
- Any requirement to wear protective clothing
- Any requirement for special information, instruction or training

3. Load
The following factors should be considered when assessing the load:

- The size, shape and weight of the load
- Whether it is very bulky or unwieldy
- Hot, cold, sharp or otherwise potentially damaging
- Whether the contents is liable to slip or is unstable

4. Environment

When assessing the working environment in which the manual handling tasks are being performed, consider the following:

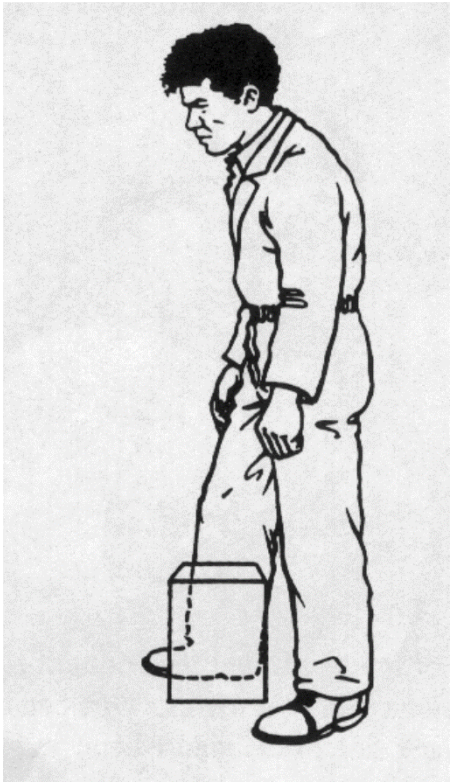
- Space constraints that my prevent good posture
- Steps, ramps and other variations in the floor surface
- Uneven, slippery or unstable floor surfaces
- Extremes of temperature that may increase the risk of injury
- Lighting conditions
- Weather conditions that may increase the risk of injury such as high winds
- Negotiation of passageways, door openings and corridors etc

Safe Lifting Techniques

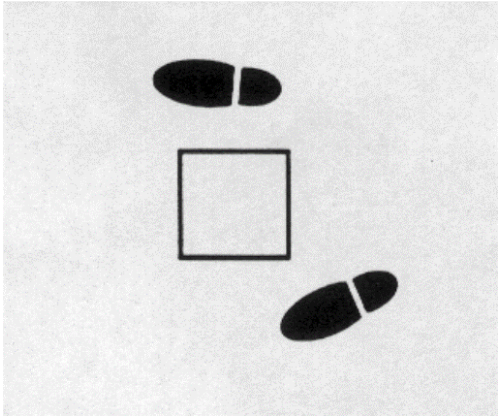
The following principles should be considered as features of good movement and should be integrated into lifting and handling practices.

Feet

Place the feet hip width apart. This provides a large base to balance the body



Put one foot, the lead foot, in front of the other and to the side of the load. This provides a better balance and reduces the risk of stumbling. The body should be as close to the load as possible.



Knees
Relax the knees and sink down until contact is made with the load. This should be a relaxed, fluent movement with no attempts to keep the back muscles tense and the spine unnaturally straight.

Hands
Tilt the load forward with the lead hand. The lead hand should be the same side as the lead foot. Tilting the load enables the person to gauge the weight of the load and to slip the other hand underneath the load easily.

Grip the load with the palms of the hands and the roots of the fingers. This keeps the load under control and reduces tension in the forearms. One hand should be underneath the load and the lead hand at the opposite side of the load whenever possible.

Head
The upward movement begins by raising the head. This automatically straightens the back at the moment the load is taken.

Arms
Keep the arms close to the body and the elbows tucked in when carrying. This reduces the tension and fatigue in the arms and shoulders. The load should be carried well down the body to reduce unnecessary muscular work.

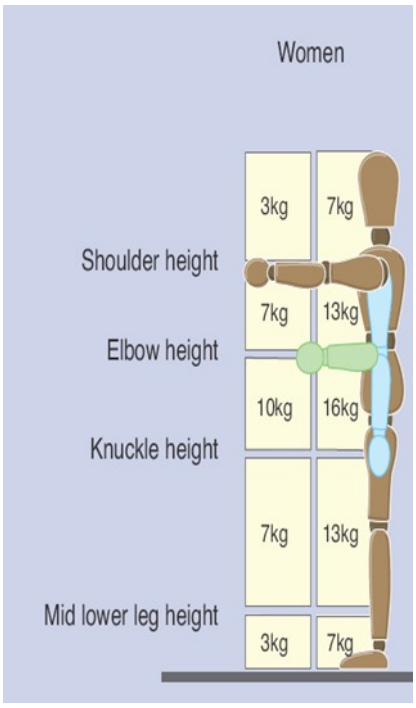
The body
A smooth progressive forward movement should be incorporated when lifting to give momentum to the load and reduce stress to the body.

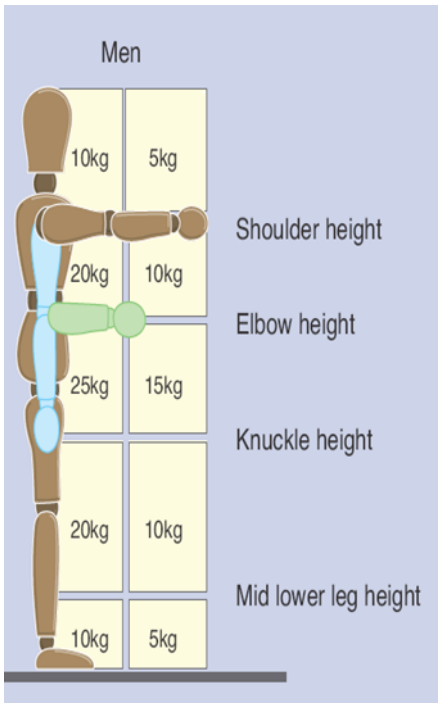
Manual Handling - Assessment Filter

Guidelines for Lifting and Lowering

The guidelines for lifting and lowering operations assume that the load is easy to grasp with both hands and that the operation takes place in reasonable working conditions with the handler in a stable body position.

They take into consideration the vertical and horizontal position of the hands as they move the load during the handling operation, as well as the height and reach of the individual handler. For example, if a load is held at arm's length or the hands pass above shoulder height, the capability to lift or lower is reduced significantly.





The basic guideline figures for identifying when manual handling lifting and lowering operations may not need a detailed assessment are set out in Figure 1. If the handler's hands enter more than one of the box zones, then the smallest weight figures apply.

When lifting or lowering with the hands beyond the box zones is unavoidable, a more detailed assessment should always be made.

Figure 1

There are basic guideline figures for lifting and lowering for relatively infrequent operations. The guideline figures will have to be reduced if the operation is repeated often (e.g. more than 30 per hour)
Even if the above conditions are satisfied, a more detailed risk assessment should be made where:-

- The worker does not control the pace of work;
- Pauses for rest are inadequate or there is no change of activity which provides an opportunity to use different muscles;
- The handler must support the load for any length of time.

Guidelines for Carrying

Similar guideline figures (Figure 1) apply to carrying operations where the load is held against the body and is carried no further than about 10m without resting. If the load is carried over a longer distance without resting or the hands are held below knuckle height then a more detailed risk assessment should be made.

Guidelines for Pushing and Pulling

For pushing and pulling operations (whether the load is slid, rolled or supported on wheels) the guideline figures assume the force is applied with the hands between knuckle and shoulder height.

The guideline figure for starting or stopping the load is a force of about 25 kg (i.e. about 250 Newtons) for men and about 16 KG (i.e. about 160 Newtons) for women.

The guideline figure for keeping the load in motion is a force of about 10 kg (i.e. about 100 Newtons) for men and about 7 kg (i.e. about 70 Newtons) for women.

There is no specific limit to the distance over which the load is pushed or pulled provided there are adequate opportunities for rest or recovery.

Guidelines for Handling While Seated

The basic guideline figure for handling operations carried out while seated are shown in Figure 2, is 5 kg for men and 3 kg for women. These guidelines only apply when the hands are within the box zone indicated. If handling beyond the box zone is unavoidable, a more detailed assessment should be made.

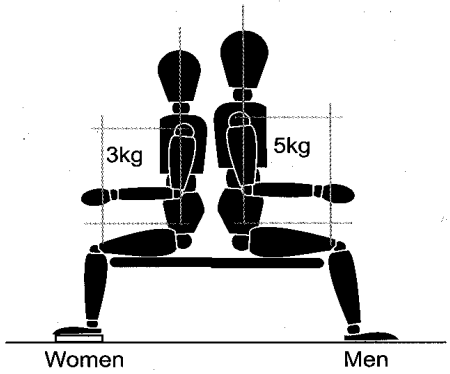


Figure 2

Other Considerations: Twisting

In many cases, manual handling operations will involve some twisting (see figure 3) and this will increase the risk of injury.

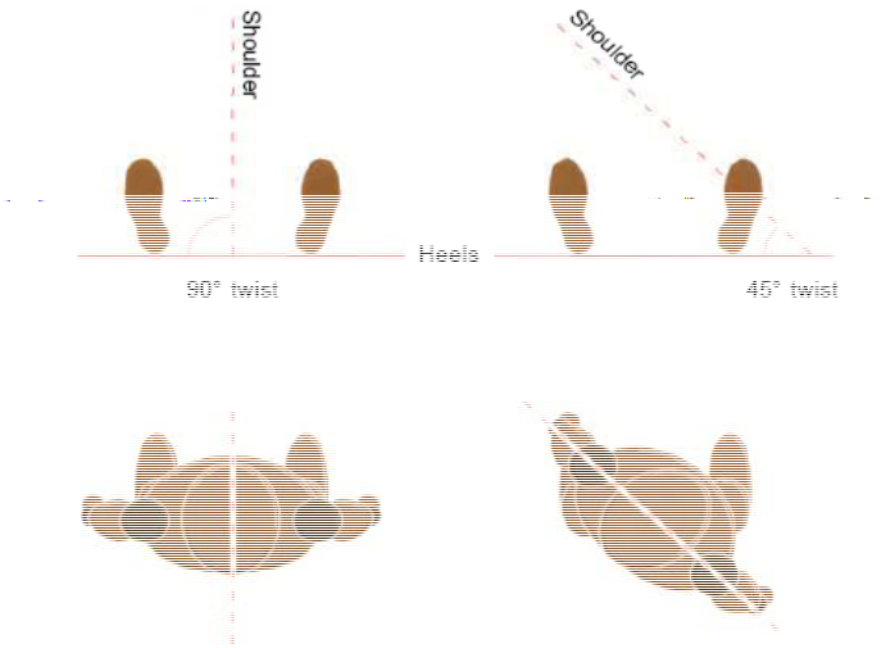


Figure 3

Where the handling task involves twisting and turning, therefore, a detailed risk assessment should normally be made. However, if the operation is relatively infrequent and there are no other posture problems then the filter can be used. In such cases the basic guidelines figures shown in figure 1 should be reduced if the handler twist to the side during the operation. As a rough guide, the figure should be reduced by 10% where the handler twists through 45° and by about 20% where the handler twists through 90°.

Remember
The use of these guidelines does not affect the employer's duty to avoid or reduce risk of injury where this is reasonably practicable. The guideline figures, therefore, should not be regarded as weight limits for safe lifting. They are an aid to highlight where detailed risk assessments are most needed. Where doubt remains, a more detailed risk assessment should always be done. Refer to the Estates Manager for further advice.

Further guidance

www.hse.gov.uk/msd/manual-handling-risk-filters.htm
www.hse.gov.uk/msd/toolkit.htm
www.hse.gov.uk/pubns/ck5.pdf

Manual Handling
Filter Record

Date:	
Name of assessor:	
Department:	
No of employees that conduct this task:	
Task description:	
Is the load heavy or difficult to grasp?	YES/NO
Is the working environment reasonable?	YES/NO

Refer to Assessment Filter	**Comments:**
Lifting and lowering	
Carrying	
Pushing and pulling	
Handling while seated	
Other considerations: Twisting	

Is a full risk assessment required? YES/NO

Manager:

Lone Working

Lone working, as defined by the Health and Safety Executive, is 'those who work by themselves without close or direct supervision'. There are several situations within the day to day operations of CAT where lone working may be undertaken i.e.

- Staff working separately from others, either in offices, in satellite buildings or on the grounds
- Staff working outside the core business hours for any reason
- Staff working from home
- Mobile workers, operating away from their usual or fixed base
- Staff responding to out of hours call outs, for example, to alarm activations

Whilst there is no legislative prohibition on lone working, a risk assessment of lone working tasks must be carried out. This could be a specific risk assessment for lone working or lone working could be considered as part of a risk assessment for a task or activity. The manager or head of department is responsible for carrying out the risk assessment and for the implementation of the controls although this task may be delegated to a suitably competent person.

Prohibitions on lone working
Lone working must not be undertaken where there is a reasonably foreseeable risk that the work might result in an accident which would be sufficiently serious to require a second person to be available to summon help.
A list of tasks deemed unacceptable to be performed by a lone worker under any circumstances must be documented and kept with the whole school risk assessment.

Safe working arrangements for lone workers
Establishing safe working arrangements for lone workers is no different from organising the safety of other staff or students. The most obvious question that must be considered is whether the risks arising from the work can be adequately controlled by one person or are more people required.

Lone workers should not be exposed to significantly higher risks than any other worker. Precautions should take account of normal working conditions and foreseeable emergency situations e.g. fire, equipment failure, illness and accidents. All situations where staff or students may be working alone should be identified and the following considerations made:

- The individuals' ability to carry out their activities safely, on their own, in their environment.
- The type of activity being undertaken and the identified hazards within it.
- The plant, equipment or substances being used.
- The potential for the individual to be subject to violence or aggression.
- The individuals' ability to request assistance or withdraw safely from a dangerous situation.
- The individuals' fitness to carry out the work alone, existing medical conditions such as, but not limited to, pregnancy, diabetes or epilepsy should be considered when carrying out any assessment for both routine work and reasonably foreseeable emergencies.
- The individuals' knowledge and experience – particularly in the case of Apprentices.
- Environmental issues such as heat, lighting and weather.
- Sudden illness or emergency.
- Risks related to driving.
- Fire safety.
- Any existing precautionary measures and emergency arrangements.

The above list is not exhaustive, each situation is different and individual hazards for those situations must be considered.

Examples of control measures could include:

- Prevention of lone working wherever possible
- The selection of a suitably trained and experienced individual to carry out the work. The individual should be able to foresee and react effectively to changing conditions with little or no contact with a supervisor.
- The individual will be supported by their management if the decide to withdraw from a situation or terminate an activity if they believe the situation has become unsafe.
- Not proceeding with a task if the risk assessment deems it unsafe in its present form.
- Suitable training
- Suitable emergency equipment and emergency arrangements

- Adequate supervision
- Defined work activities including written safe systems of work

Supervision
The definition of a lone worker indicates that they will not have direct or continual supervision and a risk assessment may determine that they do not need continual accompaniment, however, the extent of supervision will be dependant on the risks involved and the proficiency and experience of the individual carrying out the work to identify and handle safety issues. Persons new to a job or task, those undergoing training or doing a job with particular risks may need to be accompanied at first.

The extent of supervision required is a management decision; it should not be left to individuals to decide they require assistance. Supervisors and managers must ensure that monitoring of lone workers takes place. Monitoring can include:

- Visiting the worker periodically
- Ensuring regular contact is made via telephone or radio and having emergency arrangements in place if the lone worker cannot be contacted.
- The lone worker may contact a colleague or supervisor at prearranged times such as arriving at a location, leaving a location or at the commencement or conclusion of a specific task or activity.

Illness, Accidents and Emergencies
Lone workers should be capable of responding correctly in emergency situations. Emergency procedures should be established and the persons given clear and concise training and instructions on how to implement them. Similar information should be given to contractors and service engineers who may be working alone.

Communications
Suitable systems should be devised to monitor the conditions of lone workers and include at least a check at the end of the working period. In addition, it maybe necessary to consider:

- Procedures where a member of supervisory staff periodically visits and visually monitors lone workers
- Procedures where regular contact between the lone worker and a member of supervisory staff is maintained by telephone for out of hours working or by 2 way radio during the working day.

Staff working at other locations.
This may include:

- Staff working in offices or other secure locations away from CAT such as teachers or support staff travelling to meetings or those that regularly work in alternative locations
- Staff working in buildings or remotely from the main school such as sports halls, satellite classrooms and offices.

Staff working remotely must be briefed on the measures required to ensure their personal safety and security and associated emergency procedures if working alone whether on site or off.

Staff travelling to meetings etc. should leave a record of their itinerary with their line manager or the Admin manager. This information should include, details of their vehicle, destination, estimated arrival and departure time, contact details of the venue and mobile phone number.

Risk Assessment
Lone working may be considered as part of a holistic assessment of a task or activity, if lone working has not been considered in other risk assessments, a specific risk assessment must be carried out and recorded. The findings and controls of any risk assessment must be communicated to the worker.

Lone worker risk assessments should be reviewed regularly in line with the schools risk assessment policy.

Thermal Comfort

Introduction

This procedure should be used as guidance on the steps to follow to ensure comfortable working temperatures for staff and students and thermal protection. As an employer CAT is responsible for assessing the risks to the health, safety and welfare of its employees, this will include heat, cold and humidity.

Assessing the risks

In assessing the risks, consideration should be given to:

- Environmental factors
- Factors affecting individual people

The Environment:

- Air temperature and radiant temperature (e.g. from a source of heat)
- Relative air humidity
- Ventilation and air movement
- Climatic and seasonal variations (e.g. outdoor temperatures and conditions)
- How the building has been designed (e.g. type of insulation, glass windows, glare)

The Individual:

- The age, sex, state of health, degree of fitness
- Amount of special equipment or Personal Protective Equipment that is being worn
- Type of work being carried out
- How long the individual is being exposed to the hot/cold environment
- Specific groups of people (e.g. young workers, pregnant workers)

Achieving Thermal Comfort

There are six main methods of controlling thermal comfort:

Control the source

- Reduce/Increase temperature
- Insulate or clad the source of heat or cold

Control the environment

- Increase air movement by air conditioning or air ventilation
- Replace cold air with heated air

Separate the heat or cold from the worker

- Erect barriers, shield the work area or restrict access

Control the task

- Restrict the time that workers are exposed to heat or cold
- Control the amount of work the worker is expected to do

Protect the worker

- Provide suitable special clothing and/or equipment

Monitor the worker

- Provide appropriate supervision

Indoor Working Temperatures

The recommendation is that a minimum temperature of 16º centigrade is provided and maintained for sedentary work or activities but where physical work or activities of a strenuous nature is undertaken, this may drop to 13º centigrade. These minimum temperatures do not apply to rooms or part of rooms where it would not be practicable to maintain these temperatures, for example in rooms which have to be kept open to the outside or where food or other products have to be kept cold.

There are no specific guidelines for maximum temperature of in-door work areas, only that a reasonably comfortable temperature should be maintained. If a reasonable working temperature cannot be achieved throughout a workroom, local heating or cooling should be provided on a basis of risk assessment.

Workroom temperature where food is handled
Generally, temperatures within kitchens are above the recommended temperatures due to the nature of the work involved. If there is a problem with comfortable working in these areas due to excessive heat further remedial action should be considered on risk assessment.

In areas where the room temperature is below the recommended temperature (e.g. preparation rooms, cold meat preparation rooms, refrigerators and freezers etc.) and workers are required to work in these areas for a specific time period, measures to be considered could be providing warm clothing, gloves etc. for specific food handling use or limiting the time they are exposed to the cold temperatures.

Working in the swimming pool
During the warmer months, the swimming pool will become a hot and humid environment. Students will spend relatively short periods of time (approx. 40 mins) within this environment and should require no additional controls. Staff that teach several consecutive sessions should ensure that they drink plenty of water and leave the pool area, if possible, between sessions to cool down. Managers should consider the timetabling of pool activities to reduce the periods of time staff are exposed to high levels of heat and humidity.

Outdoor Working

Due to seasonal changes, outside workers and those undertaking outside activities can be exposed to extremes such as cold and hot weather, wind and rain. Generally, these issues are relatively simple to address with regard to managing staff and students exposed to the seasonal changes. On a basis of risk assessment, suitable clothing and Personal Protective Equipment will be provided to workers, who, as part of their job are required to work out-doors. Other methods could also be considered such as alternative work away from extreme conditions and limiting the exposure time to the conditions. Staff will make decisions as to whether it is appropriate for students to undertake outside activities based on the weather conditions and other information available to them at the time.

Sun Protection
Employers and managers are responsible for people whose work keeps them outside for most of the day. The risk assessment should acknowledge that exposure to ultraviolet (UV) radiation from the sun can cause:

- Skin damage,
- Sunburn,
- Blistering,
- Skin ageing, and in the long term may lead to skin cancer

For people who work outdoors, UV radiation is considered as an occupational hazard.

Who is at risk?
Generally, any member of staff who, due to the nature of their work such as maintenance or garden/grounds workers or PE teachers, keeps them exposed to the UV radiation from the sun.

What can we do to protect them?

- Carry out a risk assessment for outdoor working and weather
- Keep them covered with long sleeves, hats to protect their head, ears and neck
- Encourage them to use sunscreen with a suitable factor.
- Consider scheduling outside work to avoid the hottest time of the day
- Encourage them to drink plenty of water to prevent de-hydration
- Encourage them to check their skin regularly

Electrical Safety

Introduction

This policy sets out the standards which must be adhered to by all CAT staff members and/or contractors that are working with/on electrical equipment. Staff must also ensure that all contractors working on/with electrical equipment comply with CAT policies.

High Voltage Transformers & Switchgear
The Estates Manager is responsible for ensuring that a maintenance contract exists between CAT and the Local Electricity Supplier or an approved H.V. contractor for all equipment owned by the school.

Note: High voltage is as defined in the latest Institution of Electrical Engineers (IEE) Regulations, as greater than 1000v A.C.

Underground Supplies
Copies of the underground supplies should be obtained, retained and amended in the event of works being undertaken. Underground supplies locations must be tested no later than a period of 5 years. In all instances where any work involving digging of paths and roads etc, Site maintenance must be informed and a CAT scan carried out prior to any works commencing, to ensure no presence of H.V. cables.

Fixed Electrical Installations – Inspections
All such installations, including low voltage switchgear (i.e. less than 1000v A.C.), shall be inspected by an NICEIC or ECA approved contractor in accordance with the test procedure specified in the latest edition of the IEE Regulations. The frequency for such inspections shall be as follows:

- Swimming pool area - ANNUALLY (In accordance with BS 7671, IET Wiring Regulations 18th edition 2018)
- Plant Rooms - EVERY 3 YEARS
- Underground supplies - EVERY 5 YEARS
- All other areas - EVERY 5 YEARS

Refer to the Fire Strategy with respect to frequency of inspections for items such as fire alarms, emergency lighting etc. Original copies of Certificates/Reports (i.e. not photocopies) must be issued with respect to these inspections for all areas on NICEIC/ECA paperwork. These certificates/reports must be kept by the local site manager, on the site for which it was issued. Any remedial work identified as a result of an inspection MUST be rectified, retested and documented.

In the event of a contractor refusing to issue a certificate/report, the matter must be referred to the Estates Manager without delay.

Remedial works
As a result of inspection or testing of fixed electrical installations, if it is highlighted on the certificate/report that there are remedial works to be completed, the following procedure applies:

- Category 1 Defects – Completed within 1 month of inspection by an NICEIC or ECA registered electrician. If the defect cannot be completed within 1 month, an action plan must be in place detailing the actions taken by the site to ensure the Category 1 Defects are being dealt with and are not posing a risk to staff, students or visitors.
- Category 1 Defects - Should be checked and re-tested – evidence required that this has been completed.
- Category 2 Defects – Should be completed within 12 months
- Category 3 Defects – Advisory – Should be risk assessed as to need

Electrical Equipment
A list of electrical equipment will be compiled by the local site manager on the asset register. The asset register will be reviewed annually. Any new item purchased should be added to the asset register.

Portable Electrical Appliances
Portable Electrical Appliances are generally equipment that has a lead/cable and a plug which is normally moved around or can be moved around. These appliances are subject to checks and an inspection & testing regime.

The minimum frequencies of checks, inspections & testing is described below, however, if any electrical equipment is used extensively the frequency of PAT testing should be increased. If during visual inspections or pre-user checks any defects listed below are identified, then the frequency of the PAT test should be increased.

New electrical equipment must be PAT tested before first use.

Equipment owned by staff members but brought onto Trust premises for use at work, must be PAT tested before use. Hired in electrical equipment must be supplied with a current safety certificate.

Staff must not overload sockets by using double/triple adaptor blocks due to the risk of fire. Staff members must not carry out 'daisy chaining' with extension leads (plugging an extension lead into another extension lead) because of the risk of overloading and fire. Further sockets need to be installed if the current number is insufficient to avoid overloading sockets and daisy chaining.

Pre-use checks
Electrical items should have visual pre-use checks where practicable. These will involve checking the plug, cables and switches for any sign of wear on items to ensure they are safe for the operator to use. These pre-use checks would also be carried out on frequently moved items such as vacuum cleaners, buffing machines etc. Items such as kettles used in staff areas should also be subject to a visual check periodically by the users.
RCD's should also be subject to a pre-use check to ensure the RCD is working. A RCD is a Residual-Current Device which is, in simple terms, a 'safety switch' style mechanism to prevent electrocution.

If any of the equipment is showing signs of the following it must be withdrawn from use immediately:

- Damage i.e. cuts and abrasions to the cable covering
- Damage to the outside of the plug i.e. casing is cracked or the pins are bent
- Non-standard joints including taped joints in the cable
- The outer covering/sheath of the cable not gripped where it enters the plug or equipment.
- Look to identify if any of the coloured insulation of the internal wires is showing.
- Equipment being used in conditions where it is not suitable i.e. wet or dusty
- Damage to the outer cover of the equipment or obvious loose parts or screws
- Overheating (burn marks or staining)
- The cord grip is not holding the cable tightly

Inspection and testing
It is the policy of CAT to PAT test all portable electrical equipment annually. This will include the testing of staff owned equipment used in school. The equipment tested will include but not be limited to:

- All portable equipment that is used in a commercial kitchen (e.g gravity feed slicer, small mixer) and hand held equipment used in a commercial kitchens
- All portable equipment used by maintenance workers (e.g drills, sanders, saws etc).
- Other electrical items that are subject to excessive movements around the site such as vacuum cleaners, buffing machines, carpet cleaners, steam cleaners should also be PAT tested at 6 monthly intervals.
- General equipment (e.g. kettles, portable heaters, Irons), pressure jet wash, maintenance bench tools (e.g. abrasive wheels, circular saws), extension leads, electric fans, hand lamps, any battery charging equipment and TV's, videos, OHPs, Microwaves, DVD's, Stereos, radios.
- Equipment used in lessons including but not limited to, power tools, electric microscopes, power packs, projectors, musical instruments and
- All other equipment to be fully tested such as I.T equipment, photo-copiers and stationary equipment.

PAT testing can be completed either by competent staff member or contractors. There are two levels of competency for staff members:

- The first level is where a person not skilled in electrical work routinely uses a simple 'pass/fail' type of portable appliance tester (PAT), where no interpretation of readings is necessary. The person would need to know how to use the PAT correctly. Providing the appropriate test procedures are rigorously followed and acceptance criteria are clearly defined, this routine can be straightforward.
- The second level is where a person with appropriate electrical skills uses a more sophisticated instrument that gives actual readings requiring interpretation. Such a person would need to be competent through technical knowledge or experience related to the type of work.

Staff member electrical equipment
All portable electrical equipment bought onto site by staff members must also be PAT tested annually. A list of portable electrical appliances used by staff members should be recorded on the staff electrical equipment sheet (Appendix 2). This sheet should be completed and submitted to the local site manager to be included on the inspection and testing schedule.

Appendix 2 should be used on a regular basis by the HoD to ensure the information is current. Any additions of equipment (i.e purchase of new equipment) should also be included on appendix 2.

Contractors & Electrical Safety
The terms of any contract for contractors engaged on CAT premises will refer to their responsibility for safety with respect to their activities. Contractors will be required to demonstrate that any electrical equipment brought onto the school premises is safe to connect to the electricity supply and safe to use. All 240v equipment (including 110v step down transformers) must be connected to a 30mA Residual Current Device. Contractors must ensure that sockets and extension leads are not overloaded.

Purchasing portable electrical equipment
Whenever purchasing electrical equipment, reputable suppliers must be used and equipment purchased must wherever possible conform to British and/or European Standards and display the BS, EN or CE mark.

Work on Electrical Installations
When engaging qualified electrical contractors, reasonable steps must be taken to ensure the competence of the contractor and their staff. The Contractor must be NICEIC registered and have qualified personnel. These persons can perform electrical installation work if:

- They have obtained an apprenticeship in electrical installations (Trade Electrician)
- Obtain N.V.Q. Level 3 / 18th Edition in electrical work
- City & Guilds 2391-52 syllabus (inspection, testing & certification of electrical installations)

Copies of Contractors certification must be obtained and kept on file.

An employee may undertake 'like for like' work i.e. changing a cracked socket or switch for exactly the same item, or changing a light bulb if they are deemed as competent, and a record is retained on file of the employee's competency.

The definition of competent in the Electricity at Work Regulation 1989 is:

- Adequate knowledge of electricity
- Adequate experience of electrical work
- Adequate understanding of the system to be worked on and practical experience of that type of system
- Understanding of the hazards which may arise during work and precautions which need to be taken
- Ability to recognise at all times whether it is safe to continue the job being undertaken.

The decision as to allow like for like work to be carried out by any particular staff member lies with the Estates Manager, however, when any electrical work is being carried out, Safe Operating Procedures must be adhered to, to ensure all potential risks are controlled.

Accident and Incident Reporting

Definitions

Accident
An unplanned random event resulting in death, injury, loss or damage to a person.
An accident can also be described as the action of a person, which leads to an adverse event.

Incident
An incident can be described as an adverse event such as a near miss that could have led to personal injury. An incident could also be theft, an assault of one student to another etc.
Advice should be sought from the Estates (Health and Safety) Manager if there is any doubt on whether it is an accident or incident.

Accident/Incident Report Form
All accidents and Incidents involving staff, students, contractors, visitors and other members of the public using or visiting the school site must be recorded on this form (see appendix 1) and then uploaded, along with any additional or supporting information to the PRIME accident recording system. The completed paper form should be stored securely in compliance with the General Data Protection Regulations.

Incident Contact Centre
National Centre for employers, which acts as a co-coordinator for any accident, reported within the scope of R.I.D.D.O.R. in England, Scotland and Wales.

Medical Treatment
This covers emergency treatment by Paramedics, Hospital treatment or treatment by a General Practitioner.

What accidents and incidents should be reported?
An accident should be reported if any adverse event affecting staff, students, contractors or visitors results in personal injury. An incident would also be reported if any loss or damage to property occurred (for example a fire) regardless of its seriousness. If there is any ambiguity regarding reporting then then seek advice from the Estates (Health and Safety Manager.

When?
- First Aid provided on site
- Casualty goes to Hospital for treatment
- Accident/Incident reported where casualty refuses/does not require treatment
- A member of staff, student, contractor or visitor has an accident/incident that does not require treatment.
- A student has been collected by a parent or carer with the recommendation from a first aider that they seek medical attention.

Why?
- To facilitate action before a serious incident occurs
- To facilitate action preventing re-occurrence
- To provide information in case of a personal injury claim
- To enable trends to be identified
- To comply with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Procedure

The CEO is responsible for ensuring all staff members understand this procedure. This responsibility may be delegated to other Trust staff.

All accidents/incidents involving any person on any Clarion Academy Trust site, whether it be a student, contractor, visitor or a staff member in the course of their work, must be reported to the Estates (Health and Safety) Manager immediately via the PRIME Safety reporting system. Very serious accidents/incidents must be reported to the Estates (Health and Safety) Manager immediately by telephone. The accident form (see appendix 1) shall be completed by the HOD, Responsible Person or First Aider.

All accident/incident forms are to be securely stored immediately following the accident/incident, ensuring the report form is kept in accordance with the General Data Protection Regulations. Access to accident/incident forms must be limited to authorised Trust staff only.

Accident / Incident forms are available in print format on PRIME or in paper format in various locations on each site.

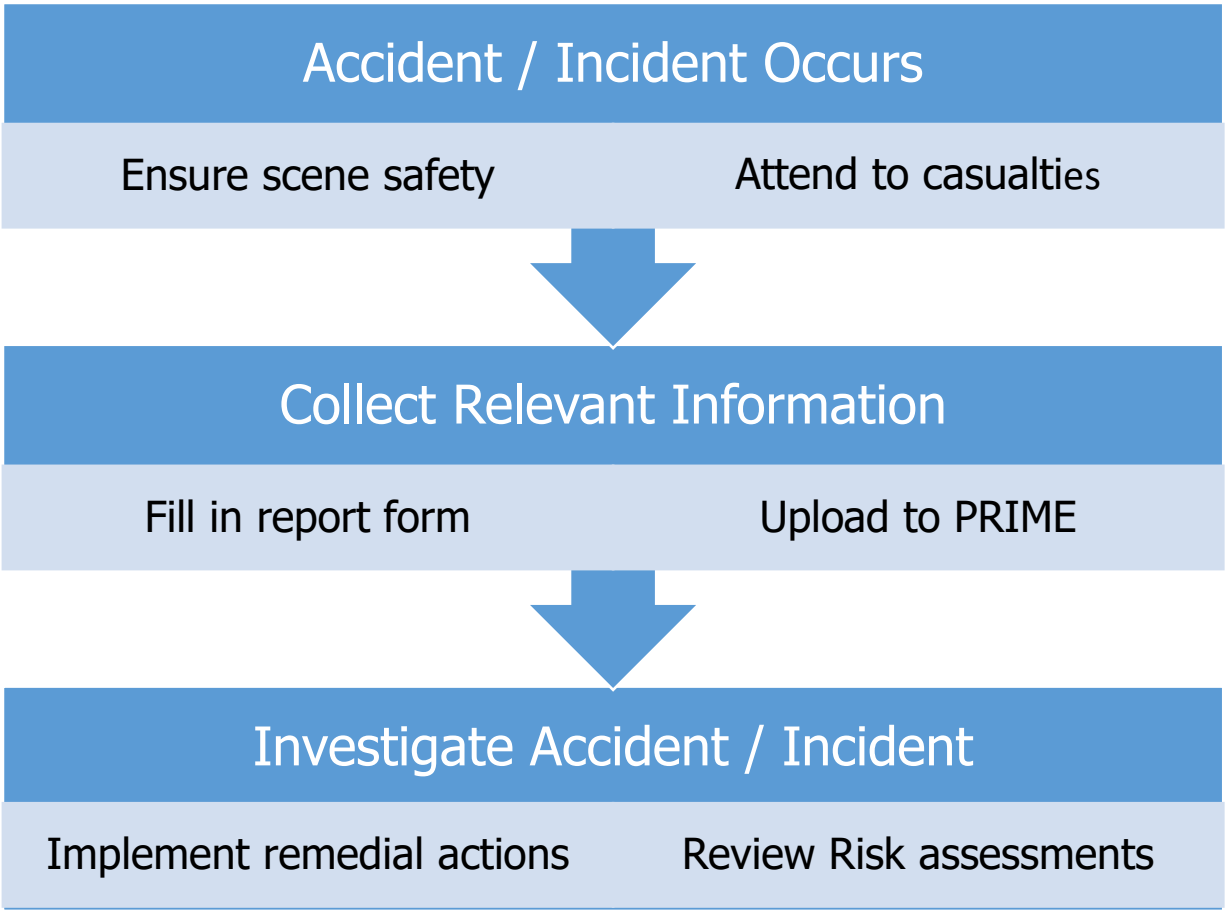
It is very important that the person filling the accident form collects all the information required and writes a full and detailed account of the accident along with any remedial actions. This information must be uploaded to PRIME as soon as possible after the accident/incident.

The PRIME URL is:

HTTP://primesystems.net

The Estates (Health and Safety) Manager will monitor all accidents and alert the CEO, Head Teacher/Head of School if the accident is/becomes RIDDOR reportable. The Estates (Health and Safety) Manger will deal with any RIDDOR reportable accidents accordingly.

Process Flowchart



These processes may be carried out by one or more School or Trust staff. Close cooperation will ensure the most appropriate action is taken at the time of the incident, during the investigation and in the implementation of countermeasures to prevent recurrence. Clarion Academy Trust promotes co-operation and collaborative working across all Trust activities in order to achieve the highest possible results.

Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Death and Specified Injuries

The table below identifies reportable specified injuries to employees and accidents to members of the public.

Employees	Members of the Public (staff, students etc)
Fatal injury	Accident arising out of, or in connection with, a work activity ***and***
Any fracture/break, other than to fingers, thumbs or toes	Member of the public taken directly to hospital from the scene of the accident by whatever means (e.g. taxi, private car, ambulance) and has treatment on the injury – examinations are not classed as treatment
Amputation of an arm, hand, finger, thumb, leg, foot or toe.	**RIDDOR reportable if both the above points are present.**
Crush injuries leading to internal organ damage	**To determine whether the accident arose out of or in connection with a work activity a full investigation will need to be conducted to determine if the accident was preventable by the Site or by an individual act of a staff member.**
Permanent loss of sight or reduction of sight	
Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)	E.G. A contractor trips over a mop left on a stair case by a staff member, the contractor. Subsequently goes to hospital as a result of their injuries and has treatment. (This **IS** RIDDOR Reportable as it clearly WAS preventable)
Scalpings (separation of skin from the head) which require hospital treatment	
Unconsciousness caused by head injury or asphyxia	E.G. A visitor trips on a pavement on site and subsequently goes to Hospital as a result of her injuries (If there is no defect with the pavement or surrounds, sufficient lighting (if at night) and there is nothing the site could have done to prevent this accident it is **NOT** RIDDOR)
Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours	

All of the injuries listed as a major injury/death must be reported to the Incident Control Centre (ICC). This will be reported by the Estates (Health and Safety) Manager.

Over 7-Day Injuries

If, as a result of an accident or injury at work, a staff member is incapacitated for a period of more than 7 days (not counting the day of the accident but including weekends and rest days) it must be reported under RIDDOR, a F2508 form must be submitted. These would include accidents that satisfy no other reporting criteria in the above table.

Incapacitation means that the worker is absent, or is unable to do work that they would reasonably be expected to do as part of their normal work. You must still keep a record of the accident if the worker has been incapacitated for more than 3 consecutive days.

Violence
Fatal, major and over 7-day injuries to a member of staff caused by non-consensual acts of physical violence must be reported in accordance with the above requirements if they are sustained in connection with work.

Diseases
Some work-related diseases must also be reported under RIDDOR. Upon receipt of a written diagnosis from a doctor that an employee is suffering from a work-related disease or condition the Facilities Manager should be informed immediately.

Reportable Diseases include:

- Certain poisonings
- Some skin diseases such as occupational dermatitis
- Lung diseases including occupational asthma, farmer's lungs, asbestosis
- Infections such as leptospirosis, hepatitis, tuberculosis, legionellosis
- Other conditions such as: occupational cancer, hand-arm vibration syndrome

Dangerous Occurrences
If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a reportable dangerous occurrence. Examples of reportable dangerous occurrences are summarised below.

1. Explosion, collapse or bursting of any closed vessel or associated pipe work
2. Electrical short circuit or overload causing fire or explosion
3. Collapse or partial collapse of a scaffold
4. Failure of any load-bearing piece of equipment
5. Unintended collapse of a wall or floor in a place of work
6. Explosion or fire causing suspension of normal work for over 24 hours
7. Sudden, uncontrolled release of flammable liquid or flammable gas
8. Accidental release of any substance which may damage health

You should contact the Estates (Health and Safety) Manager immediately if you believe that any incident could be a dangerous occurrence with respect to RIDDOR. Part F of the F2508 requires a specific identification number describing the type of dangerous occurrence.

Gas Incidents
Certain Gas incidents are required to be reported under RIDDOR. In the event of a gas incident, contact the Estates (Health and Safety) Manager who will advise accordingly

Keeping Records
A record must be kept of all reportable injuries, diseases and dangerous occurrences. The most suitable document is a copy of the RIDDOR report.
A Copy of these reports are kept for the same period as accident reports and filed in a locked file.

You must still keep a record of the accident if the worker has been incapacitated for more than three consecutive days even if it is not reportable under RIDDOR.

Appendices

Accident Record Form

Reference Number:		**Site:**		**Location:**	

Date of Incident:		**Time:**		**Lighting/Weather:**	

IP details:	**Name:**			**M/F:**	
	Adult/Child:		**D.O.B**	**Age:**	
	Staff/Student/Visitor/Contractor				
Home Address:					
				Postcode:	
Injury Type:		**Body Area:**		**Cause:**	
First Aid Required? Y/N		**Treatment Given:**			

Brief Description of events
Corrective Action Taken:

Uploaded to Prime:		**By Whom:**	
Details of First Aider:			

Details of person completing this form:

Name:			
Address:			
		Postcode:	
Telephone:			
Email Address:			
Signature:			
Date:			

Prime Near Miss Report Form

Your Details (Person completing this form)					
Name:					
Location:					
Date:					
Job Title:					
Time and Location Details					
Location of Accident:					
Date of Accident:		**Time of Accident:**			
Weather Conditions:		**Light Conditions:**			
Near Miss Details:					
Near Miss Type:					
Description of Incident (Continue on reverse if necessary)					
Could this result in an insurance claim?			**Yes**		**No**
Catalogue Number:					
Item Description:					
Follow Up Actions:					
What action has been taken to prevent a recurrence of a similar incident?					
Follow up report					
Please provide estimated costs for this incident?					

Incident Report Form

Report completed by:							
Time and Location Details							
Site Name:							
Location of Incident (include a description of where on site this happened):							
Date of Incident:		**Time of Incident:**					
Light Conditions:		**Weather Conditions:**					
Incident Details							
Incident Type:							
Reported By:		**Date reported:**					
Department of Reporter:		**Job of Reporter:**					
Discovered by (if different from above):							
Description of Incident (Continue on reverse if necessary)							
Witness Names:							
Witness Contact Details:							
Affected Persons Details (if any)							
Name: *(inc Mr/Mrs/Miss/Ms)*							
Address							
		Postcode					
Adult/Child		**Male:**		**Female:**		**Date of Birth:**	
Is the IP a:	**Employee:**		**Public:**		**Other:**		
If IP is a member of the public:				**If IP is an employee:**			
Public Type:				**Job Title:**			
Any other relevant info:				**Manager/Supervisor**			
Illness Details:							
Symptom Details:							
Any other comments:							
Damage Details (if any)							
What was the damage?							
Estimated Cost of Damage?							
Remedial Action							
What remedial action was taken immediately to prevent a recurrence?							

Control of Contractors

Introduction

This policy has been prepared in order to ensure that contractors working on Clarion academy Trust premises do so safely and without causing harm to persons or property. Consequently this policy must be applied to all contractors irrespective of the type or duration of work.

Definitions

Competency
Those persons undertaking any works on behalf of CAT must have sufficient technical knowledge or experience incorporating the following elements:

- Qualifications where appropriate i.e. Gas Safe registration
- Membership of professional bodies and/or trade associations
- Adequate experience of the work required to be undertaken
- Adequate understanding of CAT conditions for Contractors
- Understanding of hazards which may arise during work and precautions which need to be taken
- Ability to recognise at all times whether it is safe to continue working
- Construction (Design & Management) Regulations 2015

Anyone having construction, demolition or building works undertaken have legal duties under, the Construction (Design and Management) Regulations 2015 (CDM). These Regulations require that on all construction projects, including small works, undertaken on behalf of CAT, the company will:

- Appoint the right people
- Allow adequate time
- Provide information to your team
- Ensure your team communicate and co-operate
- Ensure suitable management arrangements are in place
- Ensure adequate welfare facilities on site
- Ask Designers to confirm their designs meet the standards set out in the Workplace (Health, Safety and Welfare) Regulations 1992.

In addition if the construction work is likely to last longer than 30 days, involve 500 person days of work or involves any demolition then CAT will:

- Appoint a Principal Designer who will ensure the project is notified to the Health and Safety Executive before work commences
- Appoint a Principal Contractor
- Ensure a Construction Phase Health and Safety plan is in place
- Keep the Health and Safety File once the project is completed

Site Contact
Contractors will require a site contact. The day to day site contact shall be the local site manager or as delegated by the Headteacher / Head of School.

Contractor's Representative
Contractors will appoint a named individual, who will be responsible for managing the works.

Contractor Selection and Appointment
The procurement of an external contractor or consultant for any project of any value or duration shall follow both the CAT Finance policy and the CAT Contractor Health and Safety assessment.

The financial requirements are as follows:

- Expenditure up to £5,000 from ESPO or any other school approved supplier without the need for competitive quotations.
- Expenditure between £5,001 and £15,000 from ESPO or any school approved supplier after seeking a minimum of two written quotations.

- Expenditure between £15,001 and £30,000 from ESPO or any school approved supplier after a competitive tender against a written tender document submitted to at least 3 suppliers who have indicated they will tender.
- Expenditure of £30,001 and above only after following a formal tendering process laid out in the finance procedures manual.

In addition to the financial processes, consideration will be given to the contractors ability to effectively manage Health and Safety during their time on CAT premises. This process will begin with the completion of the CAT Contractor Health and Safety assessment document (Appendix 1).

On site management of contractors

Contractors entry and exit to/from site:

- The Site Contact will make it clear to the Contractor's Representative that all Contractor's employees sign in and out each day.
- The Contractor Register & Visitor Checking In and Out Record must be used for this purpose
- All contractor's employees must be issued with a visitors card which is required to be worn by the Contractor whilst on Site and returned at the end of each day when signing out
- Staff members should be encouraged to challenge contractors working in their area who are not wearing a visitors badge

Managing contractors while work is in progress
This is an important part of the process and must be undertaken by the Site Contact on a regular basis to ensure the Contractor is complying with relevant conditions.

Checklist for managing Contractor's whilst on Site:

- Is the work being carried out in accordance with the relevant conditions and agreed specifications
- Have any problems been encountered which require changes to the agreed conditions
- Are any special arrangements needed as a result of these changes
- Have any new workers been brought onto site after the contract started
- Have all incidents been reported to the site contact
- Review the risk assessments if there has been changes in working practice, unforeseen circumstances accident or incidents

Compliance with these conditions alone shall not be considered by the Contractor as adequate defence against any action that alleges loss due to the negligence of the Contractor.

Clarion Academy Trust Code of Practice for Contractors.
CAT has developed a code of practice that it expects all contractors to adhere to. The Code of practice sets out standards of behaviour and work expected from individuals and contractors engaged to work at CAT. It also states basic expectations relating to Health and Safety and operational standards.

Contractors will be expected to read the Code of Practice and agree to the conditions therein, prior to the commencement of works.

The full text of the Code can be found in Appendix 2 to this document.

Permits to Work
To ensure safety, the ''human element'' must be eliminated as far as possible by using a system which requires formal action. Such a system is the permit-to-work system which ensures that a formally approved and acknowledged notice is in the possession of the person in charge of the operation, before work begins, to the effect that all necessary action has been taken. It consists essentially of an organised predetermined drill to ensure that:
From a specified time, a designated location or plant is safe to work on, nothing is done during the course of the operation to prejudice the safety of the workers, and everyone is aware of the limitations to their activities which must be strictly observed if safety is to be assured.

Under no circumstances must anyone be allowed to start any hazardous work before the responsible person has completed a permit-to-work, and it has been accepted by the Contractor.

A permit is not transferable and must only be issued for one specific job of work. Where the work involves a number of associated tasks, a separate permit should be issued for each task and each permit should be cross-referenced with the others. On completion of the work, the competent person must sign off the original copy of the permit and return it to the responsible person. Once the works are finished the responsible person who issued the permit-to-work must ensure that all persons who were working under the permit are clear of the area and that all equipment, brought in to do the work, is removed. All guards and safety devices must have been re-fitted, and any plant must be safe for its intended use. Permits must only be issued for a maximum of 12 hours (unless the work is low risk i.e. painting and decorating) and the responsible person must check that all Contractors are off Site.

APPENDECES

Appendix 1 Health and Safety Assessment for Contractors.
Appendix 2 Clarion Academy Trust Code of Practice for Contractors.
Appendix 3 Permits to Work

Code of Practice for Contractors Working on Clarion Academy Trust Premises

This Code will apply to all works carried out by Contractors for Clarion Academy Trust unless specific instructions are issued to work to other conditions or amendments.

1.0 General

1.1 This Code will be issued on initial contact with the contractor. The contractor will sign and return the appended agreement to the conditions of the Code as confirmation of receipt and acceptance.

1.2 It is the Clarion Academy Trust's policy to secure and maintain a high standard of health and safety on its premises. Contractors are therefore required to conduct their activities (and those of their sub-contractors) to ensure that equipment, working conditions and methods are safe and without risks to the health of their own or Clarion Academy Trust's employees, to students or other persons on Clarion Academy Trust premises.

1.3 The contractor may be asked to provide a copy of his Health and Safety Policy Statement to Clarion Academy Trust's Estates Manager, along with written Risk Assessments or Method Statements for identified hazardous activities.

1.4 Before commencing work each day the contractor will report to the site reception, sign in and wear an identification badge. Contractors will be met by a member of site staff. They must sign out when leaving the site and make contact with a member of site staff.

1.5 Clarion Academy Trust operates a "No Smoking" policy throughout its premises and site. Additionally, no naked flames are permitted.

1.6 The contractor is responsible for the safety and security of all plant and equipment used or brought on to Clarion Academy Trust premises. Clarion Academy Trust accepts no liability for any loss or damage.

1.7 Clarion Academy Trust is committed to the development and positive application of procedures to promote equal opportunities regardless of gender, marital status, race, ethnic origin, sexual orientation, religion or age. It is the policy of the Clarion Academy Trust to promote equal opportunities for disabled persons.

1.8 All contractors' staff (and those of their subcontractors) are required to be DBS (Disclosure and Barring Service) checked. Evidence of this may be required by the school.

1.9 Clarion Academy Trust does not permit the playing of music or use of radios by contractors or their subcontractors on the school site.

1.10 The contractor must ensure that appropriate standards of dress (no bare chests, vest tops or shorts) and language are maintained by their staff (and those of their subcontractors) at all times.

1.11 Clarion Academy Trust reserves the right to refuse access to the site and to require to leave the site any person (whether employee, subcontractor or other person howsoever engaged by the Contractor) if Clarion Academy Trust considers this to be in the best interests of Clarion Academy Trust.

1.12 The contractor must hold an all risks insurance policy which provides full cover for any third party claims resulting from damage and loss to all parts of the School together with a minimum of £10,000,000.00 employer liability insurance cover and a minimum of £10,000,000.00 public liability insurance cover. Any exemptions and indemnity limits to the contractors insurance must be made clear to CAT prior to the commencement of works.

1.13 The contractor shall be responsible for providing their own first aid equipment and personnel during their working hours.

2.0 Health and Safety at Work

2.1 The contractor shall at all times comply with the requirements of the Health and Safety at Work Act 1974, and all current Regulations. Particular attention must be given to the points listed below.

2.2 The Control of Substances Hazardous to Health Regulations:

- All substances brought on to Clarion Academy Trust premises by the contractor must have been subject to risk assessment and approved for use by the contractor's appointed COSHH assessor.
- All substances shall be used, stored and transported in accordance with the manufacturers' instructions and/or any other instructions issued by the contractor's COSHH assessor.
- All recommended safety precautions shall be adhered to and any personal protective equipment required shall be provided by the contractor, who will ensure that it is used.
- Clarion Academy Trust may request copies of COSHH assessments for any substances brought on to their premises. All hazardous substances stored or used on site must have a Material Safety Data Sheet available.

2.3 The Electricity at Work Regulations 1989

- All work on Clarion Academy Trust electrical systems shall be carried out in accordance with the Regulations. (See also section 3 - Permits to Work).
- Temporary electrical installations shall comply with the relevant requirements of the current edition of the Institute of Electrical Engineers Regulations for Electrical Installation. The installation shall be inspected every three months by a competent person in accordance with the aforementioned Regulations. A test certificate shall be issued.
- Direct connection of equipment to fuse boxes is not permitted.
- Care shall be taken to ensure cables are not subjected to strain or abrasion. Proper methods of cable support shall be provided, and cables shall not be looped over nails, brackets etc. Cables shall not be left in such positions so as to cause a trip hazard.
- All work on Clarion Academy Trust electrical systems shall be carried out to the approved standard as given in the current edition of the IET Wiring Regulations (BS 7671) or as instructed by the Clarion Academy Trust Estates Manager.
- All electrical hand tools and extension leads shall be in good condition, all joints and connectors sound and of the approved type, and all portable appliances shall be subject to regular tests and be within their test date. Clarion Academy Trust may request copies of any test certificates or reports.
- Wherever possible 110 volt equipment shall be used. Where 240 volt equipment is used it shall be protected by a residual current device of 30 milliamp rating. No three phase 415 volt equipment shall be used without the prior approval of the Estates Manager.

2.4 The Noise at Work Regulations 2005

- The Estates Manager must be notified of any equipment or process which is likely to produce noise above 85dBA. Where approval is given to use such equipment or processes the contractor will provide a suitable and sufficient risk assessment and appropriate ear defenders for his own staff and for any Clarion Academy Trust staff or students who are affected and who cannot be reasonably relocated.

2.5 Reporting of Injuries etc. Regulations (RIDDOR)

- The contractor is responsible for ensuring that all accidents / incidents that occur on site are reported to the CAT contact. The contractor shall immediately inform the Estates Manager or CAT site contact verbally (followed by confirmation in writing) of any legally notifiable accident or occurrence within his area of responsibility.
- The Contractor shall include confirmation of notification to the Health and Safety Executive in writing and a copy of Form F2508.
- The contractor shall ensure that all non-notifiable accidents are reported to the Estates Manager and are recorded on an Accident Report Form.
- The contractor shall immediately report to the Estates Manager, any damage to Clarion Academy Trust's premises, grounds or equipment arising from the execution of the work.

2.6 The Construction (Design & Management) Regulations 2015

Contractors must submit their Construction Phase Health and Safety Plan to CAT or their appointed representative, for approval at least 10 working days before the planned start of the construction phase.

General requirements:

- Before commencing any ground or excavation work, drilling into walls, floors or ceilings, or any other work of a similar nature the contractor will ascertain the position of all pipes, wiring and other services and take all measures necessary to avoid damage.

- All excavations and openings in floors must be securely fenced or covered. All excavations where a fall of debris or materials is likely must be timbered or shored. Any such excavation must be thoroughly inspected by a competent person at the start of every shift. This inspection must be recorded and a copy kept on site.

- The contractor must ensure that any excavation is adequately lit from one hour before sunset until one hour after sunrise.

- Any work in confined spaces must be agreed by the Estates Manager in writing. This may involve the use of a Permit to Work, safety lines, a rescue team in attendance, gas detection equipment or other precautions.

- The contractor shall take all reasonable precautions to protect persons when working at height.

- All projecting nails must be knocked down or extracted and loose materials or equipment must not obstruct walkways or exits.

- Any scaffolding to be used or erected by the contractor must be agreed by the Estates Manager. Any such scaffolding must be erected by competent persons, inspected daily and thoroughly examined by a competent person every seventh day, after significant alteration or after any event likely to affect the stability of the scaffold. All such inspections must be recorded in accordance with current legislation.

- The contractor shall maintain a Register of all scaffolding together with records of all examinations.

- All scaffolding must be erected on a safe foundation, be perpendicular and independent of the main structure. It must be securely tied in to the building. Guard rails and toe boards must be provided, and where materials are to be stored above the level of the toe board a mesh guard must be fitted.

- All steps, ladders and trestles shall be sound, in good condition, and subject to regular inspection by a competent person.

- Wherever practicable, ladders must be secured when in use and be stood on firm, level ground. Where it is not practicable to secure a ladder, a second person must be in attendance to ensure safe working. Wherever practicable ladders shall be used at the optimum angle i.e. at an angle of 75 to the horizontal.

- Where ladders are used to gain access to a working platform they must be securely fixed and extend 1.1m above the platform.

- Fixed ladders must not be left unattended at any time. Outside working hours ladders must be removed or their use prevented.

- The Contractor shall ensure the correct PPE is worn by employees and visitors whilst on site and that correct signage is suitably displayed.

3.0 Work on Roofs

3.1 It will be the contractors responsibility to assess the fragility and safe working load of all roofs before works are undertaken. It shall also be the responsibility of the contractor to assess the feasibility and use of crawling boards.

3.2 Safety harnesses or guard rails must be used, or suitable scaffolding erected, when any work is carried out close to the edge of any roof.

3.3 Nothing must be thrown from any roof except in circumstances where an acceptable safe procedure is used.

3.4 Clarion Academy Trust permission must be obtained before contractors (or sub-contractors) staff work on any roof other than any roof being constructed as part of a building contract.

3.5 Working on a roof must not commence over or in proximity to a premises work area until precautions have been agreed with the Estates Manager to ensure the safety of all persons and property that may be affected by the work. The contractor must provide and position suitable warning notices and barriers.

3.6 The Estates Manager may agree that other means of protection for contractors working on a flat roof may be used, such as a safety harness attached to a suitable anchorage point, if the work is of short duration e.g. patching. If an assessment of the risk indicates that there is no likelihood of a fall off or through a roof, then a safe working area may be roped off.

3.7 A safe means of access to, and egress from, a roof must be provided, and any doors leading to a roof may be used as a fire escape route and must not therefore be blocked.

4.0 Cranes, Hoists and Lifting Tackle

4.1 All items of lifting tackle (e.g. chains, slings, shackles, wire ropes, pulleys etc.) shall have a six-monthly inspection and be within their inspection date.

4.2 All items of lifting tackle shall be clearly marked with their safe working load and shall be used within this.

4.3 Clarion Academy Trust may request to see any copies of test certificates or inspection reports for any lifting equipment to be used on their premises.

4.4 All work involving cranes, hoists or lifting tackle shall be carried out in accordance with the requirements of the Lifting Operations and Lifting Equipment Regulations. Copies of lift plans must be supplied to the CAT representative prior to the lift taking place.

5.0 Machinery, Equipment, Tools and Materials

5.1 The contractor will ensure that all tools, equipment and materials are examined for defects before being used and are maintained in a safe working condition at all times.

5.2 No cartridge-operated tools may be used without the prior consent of the Estates Manager.

5.3 Machinery, equipment, tools and materials must not be left unattended at any time, unless within a secure fenced of compound or other area.

5.4 The contractor shall not interfere with, remove, or misuse any guard or protective device fitted to or used with any Clarion Academy Trust plant, equipment or machinery without the prior consent of the Estates Manager.

5.5 The use of Clarion Academy Trust machinery, equipment, tools or materials by the contractor is not permitted.

5.6 Contractor's compounds and other secure areas will be notified to the contractor at the commencement of works.

5.7 Vehicles are only to be parked in the official school car parks.

5.8 Movement of vehicles elsewhere on the school site must be escorted by a member of school staff or other suitable banks man, particular attention must be made to reversing vehicles.

5.9 Vehicles driven on site must be serviceable and comply with the Road Traffic Act

5.10 Contractors shall ensure that drivers are correctly trained, licensed and authorised to operate the vehicle being driven.

5.11 Pedestrians and vehicular movements must be segregated so far as is reasonably practical. Vehicle speeds must be Dead Slow.

6.0 Permits to Work

6.1 All high risk operations carried out on Trust premises will require a permit to work to be issued and signed off upon completion of the task by the Trust Estates Manager or the contractor if pre-agreed.

The types of work that will be subject to a Permit to Work System may include:

- Work at height
- Roof work
- Work involving access to plant rooms. (limitation of access)
- Confined space entry
- High and Low voltage electrical work
- Work involving excavations
- Hot work
- Working with Asbestos

A permit to work will not be issued to contractors for works on the school site that are within a clearly identified area from which staff, students and non-authorised visitors are excluded and for which the contractor is deemed to be entirely responsible.

6.2 Where such a document is issued, the contractor will ensure that all his employees (or his sub-contractors employees) are fully informed of, and comply with, all safety requirements listed.

7.0 Fire Precautions

7.1 Before starting work the contractor will ensure that all his employees (and/or his sub-contractors employees) are aware of, and comply with, Clarion Academy Trust fire precautions instructions. These instructions shall include how to raise the alarm, the use of fire appliances (if safe to do so) and the immediate summoning of the Fire Brigade and the location of the Fire Assembly Points.

7.2 In the event of a fire or other emergency all staff under the control of the contractor will switch off any machinery being used, leave the workplace in a safe condition, and evacuate the building. The contractor will be responsible for ensuring that all staff under his control are accounted for, and that they go to the designated assembly areas.

7.3 Any fire, however small, occurring on Clarion Academy Trust premises must be reported immediately.

7.4 No bonfires are allowed on Clarion Academy Trust premises.

7.5 All Clarion Academy Trust premises are designated "No Smoking" site and all contractors' staff (and those of their subcontractors) must comply with this.

7.6 The contractor will be asked to provide suitable fire fighting equipment within their area of works and where L.P.G or highly flammable liquids are to be used. Fire points should be no more than 20-30m of any point in their area of works.

7.7 No fire alarms or fire fighting equipment, including hoses or sprinklers, may be disconnected, removed or otherwise rendered inoperative without the prior consent of the Estates Manager. Fire hoses must only be used for fire fighting purposes.

7.8 The contractor must obtain approval from the Estates Manager to store compressed gases, liquefied petroleum gases, toxic, corrosive or highly flammable materials on Clarion Academy Trust premises. The contractor may be required to provide suitable storage arrangements for such materials.

7.9 The consent of the Estates Manager must be obtained (see 6 above) before any welding, cutting, open flame or spark-producing equipment is used, or any work whatsoever commenced in the vicinity of any container of flammable liquid or gas or any other volatile or powdered substance.

7.10 Fireproof screens must be provided to safeguard Clarion Academy Trust property or personnel from sparking and light emissions whenever welding, cutting or similar operations are in progress.

7.11 Hot works permits will be issued by the CAT representative for any work requiring the use of a naked flame or high temperatures.

7.12 The contractor will maintain access for fire appliances at all times.

7.13 The contractor shall ensure that controls for the isolation of electricity and gas supplies are not obstructed and shall remain accessible at all times.

8.0 Precautions to Safeguard Drainage Systems

8.1 Contractors rubble and waste shall be removed and disposed of in accordance with the requirements of the Environmental Protection Act and the Duty of Care Regulations.

8.2 Contractors rubble and waste shall be removed from roof surfaces to prevent the obstruction of guttering and downpipes.

8.3 Contractors tools and equipment must not be washed or cleaned where cement, mortar or similar materials could be washed into a drain.

8.4 No sand, soil, ballast, cement, mortar or plastic may be deposited down any drain, and rubble and other waste may only be disposed of in Clarion Academy Trust skips with the permission of the Estates Manager.

8.5 Sand, soil, ballast or similar materials stored on Clarion Academy Trust premises must be suitably protected to prevent them being washed into any drain.

9.0 Use of Ladders

9.1 Ladders used on Clarion Academy Trust property must be in good general condition and free from defects.

9.2 All ladders must be secured at the upper resting place or at the bottom. Only if either of these methods is not possible may a ladder be "footed" by a second person at the bottom.

9.3 When not in use, ladders must be securely locked away or made safe against unauthorised use

9.4 Damaged ladders, steps or trestles must be removed from site immediately.

9.5 Ladders should rise at least 1.0m above the place of landing unless there is a safe hand hold

10.0 Asbestos

10.1 All contractors must consult the site Asbestos Register prior to commencing works.

10.2 If asbestos, or asbestos-based materials are identified as being present in a building or on the Clarion Academy Trust site, the Estates Manager must be informed immediately, and all work on or near the material must cease.

10.3 A specialist contractor will be appointed to advise on the removal or making safe of the asbestos, strictly in accordance with current asbestos legislation.

11.0 Access and Egress

11.1 The contractor is responsible for maintain safe access and egress to the place of work for all personnel including employees of CAT, visitors to site and other contractors.

12.0 Security

12.1 The contractor shall ensure, so far as is reasonably practicable, that the site is secure against unauthorised access should existing security measures be compromised due to their operations.

12.2 Any physical security measures required to ensure adequate security are the responsibility of the contractor under the terms of the contract.

12.3 The contractor shall ensure that the boundary or fencing of the work area does not block an existing means of escape.

13.0 Housekeeping and waste disposal

13.1 All contractors must adopt a waste minimisation policy and arrangements for waste disposal shall be agreed with CAT before the commencement of works.

13.2 The contractor shall be responsible for meeting all legislative requirements of waste disposal for any waste produced by their works.

13.3 Liquid waste must not be emptied into surface water drains.

13.4 Segregation of waste must be actively pursued to reduce, re-use and recycle hazardous and non-hazardous waste streams in accordance with current legislation.

13.5 Waste storage receptacles shall be sited at least 6m from buildings and secure from vermin and vandalism.

13.6 Basement areas shall not be used for the storage of waste materials.

14.0 Other Clarion Academy Trust Rules

14.1 The contractor will comply with any other Clarion Academy Trust rules or instructions of which he is informed prior to the commencement of work.

15.0 Welfare Facilities

15.1 Wherever practical, toilet facilities shall be made available to contractors. If this is not possible, for whatever reason, the prospective contractor shall be made aware at the tender stage.

15.2 CAT shall provide a source of Wholesome, potable water for drinking purposes.

15.3 With consideration to points 15.1 and 15.2, the contractor shall be responsible for meeting all welfare requirements in order to comply with Schedule 2 of the Construction (Design and Management) Regulations 2015

16.0 Acknowledgement of the Code of Practice

16.1 The contractor is required to acknowledge receipt of this Code of Practice before commencing any work on Clarion Academy Trust premises. This to be done by signing a copy of the Code of Practice.

I have read and accept all the Code of Practice as stated within this document.

I will ensure all persons directly or indirectly employed by myself/my organisation understand and comply with the terms, conditions and code of practice for contractors working at Clarion Academy Trust premises.

Name of Company/Organisation: _____

Name of Person within Organisation authorised to sign document: _____
(Please Print)

Signature of Person within Organisation authorised to sign document: _____

Date: _____

Permit to Work at Height

Is the permit holder a member of staff? Y/N	**Staff Member Position**	
Is the permit holder a contractor? Y/N	**Name of Contractor**	
	Contractor's Representative	
	Site Contact	

Part A: Proposal	
Building	
Exact Location	
Nature of Work	

I understand the scope of work and agree to implement/check the special conditions required

Signed		Print	
Date		Position	
Company			

Part B: Agreement

This work at Heights Permit is issued subject to the following conditions being satisfied. If the contractor is to undertake the works, the contractors' representative must initial the conditions below.

Conditions of Permit	**Initials**	**Y**	**N**
Have personnel involved received appropriate training to work at height?			
Has a risk assessment been completed for the task			
Are safety barriers and signage available and appropriate?			
Has all equipment for working at height (including fall prevention) been checked and certified as safe and staff trained to use it where necessary?			
Is PPE, as indicated by risk assessment, provided and worn?			
Have appropriate measures been taken to prevent a fall of materials?			
Are the current weather conditions satisfactory to safely carry out the work?			

Additional requirements *(give specifics)*	
Works planned at the above location have been discussed and all relevant special conditions agreed with the contractor and those carrying out the work and are in place. A Risk Assessment for the task has been carried out and all control measures highlighted have been implemented.	
Permit Valid from (date and time)	
Permit Valid until (date and time)	
Issued by (for CAT)	
Date	

Permit to work at Height Guidance.

Definition
Working at height is defined in Regulation 2 part 1b of the Working at Height Regulations 2005 as:

(a) Work in any place, including a place at or below ground level;
(b) Obtaining access to or egress from such a place while at work, except by a staircase in a permanent workplace,

Where, if measures required by these Regulations were not taken, a person could fall a distance liable to cause personal injury.

The Working at Height Regulations 2005 apply where a risk assessment has identified a risk of a fall likely to cause injury. The Regulations require employers, the self employed and any person controlling the work of others such as Main Contractors, Consultants, Clients etc. to:

- Avoid work at height where possible
- Use work equipment or other measures to prevent falls where working at height cannot be avoided; and
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

If working at Height cannot be avoided, the Contractors responsible person must consider the following when developing a safe system of work:

- Work must be properly planned, appropriately supervised and carried out in as safe a manner as is reasonably practicable
- Work must be suspended as long as weather conditions that may endanger the health and safety of those at work or anyone that may be affected by the work, prevail.
- Anyone involved in the work at height is competent and that anyone undergoing training is adequately supervised.
- The place where the work is carried out at height is safe, has safe access and features that will prevent a fall. Measures must be taken to prevent anyone not in your employment from being adversely affected by the works.
- Where the risk of a fall cannot be eliminated by the use of work equipment or other measures, you must do all that is reasonably practicable to minimise the distance and consequences of a fall by using the most suitable equipment in accordance with current best practice, giving collective protection measures priority over personal protection and taking into account the working conditions and risks to safety of all those at the place where the work equipment is to be used.
- Contractors must ensure that no person goes onto or near a fragile surface unless it is the only reasonably practicable way for the worker to carry out the work safely, having regards to the demands of the task, equipment and working environment.
- If workers need to access fragile surfaces, ensure that suitable platforms, coverings, guard rails and the like are provided and used and do all that is reasonably practicable if any risk of a fall remains, to minimise the distance and consequences of a fall.
- All that is reasonably practicable must be done to prevent objects from falling
- If the risk of objects falling cannot be eliminated, all that is reasonably practicable must be done to prevent anyone being injured by a falling object.
- Nothing must be thrown or tipped, or stored at height where it is likely to cause injury or stored needlessly at height in a manner which could affect the working environment or structure.
- If a workplace contains an area where there is a risk of a person being struck by a falling object, measures must be taken to ensure the area is clearly signed and secure from unauthorised access.
- Inspections must be carried out prior to each shift where working at height occurs to ensure all protective and preventative features are in place and functioning correctly.

Hot Works Permit

Is the permit holder a member of staff? Y/N	**Staff Member Position**	
Is the permit holder a contractor? Y/N	**Name of Contractor**	
	Contractor's Representative	
	Site Contact	

Part A: Proposal	
Building	
Exact Location	
Nature of Work	

I understand the scope of work and agree to implement/check the special conditions required

Signed		Print	
Date		Position	
Company			

Part B: Agreement			
This work at Heights Permit is issued subject to the following conditions being satisfied. If the contractor is to undertake the works, the contractors' representative must initial the conditions below.			
Conditions of Permit	**Initials**	**Y**	**N**
Has a risk assessment been completed for the task?			
All flammable materials and/or waste not used directly in the work has been removed from the area?			
No danger to adjacent areas by conducted heat			
Suitable Fire Fighting Media is within 10m of works and employees trained to use it			
Fire watch will be provided continuously for a minimum of 30 mins after the end of works, including breaks. To include adjacent areas as necessary.			
Automatic Smoke and Heat detection is isolated during works and reinstated immediately after the cessation of works.			
Any openings, service ducts or other routes for the transference of heat sparks or flame are covered in fire resistant materials.			

Additional requirements *(give specifics)*	
Works planned at the above location have been discussed and all relevant special conditions agreed with the contractor and those carrying out the work and are in place. A Risk Assessment for the task has been carried out and all control measures highlighted have been implemented.	
Permit Valid from (date and time)	
Permit Valid until (date and time)	
Issued by (for CAT)	
Fire Watch until (Time)	
Date	

Hot Works Permit Guidance

Definition

Any works involving the use of open flames or the local application of heat such as the use of gas or electrical welding and cutting apparatus, blowlamps or blowtorches, Hot air guns, bitumen or tar boilers and brazing or soldering. The use of grinding wheels or cutting discs is also regarded as hot work.

During the planning of works, safer alternatives to hot works should be considered, if the scope of works make it essential to use a hot method, the contractor or employee in control of the works must incorporate the following points into their safe system of work.

- A contractor carrying out hot works must hold a minimum of £10million of current public liability insurance.
- All personnel carrying out hot works must be proven competent.
- Items to be the subject of hot works must be moved to a safe area wherever possible
- If fixed fire detection has to be isolated, arrangements must be made for this to be the shortest period possible and only in the zone where the works are being carried out
- A person, not directly involved in the work must be appointed to perform a continuous fire watch for the full duration of the works and for a minimum of 30 minutes after the completion of works
- Suitable fire fighting media must be available within 10m of the hot works and the fire watcher must be trained to use it correctly.
- All personnel involved in the works must be familiar with the means of escape and procedure for raising the alarm and calling the fire brigade.
- An area of 10m radius must be cleared of flammable materials and waste, where this is not possible, materials must be protected with flame resistant blankets, drapes or screens
- All element of combustible construction and finishings including any openings into which heat, flame or sparks could enter must be protected.
- Combustible floors and floorcoverings must be covered with overlapping sheets of non combustible materials, or wetted and liberally covered in sand.
- Ensure there is good ventilation, either natural or forced air, in all areas where hot work is being carried out to mitigate the effects of smoke and fumes
- Ensure that material on the opposite side of surfaces subject to hot works are not affected by direct or radiant heat. Pay particular attention to penetrating pipework, bolts or beams.
- Voids above, below or around the area of works must be checked regularly by the fire watcher to avoid smoke or flame transferring from one area to another. Attention must be paid to the Asbestos, Working at Height and Confined Space Entry Policies. Additional permits may be required.
- After hot works are completed, all associated waste materials must be cleared away and safely disposed of in appropriate receptacles. All equipment for hot works must be allowed to cool under the supervision of the fire watcher and removed to a secure storage area
- The fire watch must continue for at least 30 minutes after the work is complete and regular checks made up to 90 minutes after completion.
- All hot works must end at least 90 minutes before the end of each working day.

Permit to Work Cancellation

This document must be signed by the CAT representative, upon expiry of the time limit of the permit or at the end of all permit controlled works in order to cancel the permit and to certify that all the conditions required by that permit have been satisfied.

Is this permit for:

	Yes/No	
Working at Height		If yes go to point 1
Hot works		If yes go to point 2

1.	**Permit to Work at Height Outcome**

•	The Work at Height has been completed and the work area has been left in a safe condition*
•	The Work at Height has not been completed, further permits will be required. The work area is in a safe condition*
** Indicate as applicable*	

2.	**Hot Works Permit Outcome**	
•	The work area and all adjacent areas to which sparks and heat may have spread, have been inspected and found to be free of smouldering materials and flame	
•	All hot waste materials have been removed and disposed of safely	
•	All equipment, including gas cylinders, has been removed to a safe area	

The works have been completed as indicated above. The special conditions stated on the permit have been complied with and any zone of the fire alarm system that was isolated has been reinstated.

Time inspection completed		*for hot works this must be at least 60 mins after work is completed*
Signed (CAT rep)		
Print		
Date		
This document, or a copy, must be given to the contractor along with the original Permit		

General Housekeeping

Introduction

Effective housekeeping is an integral part of any health and safety management system. There is a clear link between poor levels of housekeeping and levels of injuries causing personal injury.

Section 2 of the Health and Safety at Work Act 1974 places a duty upon the employer to ensure, so far as is reasonably practicable, a safe place of work and safe systems of work. Clarion Academy Trust delegates the day to day responsibility for General housekeeping to the local management teams and staff on each site. The Trust Estates Manager will provide strategic direction, advice and guidance.
The staff team at all levels have a collective responsibility to help maintain the highest levels of housekeeping across the site. This may be achieved by taking direct action personally or by informing the person or persons with the ability or authority to take action.
Housekeeping does not only apply to cleaning of facilities, it also includes the storage of resources and other materials, the storage and disposal of waste, the maintenance of walkways, exits, flooring and tools and equipment

Responsibilities

Heads of Department must ensure that their area of responsibility is maintains a satisfactory standard of housekeeping at all times.
Employees are responsible for keeping their workplace tidy, adhering to the organisational housekeeping requirements and reporting issues with storage, equipment waste or other relevant areas to their line manager.

General requirements

In addition to the accident prevention aspect of good levels of housekeeping, tools, materials and equipment are less likely to get lost or damaged and are easier to inspect for wear and tear if they are stored correctly. The following list contains the actions to be taken on a daily basis to ensure a consistently high level of housekeeping is maintained.

- All work areas, classrooms and workshops including their associated storage rooms.
- All corridors, aisles, stairways, doorways, emergency exits and other pedestrian routes, indoors or outside, must be kept free from obstructions at all times.
- Spillages in any areas must be cleared away immediately. Spillages of hazardous materials must be notified to the site manager or senior caretaker without delay. If it is not possible to clear away immediately, cordon off the area and prevent access.
- Store materials and resources appropriately, heavy, loose or liquid goods should not be stored at high level. Goods should be stored on shelving or racking wherever possible. Heavy goods should not be allowed to crush items underneath them. Do not stack items so high that they become unstable.
- All goods, materials and resources should be stored securely to avoid loss, damage or injury.
- Always maintain sufficient working space in storage areas for free movement
- A minimum gap of 500mm must be maintained around fire detection equipment in all areas, especially storage cupboards.
- Ensure all defects and unsafe conditions are reported to the Trust Estates Manager local site manager or the appropriate head of department immediately, either in person, by telephone, email or the electronic helpdesk system.
- Return all tools and equipment to their correct location after use.
- Extension leads, ladders, tools etc. must be positioned in such a manner as to not cause a trip hazard or obstruction to traffic
- Dispose of all packing materials properly to reduce trip and fire hazards
- Wastepaper baskets must be emptied at least daily
- Adequate lighting should be maintained throughout the buildings and grounds for safety and security.
- Any work equipment requiring adjustment, repair or maintenance must be isolated from its power source prior to work being carried out by a competent person
- Do not allow redundant or unused materials to accumulate. If its no longer required GET RID OF IT
- It is everyone's responsibility to pick up, clean up and put away.

It should be noted that everyday cleaning activities such as emptying waste bins or hoovering and mopping floors are undertaken each evening by the cleaning staff. This should not mean that others cannot undertake these tasks during the day should it become necessary.

If you see it – SORT IT or REPORT IT

Working at Height

What is working at height
Work at height is defined in Regulation 2(1)(a) of the Working at Height Regulations 2005, as work in any place, including a place at or below ground level, (including access and egress from such a place of work) where a person could be injured falling from it if measures were not in place to stop this from happening.

Precautions are needed where there is a risk of injury from a fall irrespective of fall height. Risk assessment is required to decide whether precautions are needed and in what form. Precautions are expected where there is a risk and in most instances this will be the provision of fall prevention in the form of guardrails. However even low falls can cause significant injury, so the potential to fall whatever the height should be considered and measures proportionate to the risk introduced to prevent a fall occurring.

Managers must ensure that:

- They identify all activities involving working at height. Consideration needs to be given to infrequent as well as more frequently/regular activities such as storing or retrieving materials in high level shelves or racking in offices and classrooms.
- They undertake a risk assessment for all such activities
- All work at height is properly planned and organised
- All work at height takes account of weather conditions that could endanger health and safety
- Those involved in work at height are trained and competent
- The place where work at height is done is safe
- Equipment for work at height is appropriately inspected
- The risks from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled

Risk Assessment

Activities identified need to be assessed to determine the level of risk they present. This involves looking at factors such as:

- Who might fall – Consider those at risk both during working hours (e.g. staff members) and outside working hours (e.g. members of the public who may fall down an unguarded excavation). Additionally, you need to consider those with any individual susceptibility to working at height.
- The frequency of exposure – Consider how often the individual is exposed to the risk. For example, will the work be a 'one off', infrequent or will it be regular/planned work.
- What might cause the fall? – For example overstretching while using ladders, working in adverse weather conditions, uneven ground, work on fragile roofs, working near unprotected edges etc.
- The likely outcome of a fall – Look at the potential severity of any fall that might occur. This will be based on factors such as the height of the fall, the surface below, what the individual would be falling onto/into etc.
- How the fall can be prevented – Look at what measures and controls could be put in place to ensure the fall does not occur or is mitigated.
- You should also consider any other hazards posed by the work. For example, objects being dropped from a place of height, access platforms being struck or pedestrians being struck by moving platforms would require a controlled area around the base of the access equipment.

Controlling the risk
The outcome of your assessment will determine the level of the controls put in place. Consideration needs to be given to the risk control hierarchy used in all risk assessments (see risk assessment policy for more information). When considering the hierarchy consider the following questions in order to identify work at height activities and ensure adequate precautions are taken.

a. **Can the need to work at height be avoided in the first place?**
   Long handled tools can be utilised from ground level thereby removing the need to work at height e.g. long handled vacuum cleaners to clean dusty surfaces from ground level. Building structures at ground level and lifting them into position on completion can avoid some work at height tasks. Can windows be cleaned from a safe position inside the building? Windows, which pivot so that the outer surface can be turned inwards for cleaning, will avoid the need for work at height during cleaning. The use of water fed poles to clean windows from ground level can also avoid work at height.

b. If this is not possible prevent the fall occurring.
Can the task and therefore the possibility of falling be prevented by doing the job from a safe, existing location? e.g. a flat roof with a parapet or permanent guardrail around the peripheral edges. If this is not possible work equipment will be required to prevent a fall. This includes the use of temporary guardrails and other work equipment which ensures fall prevention e.g. scaffolds, tower scaffolds, Mobile Elevated Work Platforms (MEWP) etc.

Personal fall prevention measures such as restraint lines, which prevent individuals from approaching close enough to fall from a roof edge are included as measures to prevent a fall. However these are less preferable to those collective measures such as guardrails and barriers, which are designed to provide a safe working platform for anyone exposed to the risk.

c. If this is not possible or measures outlined in (b) above do not eliminate the risk of a fall occurring, then the manager should reduce the effects of a fall.
Can work equipment be used to minimise the distance and/or consequences of a fall? Work equipment such as nets, airbags, fall arrest systems etc. minimise the distance and/or consequences of a fall.

d. Finally if it is not reasonably practicable to prevent or mitigate the effects of fall, managers should identify and provide additional training and instruction or take other additional suitable and sufficient measures to prevent a fall.
Can additional training, instruction and other suitable and sufficient measures be taken to prevent, someone falling a distance liable to cause personal injury?

All staff undertaking work at height (and any other parties who may be affected) should be provided with the necessary information, instruction, training and supervision to ensure they are able to recognise the hazards from their work and to undertake it safely. This also means ensuring they are aware of how to check and maintain any equipment provided for work at height. This may require verbal instructions, written working procedures or formal training to be provided.

General note on controls
These controls and safe methods should be planned and put in place before the work begins. If you are unsure about what controls are needed because the task is considered higher risk or requires more technical/specialist knowledge, further guidance should be sought from the Trust Facilities Manager.

Managers must be able to demonstrate through the risk assessment process that it was not reasonably practicable to adopt a work method higher up the hierarchy than the method they are adopting or propose to adopt for work at height activities.

Ladders and stepladder use can be justified for some simple tasks if the user has been trained and instructed in the selection and safe use of ladders and systems are in place to ensure ladders are maintained and inspected. Ladders do not prevent a fall or mitigate a fall but if used by trained operators in appropriate circumstances i.e. low risk and for short durations, their use can be justified. Safe systems of work and other precautions can also be justified in some circumstances e.g. designating an edge with lighting when it is not reasonably practicable to provide guard rails e.g. split-level floors.

Planning
Once you have identified work at height activities through the risk assessment process you must:

- ensure that no work is done at height if it is not safe and reasonably practicable to do it other than at height
- ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable
- plan for emergencies and rescue
- take account of the risk assessment carried out
- where you cannot eliminate the risk of a fall, use appropriate work equipment or other measures to minimise the distance and consequences of a fall
- use appropriate work equipment or other measures to prevent falls where you cannot avoid working at height; and
- avoid work at height where you can

Weather
You must ensure that you consider the effects of different weather conditions on the planned work. Contingency plans should be in place to suspend work at height activities when weather conditions such as high wind speed could jeopardise the health and safety of workers or others.

Precautions for emergency rescue
When organising and planning work at height managers should identify necessary precautions for emergency rescue. Managers need to consider reasonably foreseeable situations such as failure of access equipment and deployed fall arrest equipment and plan for emergencies and rescue. Reliance on the emergency services is not acceptable.

Employee training
You must ensure that everyone involved in the work is competent (or if being trained is supervised by a competent person). This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment.

You must train those who will be working at height how to avoid falling, and how to avoid or minimise injury to themselves should they fall. This must include support staff, administration and teaching staff. Training for these groups must include information on the selection and use of appropriate access equipment i.e. not using chairs, tables and other non-proprietary equipment to access stored materials and display boards etc. Annually around two thirds of injuries from falls from height are from 'low falls' typically 1.2m or less and with many of these, inappropriate equipment and behaviour is a contributing factor.

The place where work is done
You must ensure that the place where work is done at height (including the means of access) is safe and has features to prevent a fall, unless this would mean that it is not reasonably practicable for the worker to carry out the work safely (taking into account the demands of the task, equipment and working environment).

Equipment, temporary structures, and safety features
Where the risk of a fall has been identified and you cannot eliminate the risk by preventing access you must provide equipment for preventing a fall occurring. If you cannot eliminate the risk of a fall occurring even through the use of equipment you must minimise the distance and effect of a fall.

To do this, when selecting equipment for work at height you must:

- identify the most suitable equipment to use;
- give collective protection measures (eg guard rails) priority over personal protection measures (eg safety harnesses);
- take account of:
    - the working conditions; and
    - risks to the safety of all those at the place where the work equipment is to be used.

You must ensure that all equipment, temporary structures (e.g. scaffolding), and safety features comply with the detailed requirements of section 11 of this policy.

Inspections
All inspections of work at height equipment and locations must be carried out by someone who is appropriately qualified.

You must ensure that each individual place at which work is to be done at height is checked by a competent person on every occasion before that place is used. This involves checking the surface and every parapet, permanent rail etc.

You must ensure that any item of access equipment (MEWPs, scaffolding etc) and fall arrest equipment is inspected:

- after it is assembled or installed (or after it has been assembled and installed if both are required);
- as often as is necessary to ensure safety, and in particular to make sure that any deterioration can be detected and remedied in good time.

You must ensure that any platform used for (or for access to) construction work and from which a person could fall a distance liable to cause personal injury, is inspected in place, by a demonstrably competent person, before use (and not more than seven days before use). Where it is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved.

You must ensure that the person inspecting a platform:

- prepares a report before going off duty,
- gives the report (or a copy) within 24 hours of completing the inspection to the person for whom the inspection was done (e.g. you or your site manager).

You must keep the report (or a copy) of a platform inspection made:

- at the construction site until the work is completed;
- then at an office of yours for another three months.

You must keep all other records of inspection until the next inspection has been carried out.

Fragile surfaces
A fragile surface is a surface that would be liable to fail if any reasonably foreseeable loading were to be applied to it. You must ensure that no one working under your control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regard to the demands of the task, equipment, or working environment.

You therefore need to identify all fragile surfaces (e.g. asbestos cement sheet, plastic sheet, corroded metal sheet, glass, wood, roof lights etc.) and fix warning notices at the access points to these areas. Where it is not reasonably practicable to fix warning notices, people who have access to the area should be made aware of the fragile surface by other means so that suitable precautions are taken, including the use of permit to work systems.

Work on or near fragile surfaces should be carefully planned. Where possible work on, from or near fragile surfaces should be avoided e.g. by using a MEWP sometimes known as a cherry picker or tower scaffold to access the work from underneath. If this is not reasonably practicable a fall should be prevented by utilising work equipment such as guardrails, working platforms and coverings. Where the risk of a fall remains, work equipment that mitigates the fall should be used e.g. nets, airbags or personal fall arrest systems.

You must consider the risk of unauthorised persons accessing both fragile and non fragile roof areas. For example easily accessible permanently fixed access ladders should be blocked off (e.g. by boards over rungs) when access is not required. An alternative is to have removable bottom sections.
For any re-roofing/roof repair work, consideration should be given to using materials that are not fragile.

Falling objects
Where it is necessary to prevent injury, you must do all that is reasonably practicable to prevent anything falling.

If it not reasonably practicable, you must ensure that no one is injured by anything falling.
You must ensure that nothing is:

- thrown or tipped from height if it is likely to injure anyone;
- stored in such a way that its movement is likely to injure anyone.

If the workplace contains an area in which there is a risk of someone being struck by a falling object or person, you must ensure that the area is clearly indicated and that unauthorised people are unable to reach it.

Selection, Use and Maintenance of Equipment
When selecting work equipment duty holders should give collective protection measures priority over personal protection measures. Collective measures protect more than one person. They are passive systems in that they do not require any action by the person at the work position. Examples include guardrails, tower scaffolds, MEWPs etc. which provide collective fall prevention. Nets and airbags constitute collective fall mitigation measures.

Personal protection measures as the name suggest, only protect the user or wearer. They are active systems that require donning, adjustment, clipping on etc. They are far more onerous in terms of training, inspection and maintenance. A work restraint is a personal fall prevention system where the user is physically prevented from reaching an edge by using a harness and a lanyard. A fall arrest is a personal fall mitigation system where a user's fall is not prevented but the fall distance is restricted by for example a retractable lanyard system attached to a harness.

Due to collective fall prevention systems such as guardrails protecting more people and being more effective than other measures they must be considered before collective mitigation measures such as nets and then personal fall prevention systems such as harnesses and lanyards before personal fall mitigation such as retractable lanyard systems. However, personal fall prevention should be given priority over collective fall mitigation.

The principles that should be taken into account when selecting work equipment used for work at height are:

- Working conditions. Slopes, poor ground, obstructions and traffic can determine the choice of work equipment. e.g. a MEWP could reach over bad ground or obstructions as long as its stability was not compromised. A MEWP may be preferable to a tower in such circumstances.
- Distance to be negotiated for access and egress. Ladders are likely to be less suitable for higher access. Provide fixed access stairs or towers with integral stairs for higher access.
- Distance and consequences of a fall. A fall arrest lanyard would be unacceptable if the user would hit the floor before the system could deploy. Nets and airbags become less reliable in terms of preventing injury the higher the fall. Alternative work equipment should be selected in such circumstances i.e. fall prevention.
- Duration and frequency of use. Long duration higher frequency work can justify a better standard of fall protection e.g. a tower scaffold rather than a ladder. However a ladder may be justified for short duration low risk repetitive work e.g. a person doing traffic light maintenance/cleaning. Care should be taken when requiring precautions for short duration work (taking minutes rather than hours) because it may not be reasonably practicable to install safeguards such as edge protection. The decision on the precautions to be taken will depend on an overall assessment of the risks involved (including duration and complexity of the work.
- Evacuation and rescue. If evacuation from a deployed fall arrest system is going to be difficult, choose other work equipment e.g. a MEWP.
- Additional risk posed by the installation and removal of work equipment. A MEWP used by 1 person to work safely at height may entail less risk than exposing 2 or 3 people to risk in order to erect a tower or scaffold for the 1 person to work safely. The 2 or 3 people will be exposed to more risk during installation and removal of scaffold tubing boarding etc, which has to be installed and dismantled at height. A MEWP will entail lower installation and removal risks.

As well as ensuring the correct selection of work equipment, managers should also ensure that it is well maintained and regularly inspected.

Requirements for Collective Means of Fall Prevention (e.g. guard rails, toe boards and similar means of protection)
For non-construction work, there are no prescriptive dimensions. However, guard rails, toe boards, barriers and other collective means of protection should be of sufficient dimension to ensure a person cannot fall through or over them.

In the absence of any standards, HSE operational guidance suggests that guard rail heights in non-construction activities should be a minimum of 950 mm. Any protection below this height should be justified on the basis of a risk assessment.

For buildings such as those controlled by CAT, sufficient dimensions for guard rails or similar barriers will be achieved by complying with the Building Regulations – which require guard rails to be 1100 mm.

Guardrail heights should be a minimum of 950 mm. An intermediate guardrail may also be required so that any gap in means of protection does not exceed 470 mm.

Toe board heights for both need to be a minimum of 150 mm in height.

Edge protection should be rigid enough to prevent a person and/or load falling. Chains are not rigid enough to provide adequate edge protection. The use of proprietary hinged barriers is a safer alternative to the use of removable rigid guardrails at such loading bays and other areas where edge protection needs to be removed for access purposes.

Where work is not done at the edge, demarcation barriers can be provided at a safe distance from the edge (at least 2 metres) e.g. work on an air-conditioning unit in the middle of a roof. Barriers should be visible and obvious e.g. cones with tape. Other things to consider before justifying such barriers are:

- Is access controlled? i.e. only fully briefed competent workers are allowed to access the area;
- There is no slope that workers could slide down;
- Appropriate levels of supervision are provided to ensure no one goes beyond the barriers;
- Barriers can be placed and retrieved without approaching an edge.

General Scaffolds
Scaffolds should be erected, altered and dismantled by competent people. All standards (uprights) should have base plates (and, where necessary, timber sole plates). The scaffold should be secured to the building or structure in

enough places to prevent collapse. If not then alternatives supports will be needed. There should be double guardrails and a toe board. Additional guards/infill may be needed to prevent materials falling from scaffolds.

Working platforms should be fully boarded and the boards arranged to avoid slipping or tripping.

A competent person should inspect the scaffold regularly (at least every seven days, and always after it has been altered or damaged and following extreme weather and before striking). The results of inspections must be recorded and a copy left on site.

Tower Scaffolds
Tower scaffolds should be erected and used only in accordance with suppliers' instructions. The person erecting the tower should be trained and competent to do so. The manufacturer or supplier should provide an adequate instruction manual that should give advice on the erection sequence and bracing requirements. If the tower has been hired, the hirer should provide this information. This information should be passed to the erector. Critically, guardrails and toe boards must be fitted. Tower scaffolds should rest on firm level ground which is free from slopes / holes etc likely to result in overturning with the wheels or feet properly supported and if necessary, outriggers fitted. Consideration should also be given to traffic and pedestrian movement, overhead cables, tree branches and other overhead obstructions. Systems must be in place to prevent the fall of materials.

As a guide, the height of the tower scaffold should be no more than 3 times the minimum base dimension (or in line with the height to base ratio in the instruction manual) when erected outdoors, this may be extended to 3.5 times if using indoors. In both instances, manufacturers' instructions take precedence and these ratios are for guidance only. Tower scaffolds should not be used to support ladders. Wheels should be locked when in use and the platforms empty when moved. Safe access to the working platform is needed i.e. through an internal trap door - it is never safe to climb up the outside of the end frames of a tower.
Tower scaffolds should be inspected by a competent person before use, after substantial alteration, and after any event likely to affect their stability and if they have been erected continuously for seven consecutive days.

Mobile Elevating Working Platforms (MEWPs)
MEWPs come in a variety of shapes and sizes. They can be vehicle mounted or self-propelled. Some are suitable for travelling with the carrier in the raised position. Small ones can fit through doorways and they have a variety of applications from cleaning gutters, general maintenance and repair tasks and construction.

MEWPs should be provided with guard rails, toe-boards, stability devices e.g. outriggers and locking-out controls (other than those in the basket) to prevent inadvertent operation. They should be used on firm ground which is free from slopes / holes etc likely to result in overturning. Consideration should be given to traffic and pedestrian movement, overhead cables, tree branches and other overhead obstructions.

A safe system of work is needed which includes: planning the job; use of trained/experienced operators; instructions when to enter/leave the basket (e.g. when basket is fully lowered); instructions in emergency procedures such as evacuation in the event of power loss and use of suitable work restraint such as a harness.

If there is a residual risk of impact or persons falling, the expectation is that fall protection equipment should be used. Systems must be in place to prevent the fall of materials.

Work Restraint
Work restraint is a personal fall protection system that uses a body holding device connected to a reliable anchor to prevent a person from reaching zones where the risk of a fall exists. A work restraint system will consist of a harness or waist belt, which is connected to a lanyard. The lanyard should be securely anchored. The length of lanyard should be such that the user is physically restricted from reaching a position from which a fall can occur. Such systems can be used for roof inspection etc. Work restraint (personal fall prevention) comes ahead of collective fall arrest in terms of the hierarchy of controls because it prevents the fall occurring. (The equipment used for work restraint can be the same as equipment used for fall arrest however a waist belt is not acceptable for a fall arrest system and if used for fall arrest, the lanyard must have a means for absorbing energy should there be a fall. The harness must also be suitable for use in fall arrest. A lanyard with an energy absorber can be used for work restraint providing its length does not allow the user to reach a position from which a fall can occur).

Collective Safeguards for Arresting Falls
Nets and airbags and similar safe guards provide collective fall arrest. The safeguards should arrest a fall safely so they should be placed as close to the level at which persons are working so that any fall height is minimised. There must be sufficient clearance below nets to accommodate the sagging that will occur when someone falls in. Protruding objects or stored materials underneath nets can cause injury under such circumstances. Nets should be securely

anchored. The people erecting the arrest system must be trained in the installation and use of collective safeguards and arrangements should be in place for rescue should someone fall into a net.

Clarion Academy Trust would not normally expect employees to use the following equipment and would not normally provide training for their use.

Work requiring this equipment will normally be carried out by competent contractors. Site managers in charge of these works should be aware of the safe systems of work that may be used by contractors incorporating these systems.

Personal fall protection systems
Personal Fall Protection Systems include work restraints, personal fall prevention, work positioning, rope access, fall arrest and rescue systems.

Personal fall protection systems should only be used if the risk assessment has demonstrated that the work can be done safely while using the equipment and the use of other, safer work equipment e.g. collective protection measures is not reasonably practicable.

Workers should have received adequate training specific to the operations envisaged, including rescue procedures. Personal protection systems should be of suitable and sufficient strength. They should also fit the user and be designed to minimise injury to the user in the event of a fall. If designed for use with an anchor, the system should be attached to at least one anchor and the anchors and attachments shall be of suitable and sufficient strength to cope with any foreseeable loading.

Personal fall protection systems are a complex area as there are often only subtle differences between the various techniques and components of the system are interchangeable e.g. an energy absorbing lanyard can be used for work restraint and fall arrest. The following sub paragraphs give some definitions and an introduction to the various systems with some guidance on what to look out for. Managers should contact the Trust Facilities Manager to discuss the specific circumstances and for advice.

Work positioning systems
A work positioning system is a personal fall protection system that normally includes a harness connected to a reliable anchor to support the user in tension or suspension in such a way that a fall is prevented or restricted. The rope moves with the user through e.g. a pulley or similar arrangement. Typical applications include the use of bosons chairs where the user is suspended and the rope moves with the user. Such systems must have a backup system for preventing or arresting a fall and where a second line is used as a backup, the user must be connected to it. Backup systems can include edge protection or nets in some circumstances e.g. when such systems are used on a sloping roof.

Fall arrest systems
A fall arrest system is a personal fall protection system that uses a harness connected to a reliable anchor to arrest and restrict a fall so as to prevent the collision of the user with the ground or structure whilst limiting the forces on the body.

The system should have a suitable means of absorbing energy and limiting the forces on the body once deployed e.g. an energy-absorbing lanyard.

A typical fall arrest system will take 5 metres to deploy so there must be adequate clearance for the lanyard and energy absorber to deploy. Protection against sharp edges may be needed if the lanyard can come into contact with e.g. a sharp roof edge on deployment.

Inertia reels are another means of absorbing energy. They consist of a retractable lanyard that allows the user to move around a work position. (Rather like a retractable dog walking lead). If the user falls, the device operates rather like a car seat belt and the fall will be arrested as the device locks up. There is energy absorbance within the inertia reel to arrest a fall without the risk of undue injury.

Users should be careful when using such systems because most inertia reels should be anchored above the user so that the fall factor (fall distance divided by lanyard length) is minimised. This is called anchorage in the vertical position i.e. above the user. The user should remain within a 30 degree cone (or in accordance with manufacturers instructions) under the anchor.

Deployment at a greater angle can result in the device failing to arrest a fall. Users should consult with the suppliers if they intend to anchor the inertia reel at foot level (horizontal position) because the fall factor will be greater if someone falls over an edge. This will impose more force on the system and some systems are not designed to cope with the expected forces if anchored in the horizontal position. If you see an inertia reel anchored at the horizontal level, ask the user whether they have concluded that this is acceptable.

There is often a greater risk of severing the lanyard of an inertia reel system because it can give out a lot of line meaning that if the user was to fall over an edge, there could be a pendulum effect which drags the line across an edge thereby applying more force on the lanyard. The user must consider this risk when deciding whether or not to use a retractable fall arrest system.

Harnesses and lanyards should only be selected as the last choice for protection against falls. Use must be strictly controlled. Anchorages and supporting structures, lanyards and harnesses, etc. should be compatible, identifiable, regularly inspected and the inspections recorded. (Anchorages should be inspected at least every 12 months - (Ref BS EN 795 & BS EN 7883); energy absorbing lanyards at least every 6 months or, if used in arduous environments, every 3 months. Any running line must be a designed system.
Equipment should be properly stored to avoid ingress of dirt, chemicals, abrasion and other abuses.

Users should be trained in pre-use checks and how to use PPE (e.g. how to wear and adjust it to the body; how to manage the lanyard and other equipment; how to fall so as to minimise the risk of injury; how to assemble the system correctly, including safe anchorages, e.g. anchorage as high as possible above the user and from a position of safety.)

A rescue plan will be needed if the equipment is deployed and self-rescue is not possible. Suspension trauma can result if someone is left suspended in a harness for too long.

Rescue system
A rescue system is a personal fall protection system by which a person can carry out a rescue, rescue themselves, or be rescued from height or depth by pulling, lifting, lowering or self-ascent/descent.

Rescue systems can form part of arrangements for managing emergencies and rescue. Training is particularly important to ensure users are equipped with the necessary knowledge to use such systems safely.

Ladders - Portable Leaning and Stepladders
Ladders are ubiquitous and are often used unsupervised as a means of access to high workplaces and also as a place of work. All too often, ladders are used without thought given to whether they are the safest equipment for the job. They are often treated with complacency.

It is important that the selection, use and maintenance of ladders are questioned by managers. In deciding whether a ladder is the most appropriate means of access or place of work, account should be taken of:

- the overall risk of the job (e.g. it may be safer to use the correct ladder which is maintained and properly secured for a one-off job of short duration, instead of, for example, a tower scaffold. Alternatively it may be possible for wheeled tower scaffolds to be kept erected for regular jobs); and the cost in time, money and effort of using alternative equipment.

It is not possible to give rules of when ladders should and should not be used. Each case should be considered on its merits. Significant factors to consider are:

- whether they are used for access or as a place of work, for light work of short duration or lengthy repeated jobs.
- Can the ladder be secured to prevent it from slipping sideways or outwards?
- Ladders may not be suitable if heavy or unwieldy loads have to be carried or if the ground conditions are uneven or soft.

If the use of a ladder is acceptable the manager should ensure that they are of a suitable class for the work - right type, right size, right load rating (e.g. BS 2037 & BS 1129 - class 1 industrial (heavy duty) ladders; BS EN131 - replaced class 2 light trades ladders suitable for work use, and BS 2037 & BS 1129 - class 3 domestic and (DIY) ladders). Ladders and steps rated at class 3 must not be bought for use anywhere within the Trust.

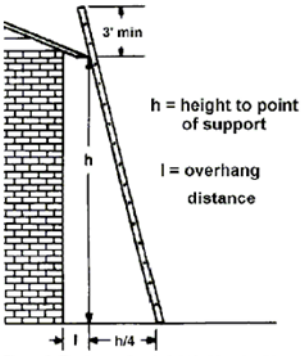


Figure 2. The base of a straight ladder should be one foot out of every four of height to the point of support

If a ladder is placed correctly, at an angle of one in four, (one unit of measurement out for every four units up), or 75 degrees on and against a material that has a reasonable coefficient of friction and strength, then a satisfactory factor of safety against slip at either end of the ladder will be achieved for normal use. However, even small variations in this angle and surface conditions can adversely affect this factor of safety.

Precautions should normally be taken to prevent a leaning ladder slipping or falling. For areas where regular access is required, permanent anchor points should be fitted to allow the safe use of a ladder each time access is required. All anchor points should be regularly tested and inspected.

The hierarchy of precautions in descending order of effectiveness, is:

- where possible, tie (or equally effective secure) the ladder at the top. If this is not reasonably practicable; then
- tie it part way down (i.e. through a window), or at or near the foot; then
- use an effective ladder stability device; then
- wedge the ladder against a suitable fixed structure(e.g. a wall); then
- 'foot it'. The best method of footing is by facing the ladder with both feet on the bottom rung, each foot as far apart as possible on the rung (stile to stile), and both hands on the stiles. The person footing the ladder should remain in the position described until the person using the ladder has descended to at least the halfway point. The user and footer should not overload the ladder.

Ladder stability devices (LSDs) are available and may offer additional means of achieving ladder stability, where it is not reasonably practicable to use other methods (e.g. tying or footing).

Before selecting an LSD managers should carry out a risk assessment to establish:

- that it is not reasonably practicable to use another safer access method;
- that it is not possible (reasonably practicable) to tie the ladder;
- that it will actually increase the stability of the ladder to an acceptable level for the intended use;
- and that it is compatible with all the equipment being used (e.g. ladder levellers).

This may be difficult to establish as a recognised performance standard is not currently available for testing LSDs. Managers should contact the LSD manufacturer/supplier where there is doubt about the suitability of LSDs for specific applications, or for further information to assist their risk assessment.

Ladder levellers are available for use on sloping surfaces. Again, the risk assessment should consider whether other safer access methods are appropriate.

The performance of some LSDs and ladder levellers may be affected by wet, shiny or dusty surfaces, and the risk assessment should therefore also consider the condition of the surface on which they are to operate.
LSDs and ladder levellers should only be used strictly in accordance with the manufacturer's / supplier's instructions for use.

In use the portable leaning ladder should:

- Rest against a solid surface at the top.
- Rise a sufficient height above the landing point (normally at least one metre or three rungs). If not, there should be other secure safe handholds available.
- Be positioned so users do not have to overreach or climb over obstacles. Users should normally be able to do the job with both feet and one hand on the ladder.
- Rest on firm, level ground.
- Be in good condition and free from slippery substances.

- Be used with adequate clearance from traffic routes.
- Be at an angle of 1 metre out for every 4 metres up.

When stored, ladders should be protected from the weather/harsh environments; and preferably stored on one edge in racks or hung from a stile with enough supports to prevent sagging. Ladders should not be hung from their rungs.

Bucket hooks, tool belts, work trays, etc. may be needed for carrying equipment. Ladders should be individually identifiable, subject to a pre-use check, and regularly inspected. These checks and inspections should be recorded.

Much work on ladders is carried out by lone workers and it is vital that workers are instructed on:

- How to check ladders are in a safe condition;
- How to put the ladders up;
- The need for securing the ladder and the dangers of overreaching.

For fixed ladders there should be adequate resting places. Where a ladder or run of ladders rises a vertical distance of 9 metres or more above its base, safe landing areas or rest platforms should be provided at suitable intervals.

For stepladders:

- don't use the top two steps of a stepladder unless a suitable handrail is available on the stepladder;
- don't use the top three steps of swing-back or double-sided stepladders, where a step forms the very top of the stepladder.
- Place the ladder at 90 degrees to the work where possible.

Systems for the Procurement and Control of Contractors
The Trust Facilities Manager will ensure that there is an adequate system for screening potential contractors and monitoring their work, which is understood and practised by managers. More guidance on this area is available in the Management of Contractors Policy available on the intranet.

The Trust Facilities Manager will know the specifics of the task, whether it will involve working at height, whether the work at height can be eliminated, and what the precautions are going to be used to control the risk. They will discuss health and safety aspects with the contractor and issue any necessary permits prior to the commencement of works.

In all cases the Trust Facilities Manager will obtain a method statement and risk assessment to define how the contractor will do the work at height safely. Before contractors work on site, the facilities manager will induct them into the site rules and hazards and make sure the contractors' procedures fit in with their own.

Reviewing the Risk Assessment
The risk assessment should be reviewed whenever there is reason to suggest it is no longer valid. This might include for example:

- Following a failure in the controls (e.g. an accident)
- Changes in the workplace such as introduction of permanent edge protection
- Following any building work that may have introduced additional hazards e.g. additional flat roofing

Guidance and templates for completing risk assessments is available in Section 3 (1) of the Arrangements of the HHS Health, Safety, Health and Welfare

Work Equipment

Introduction

Under Section 2 of the Health & Safety at Work etc Act 1974 (HASAWA), Clarion Academy Trust has a general duty to ensure the Health & Safety of employees at work, and a duty of care towards the students, visitors and other contractors on its premises. This includes the provision and maintenance of safe equipment, plant and systems of work. The Provision and Use of Work Equipment Regulations (PUWER) make more explicit the general rules contained within that Act.

Definition

Work equipment – any machinery, appliance, apparatus, tool or installation for use at work, whether exclusively or not. This definition covers almost any work equipment used at work and any assembly of components which, in order to achieve a common end, are arranged and controlled so that they function as a whole. Examples include "tool box tool" such as hand tools, including hammers, knives, handsaws, single machines including drills, circular saws, photocopiers, lifting equipment, ladders – hoists, fork-lift trucks, elevating working platforms, lifting slings (all of which are additionally covered by Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Work equipment including power tools which are brought in from home and wholly owned by an employee will also be covered by all these arrangements. All power tools which are brought in from home must be industrial rated, subjected to any appropriate inspection or testing regime as required, and only used after permission is given by the Trust Estates Manager. Hired in equipment must be suitable for the task and must be accompanied by relevant safety test certificates. Employees must be trained to use all work equipment, regardless of ownership.

Use – Any activity involving work equipment. This includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing, and cleaning.

Equipment Safety and Suitability
All work equipment in use by CAT employees on any CAT site shall meet appropriate European (CE) and/or British (BS) Safety Standards. Equipment shall be fit for the purpose it is intended to be used for. Persons other than qualified personnel or the manufacturer shall not modify, repair or otherwise tamper with equipment. In particular, work equipment which poses one or more significant risks to safety or is otherwise classed as dangerous should be adequately guarded. Work equipment should also have suitable controls, be stable and easily isolated from sources of energy, be well lit, and carry appropriate warnings and markings as may be required.

Purchasing of Work Equipment
Buying the correct equipment for the task will greatly reduce the risks involved in working with it.
Before buying any work equipment, consideration should be given to:

- What the equipment will be used for
- Who will use it
- Where it will be kept
- What training users may need to use it
- What risks may occur as a result of using the equipment
- Will it interface safely with other equipment
- If current PPE can be used or will additional PPE be required

Before buying any work equipment always refer to nominated or suitable suppliers, contact the Trust Estates Manager for advice if unsure. Find out what the manufacturer has done to reduce risks and get them to specify this in writing if possible.

Machinery should be:

- Safe to use
- Complete (e.g. guards and other safety equipment are not missing)
- Provided with clear instructions in English
- CE marked
- Supplied with a Declaration of Conformity

Noise and vibration should also be considered especially when purchasing such equipment as hand held power tools. Information on noise and vibration levels should be contained in the manufacturer's instruction documentation. Noise

may also need to be considered if the work equipment is likely to cause a noise nuisance. If the machinery does not meet all of these considerations, or you have any concerns about safety, discuss them with the Trust Estates Manager.

Hired or Leased Equipment
If a staff member hires or leases equipment, they will need to make checks with the hire company to ensure that equipment obtained from them has been subject to an appropriate schedule of maintenance/inspection. Generally, the company hiring out the equipment will organise and/or undertake this maintenance but in some instances (e.g. where leasing equipment on a long term basis), they may require the user to take over these responsibilities. You should ensure therefore, that the arrangements are explicitly detailed within any lease hire agreement. Copies of operating instructions or demonstrations should also be obtained from the equipment provider. Staff operating hired equipment should be trained in its safe use just as if the equipment was being purchased. Their line manager should ensure this happens.

Purchasing equipment second hand and selling equipment no longer used
Clarion Academy Trust will not normally authorise the purchase of second hand or otherwise previously used equipment. Used, high value machinery or equipment may be procured only with the written authorisation of the Trust Estates Manager.

If the purchase of second hand equipment is considered, additional precautions must be taken to ensure it is safe to use. Depending on the equipment i.e. its complexity, risk, age etc, this might include arranging for checks by an independent, competent person to identify any signs of wear and tear/damage, inappropriate modifications, non-compliance against standards (e.g. for guarding) and to confirm it would safely perform the range of tasks it is required for. Only equipment displaying BS, EN or CE marks should be considered.

Suppliers of second hand equipment must take steps to ensure it is safe and without risk to health. This applies regardless of whether the equipment is to be paid for or supplied free of charge. Ensuring it is safe will require it to be provided in a good state of repair, with any guards (and/or other protective devices) in place and working and with an appropriate level of safety information provided e.g. user instructions and/or manuals.

Equipment that was originally CE marked should be provided in the same condition (with regards to its safety) as when first supplied. Maintenance reports and – where applicable – the last statutory inspection report should also be sought/provided. It may be possible to sell a piece of equipment with a waiver (signed by both parties) stating that the end user agrees to bring the equipment up to an appropriate standard of safety. This should include an outline of the issues needing to be rectified by the purchaser/recipient before putting the equipment into use. Similarly, if the equipment is either being sold for scrap/spares or to a dealer intending to refurbish (and re-supply) the equipment, this would not require the equipment to be brought up to a safe standard. It would need to be clear in the terms of supply though that the equipment is not being provided in a usable state. Detailed information on supplying second hand machinery is available in 'Second hand machinery' section of the HSE 'Work equipment and machinery' site. The 'Refurbished machinery' section of the site also contains information on purchasing or supplying refurbished machinery.

Maintenance
All work equipment shall be maintained in an efficient state, efficient working order and in good repair. Maintenance should only be carried out by competent persons or contractors as appointed by the Trust Estates Manager. All equipment should be serviced, maintained and checked frequently as per manufactures instructions/policy guidance. Records must kept to show evidence of completion and identify repairs where required. Where repairs/servicing are undertaken 'in house' a record should be kept in the equipment maintenance and compliance checks log. All records must be archived and located for easy accessibility within the appropriate departmental office.

Inspection and Test
Where required certain types of work equipment will be subject to periodic examination and test to meet statutory requirements (e.g. Control of Substances Hazardous to Health Regulations, and Lifting Operations and Lifting Equipment Regulations). When an item of work equipment is statutory inspected it should be tagged where practical. This tag should show the date of inspection and the date the next inspection is due.

Electrical work equipment must be inspected and tested in accordance with the CAT electrical safety policy. Non-statutory inspections and test are also be carried out routinely to ensure all work equipment is fit for use without any defect or damage that is likely to cause injury. An inspection may include visual checks, a strip down of the equipment and functional tests. Advice should be sought from the manufacturer's instructions and a competent person for guidance on what an inspection should consist of for each piece of equipment.

The purpose of inspection is to identify whether the equipment can be operated, adjusted and maintained safely, and that any deterioration can be detected and remedied. The extent of the inspection required will depend on the potential risks.

Dangerous Parts of Machinery
Where Guards or protection devices are used to protect the user from moving parts of the work equipment during use, it is essential these remain in place are not easily bypassed or disabled. They must be fit for purpose and well maintained at all times. Where certain specified hazards are likely to occur, measures shall be taken to ensure that exposure is prevented, or adequately controlled, by measures other than the use of personal protective equipment. In general a risk assessment of the work equipment and its task will identify the likely hazards and steps to take to reduce the likelihood of injury.

Information & Instruction
All staff who use work equipment, including those who supervise or manage the use of work equipment must have available adequate health and safety information and where appropriate NOP's or written instructions as well as a suitable and sufficient risk assessment for the task in hand. This includes, but is not limited to, information and instructions on the conditions in which, and the methods by which work equipment may be used. It is also important that staff are given instruction on security of the equipment and ensuring that work equipment likely to cause harm is not left unattended, energised and with tooling fitted where the public, children or any other unauthorised person may have access to it.

Training
All employees that use work equipment, including those who supervise or manage the use of work equipment must have received adequate training for the purposes of use, health and safety and any risks identified through risk assessment. All training must be recorded and archived accordingly. The length and depth of the training will be determined by the type of work equipment and job requirements, special attention should be paid to the needs of young persons (refer to Young Person's Policy)

The Control of Substances Hazardous to Health (COSHH)

Introduction

This policy has been produced in line with the Clarion academy trust Health and Safety Policy to ensure that all health and safety issues relating to the Control of Substances Hazardous to Health (COSHH) are adequately managed and controlled.

As part of their everyday work activities, some staff may be at risk of exposure to substances that are hazardous to their health, it is therefore essential that everyone that works for or undertakes work for Clarion Academy Trust, adheres to the requirements of this policy.

The objectives of the CAT Control of Substances Hazardous to Health (COSHH) policy are to ensure that:

- The use of hazardous substances is avoided as far as is reasonably practicable;
- The risks to health arising from work activities involving hazardous substance is assessed;
- The exposure to hazardous substances is prevented or reduced by implementing adequate
- control measures;
- COSHH assessment and controls are monitored and adequately reviewed;
- Employees are provided with appropriate information, instruction and training;
- All relevant statutory requirements and, where reasonably practicable, best practice guidance is adhered to.

Hazardous substances can be;

- Purchased (e.g. cleaning materials)
- Produced as part of a work activity (e.g. dust from sawing or cleaning)
- Naturally present in the environment (e.g. microorganisms in water or dust in the air).

Hazardous substances can have an acute (immediate) or a chronic (long-term) effect on health. Acute effects may be severe and usually happen quickly e.g. burns, skin or eye irritation, shortness of breath/wheezing or loss of consciousness. Chronic effects may include dermatitis, poisoning, cancer and other diseases. These may appear long after exposure to the substance. Some of these effects may be reportable under RIDDOR.

Clarion Academy Trust recognises that it has a responsibility to protect employees and others who may be affected by its business operations against the risk of injury or ill health.

Equal Opportunities
Clarion Academy Trust expects employees to adhere to this policy in order for HHS to fulfil its obligations to current legislation. Managers must ensure all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion, gender identity, pregnancy or marital status.

Responsibilities
Managers/ Heads of Department – Are responsible for implementing the requirements of this policy and procedure. This includes ensuring hazardous substances are identified, assessed and the key findings of the assessments shared with their staff. These assessments should be regularly reviewed. Managers/Heads of Department should ensure the necessary controls identified in the assessment are implemented and that appropriate measures are in place to monitor their continued, correct use.

All staff - Should ensure they work safely with any hazardous substances in line with any control measures (mechanical controls, safe systems of work, personal protective equipment etc.) provided and report any concerns to their line manager.

Definitions

Hazardous Substances:
A hazardous substance is a substance with the potential to cause harm if inhaled, ingested, injected or absorbed through the skin or released into the environment.

Hazardous substances occur in the following forms from packaged items, work processes or waste;

- Substances or a mixture of substances classified as dangerous which carry warnings such as toxic, very toxic, harmful, corrosive, irritant, sensitising or carcinogenic;
- Substances with Workplace Exposure Limits (WEL);
- Biological agents (bacteria, viruses and other micro-organisms;
- Any kind of dust in a specific concentration;
- Any other substances which may potentially create a risk to health, e.g. dusts, liquids, vapours, gases, mists, fibres, solids or smoke.

These substances usually indicate their basic hazard group by having a warning symbol on the label.
Some substances are excluded from the COSHH regulations but are covered by their own specific regulations. These include: radioactive materials, asbestos, lead and lead products.

Material Safety Data Sheet (MSDS)
A Material Safety Data Sheet (MSDS) contains health and safety information written in a standard format including handling and storage, disposal considerations etc, and provided by the supplier or manufacturer of a substance. The MSDS will tell you if the substance is classified as a hazardous substance

COSHH Risk Assessment
A COSHH Risk Assessment is a careful examination of hazardous substances within the workplace and evaluation of their potential to cause harm, taking into account the control measures/precautions that have been taken for their use.

Please note: this level of assessment is only required for those substances that are classified as hazardous to health.

Hazard is anything that has the potential to cause harm.

Risk is the likelihood that harm will occur.

Likelihood is the chance of a person being exposed to a hazard.

Severity is the extent of personal harm that could result.

Workplace Exposure Limit (WEL)

The maximum concentration of the substance that a person may be exposed to in the workplace, for example the maximum concentration in workplace air, averaged over an 8 hour day.

COSHH Risk Assessment Register
This is the CAT register of COSHH Assessments. A full CAT register will be found in the Facilities Manager's office with sub-lists at the front of all COSHH folders pertaining to the chemicals in the folder for each individual school.

Competent Nominated Person
For the purpose of this policy, this is the individual who is familiar with the tasks and the substances being used.

Personal Protective Equipment (PPE)
Personal Protective Equipment is the equipment which must be worn when handling chemicals e.g. safety glasses, safety gloves etc.

Health Surveillance
Health surveillance is, and should be used, where through the use of a chemical or other hazardous substance, there may be detrimental effects on an individual in the workplace. Health surveillance (other than first line self-assessment) will be undertaken by the occupational health service subscribed to by Clarion Academy Trust.

What substances need to be assessed?
Substances hazardous to health may take the form of gases, vapours, liquids, fumes and solids (e.g. dusts); on their own or as part of a mixture. Exposure to biological agents and other micro-organisms may also occur during working activities e.g. when working on sewage, drainage or air conditioning systems.

Find out what substances are being used (or how exposure to microorganisms might occur), and where they are used, worked on, handled or stored; all should be accounted for. Check stock lists.

Think what substances might be produced during any process as intermediates, by-products or finished products or what might be given off as wastes, residues, fumes, dusts etc. Consider how substances are transported, collected, poured, discharged or disposed of.

Hazardous substances may also be used for (or arise out of):

- Maintenance and cleaning repair work (buildings and/or equipment)
- Teaching and Learning (e.g. in laboratories)
- Refurbishment, renovation and repair work on the structure of the building e.g. removal of insulating materials or sandblasting during facade cleaning.
- *Rodent control (e.g. biocides and insecticides)
- *Plant protection products (e.g. fungicides, herbicides and insecticides)

*In addition to considering the hazardous properties of these substances, there are also additional requirements controlling the use of many pesticides and biocides, depending on how they are used. If you use these products, you may need to seek further advice e.g. on any licensing requirements needing to be adhered to.

Risk assessments must be completed for all substances that may be a hazard to health. However, where you can readily demonstrate the risk is low and easily controlled by following manufacturer's instructions (such as those in the Safety Data Sheet (SDS); detailed assessments are not necessary e.g. when using domestic cleaning chemicals or standard office products.

In some instances it will also be reasonable to document the risks as part of a wider activity risk assessment, rather than in a specific substance risk assessment. This would usually be appropriate where the hazards presented by the substance are easily controlled and/or low risk. For example; dermatitis from frequent immersion of hands in water could be considered as part of a wider risk assessment of cleaning activities.

How can hazardous substances be recognised?
They can be recognised through existing knowledge/experience of the process, or by reading HSE guidance notes and relevant trade associations' scientific and technical literature. You could also search the internet or ask the advice of trade associations, or the Facilities (Health and Safety Manager).

In determining whether a substance is hazardous, consider whether it is:

- Classified as dangerous to health?

Substances and mixtures classified as dangerous can be identified by the label displayed on their packaging. The European Regulation (EC) No 1272/2008 on classification, labelling and packaging of substances and mixtures – the CLP Regulation – came into force in all EU member states, including the UK, on 20 January 2010. The CLP Regulation:

- Adopts in the EU the Globally Harmonised System (GHS) on the classification and labelling of chemicals;
- Is being phased in through a transitional period which runs until 1 June 2015. The CLP Regulation applies to substances from 1 December 2010, and to mixtures (preparations) from 1 June 2015;
- Applies directly in all EU member states. This means that no national legislation is needed;
- Is overseen by the European Chemicals Agency (ECHA);
- Will replace the Chemicals (Hazard Information and Packaging for Supply) Regulations 2009 – CHIP – from 1 June 2015

The table below shows examples of the old and new labels.

What label denotes	New international hazard label	Old label
Corrosive		
Acute Toxicity		
Harmful		
New symbol – Reflects serious health hazards such as carcinogenicity, mutagenicitiy and respiratory sensitisation		Substances with this new symbol would most likely previously have been covered by the toxic symbol
Explosive		

- **One that has been given a workplace exposure limit (WEL)?**

WELs are a simple, single workplace exposure limit applied to certain substances. A WEL is the maximum concentration of an airborne substance, averaged over a reference period, to which employees may be exposed by inhalation. This figure must not be exceeded. The WEL may be a short term (15 minute) or a long term (8 hour) limit. Some substances are assigned both.

If the substance has been identified as causing cancer, inheritable genetic damage or asthma, the level of control is stricter still. For these substances, exposure needs to be reduced to as low a level as is reasonably practicable. This means aiming only to control exposure below the WEL would not be adequate.

Suppliers are required to provide a Safety Data Sheet (SDS) for products ordered from them, the reality is however, these will only be supplied on request. It is essential that the SDS for every product is obtained and retained in the

department that the product is used and the store where it is kept. These documents are essential to the accurate assessment of risk to health from the product.

An SDS which will provide details of any substances with a WEL, although suppliers are allowed to use their existing supply of SDS (which may refer to the previous exposure limit terms MEL and OES) before issuing SDS' with the new WEL.

WELs can be found in the HSE publication EH40.

A biological agent (bacteria and other micro-organisms)?
Biological agents must be assessed if they are directly connected with work or if exposure is incidental to work, such as in air conditioning systems and swimming pools (Legionella Pneumophila), or contact with sewerage (e.g. Cryptosporidum and Hepatitis A)

A dust?
Any kind of dust if its concentration in the air exceeds the level specified in EH40. There is a separate WEL for respirable and inhalable dust. Different dust types may also have different WELs. Dusts may also create a flammable or explosive atmosphere.

Any other substance that is a comparable hazard to health?
These include; asphyxiates (i.e. gases such as argon and helium that can reduce the amount of oxygen available for breathing) some pesticides, medicines, cosmetics and substances produced in chemical processes.

Safety data sheets may also contain risk phrases containing warnings that for example, a substance may cause irritation or be a carcinogen. Risk phrases were replaced on 1st June 2015 by hazard statements. Some examples are given below:

Hazard statement	Risk phrase	Meaning
H350	R45	May cause cancer
H340	R46	May cause genetic defects
H350i	R49	May cause cancer by inhalation
H334	R42	May cause allergy or asthma symptoms or breathing difficulties if inhaled
H317	R43	May cause allergic skin reaction

Do different forms of the same substance present different hazards?
It is possible for a substance to be hazardous in one form but not in another. For example, a piece of hardwood may not pose a risk in itself but hardwood dust (e.g. created during sanding) can present a significant risk if regularly exposed. Therefore, if a substance is not being used in 0a form that is hazardous to health and the work process does not create by-products hazardous to health; it does not need an assessment.

What hazardous substances are not covered?
Not all substances require an assessment. In the case of commercial chemicals the presence (or absence) of a warning label will often indicate whether a substance is hazardous and requires an assessment. For example; there is no warning label on water based marker pens, glue pens or ordinary household washing up liquid. Any small risk they present presented will likely be covered in the instructions on the packaging and so an assessment would not be necessary.

Other substances not covered:

- Asbestos and lead, which have their own specific Legislation.
- Substances which are hazardous because they are: radioactive, at high pressure, at extreme temperature, or have explosive or flammable properties. Again, they have their own specific Legislation
- Biological agents if they are not directly connected with work and they are outside the employers' control, such as catching a cold from a work colleague.

It is important to remember that by-products or waste products will not necessarily have a SDS but may still need an assessment. If you are unsure whether a substance needs an assessment please refer to the SDS, or seek further advice from the Facilities (Health and Safety) Manager.

Routes of Entry.
The three main ways in which products get into the body are through ingestion, through the skin (absorption) or by inhalation. Some substances can also act directly on the body at the point of contact e.g. splashes in the eye, wet cement on skin etc. The form of the product plays an important role. The more finely divided a product is, the more easily it is absorbed (generally the smaller the particles, the more dangerous they are). Solids for example, may be in the form of powder and liquids in the form of an aerosol.

Absorption is dependent on many factors, including the size of the particles (such as aerosol particles), the concentration, the length of exposure, its solubility etc. The SDS for supplied substances should indicate the risks of different routes of exposure.

Chemicals entering via these routes may potentially be transported in the bloodstream to other parts of the body, causing damage to other organs.

Digestive route (via the mouth)
Entry via the digestive route (or ingestion) is usually accidental or the result of carelessness, for example:

- Through eating, smoking, etc. after having handled a dangerous product and not having washed hands.
- Through a product having been stored in a food and drink container.
- Through contamination inside/on protective equipment such as gloves being transferred when put on and/or removed.

Percutaneous route (entry via the skin)
Certain products, such as irritant and corrosive products act locally at the place where they come into contact with the skin, the mucous membrane or the eyes. Others, which are soluble in fat, not only act on the skin but also penetrate it and spread throughout the body where they can cause various disorders. For example, solvents can degrease the skin, but also damage the liver, nervous system or kidneys. Small cuts and grazes can provide an easy route of entry for dangerous chemicals.

Respiratory route (entry via the lungs)
This is the most common entry route at work, as pollutants can be present in the atmosphere and breathed in.

This can occur when handling solvents, paints or glues, or welding or undertaking processes that produce dusts. Once inhaled into the lungs, these substances can enter the bloodstream and/or lungs and can cause damage not only to the respiratory system but also to the rest of the body.

Breathing some materials can also lead to contracting lung diseases such as asthma and/or cancer.

How do I undertake an assessment of the substances we use?
The use of hazardous substances that cannot be removed or substituted etc. must be risk assessed. All stages of the process must be considered during the assessment e.g. storage, use and disposal. Department Heads are responsible for ensuring risk assessments are carried out in their areas of control. However risk assessments are best carried out by more than one person and ensuring those using the substance are involved in the process will make it more meaningful and likely to reflect real work practices.

If department heads delegate the task of carrying out assessments, they must ensure whoever carries them out on their behalf is competent and takes reasonable care in doing so. Additionally, the department head should ensure that adequate time, support and assistance is provided to enable the assessor to produce an accurate assessment of the hazards and effective control systems to minimise the likelihood of harm occurring.

A standard risk assessment form is provided to help you assess each substance you have identified (See Appendices)

Much of the initial information required on the assessment form will be found on the SDS for the product. Other possible sources of information include the HSE's COSHH website, your substance supplier and any relevant trade association. You can also seek advice from the Facilities (Health and Safety) Manager.

Generic COSHH assessments
It is likely that in the school environment, the use of many substances is carefully controlled, i.e. in a teaching area, or the way a product is used does not change to any great extent for periods of time, i.e. cleaning and maintenance. It is acceptable to produce generic assessments for hazardous substances and make them available to those carrying out similar work, e.g. by a number of maintenance and cleaning teams performing the same or very similar tasks. Where these are utilised, managers must ensure they adequately cover all conditions of use and are reviewed regularly to

ensure they remain current. The standard risk assessment form should still be used when developing model risk assessments.

CAT subscribes to CLEAPPS. CLEAPSS is an advisory service providing support in science and technology for a consortium of local authorities and their schools as well as Academies. The CLEAPPS service provides advice, guidance and risk assessments for use in science and technology in order to enable teachers to use potentially hazardous substances in a controlled learning environment. It is important to ensure that the classroom activities accurately reflect the conditions and controls recorded on the assessment. Variations will need to be recorded and the controls amended to reflect the variations.

Non Generic COSHH assessments
If a product has been determined to be hazardous, either by information on the packaging or by referring to the SDS, it will require a COSHH assessment. To complete the assessment accurately will require the assessor to have professional knowledge of the methods of use of the substance, including any by products or waste, and to have access to the SDS. The SDS provides information regarding the hazards of a substance it is not a replacement for a completed COSHH risk assessment.

Completing the hazardous substance risk assessment form

There is a template form attached to these procedures for use when undertaking a risk assessment. When completed, the results of the documented assessment need to be communicated to the appropriate staff.
Part 1 should be completed by the Line Manager or nominated competent person, giving as much detail as possible.

Part 2 should be completed by the Line Manager or nominated competent person in conjunction with the Facilities (Health and Safety) Manager.

When both parts of the form are completed, the manager in control of the activity that uses the hazardous substance must review the assessment and sign to agree the stated controls.

A summary pro-forma is also available for managers to list all of the hazardous substance risk assessments completed for their area.

Control Measures
An essential part of the process of COSHH risk assessment is the identification of effective control measures. All control measures must perform as intended and continue to prevent or adequately control exposure to substances hazardous to health.

When identifying control measures, assessors must follow the hierarchy of controls below

- Elimination – eliminate the hazard
- Substitution – substitute the product for a safer one, or a safer form of the product
- Engineered controls – local exhaust ventilation, extraction, enclosure and isolation of a substance.
- Administrative controls – information, instruction and training, work patterns, behavioural changes.
- Personal Protective Equipment – gloves, masks, eye protection.

Control measures must take into account actions required in the event of an emergency.

Air monitoring
Environmental monitoring may be necessary to ensure that control measures are working effectively. In the cases specified below, there will be a need to measure the concentration of hazardous substances in the air:

- Where there could be a serious risk to health if control measures fail or deteriorate
- If you cannot be sure that an exposure limit is not being exceeded
- If you cannot be sure that control measures are working properly

Environmental air monitoring can give information on the likely sources of exposure which can be very useful in helping to identify the priorities for control measures. However, it must be remembered that measuring environmental levels does not necessarily measure the amount that is being actually breathed in or absorbed and it is this which determines the risk of ill health occurring. To gain an indication of personal exposures, personal air sampling would be needed.
Prior to undertaking any air monitoring, proper consideration needs to be given to why it is being proposed and how the information will help the risk assessment process.

Local Exhaust Ventilation (LEV)
LEV is a ventilation system that takes dusts, mists, gases, vapour or fumes out of the air so that they cannot be breathed in. Properly designed LEV will:

- Collect the air that contains the contaminants
- Make sure they are contained and taken away from people
- Clean the air (if necessary) and get rid of the contaminants safely.

To do this LEV must be specifically designed for the processes, equipment and substances it is intended to control. Ensure whoever designs, installs, maintains and tests your LEV is competent – they should have the necessary skills, knowledge and experience. The system must be regularly maintained and be formally inspected at least once in every 14 months. However, in some circumstances regular monitoring and servicing may be needed more frequently, for example where there is heavy use or throughput, or if it used to remove a particular hazardous substance e.g. non-ferrous metal work.

The HSE LEV website discusses these issues in more detail.

Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE)
If it is not reasonably practicable to prevent or adequately restrict exposure through other control measures, individuals must be provided with PPE appropriate to the tasks and hazards e.g. face masks, respirators, protective gloves, eye protection, etc.

The specific type(s) of PPE that must be worn when using a hazardous substance should be detailed on the risk assessment for that substance. It is not adequate to make simple statements such as 'gloves must be worn'.

Staff and students will need to be told what protective equipment to wear, how to wear it, how to maintain it and how it will protect them. Certain face protection will need specific training and fitting to ensure effectiveness.

Health surveillance
Health surveillance is required in certain circumstances to ensure exposure to a substance is not causing adverse health. Therefore, it can also act as a check on the continued effectiveness of the control measures in place.

Health surveillance is required when a staff member:

- Is exposed to a hazardous substance such that:
    - An identifiable disease may be related to the exposure
    - There is a reasonable likelihood the disease may occur due to the particular conditions of the work
    - There are valid techniques for detecting when ill health may be occurring

Different substances may require different forms of health surveillance, e.g. blood or urine tests, employees being trained to check their skin for signs or symptoms of ill health, etc.

It is highly unlikely that a staff member or student will be exposed to a substance or the working conditions where any of the above are likely to occur.

COSHH Assessment records and review

All COSHH assessments must be recorded using the standard forms.

COSHH risk assessments must be reviewed:

- At least annually to ensure they are still valid and current
- When there is a change in the work or learning activity or procedure
- If the substance is used for a different task
- If the substance changes i.e. a new SDS has been received
- Upon direction of the enforcing authority (HSE)
- Following any adverse incident involving the substance or task

Records of risk assessments must be retained and made available for inspection and audit. This record may be in writing or recorded by other means (e.g. electronically) as long as it remains retrievable.

The relevant retention periods are as follows:

- Substance risk assessments 5 Years
- Health surveillance 40 years

If an adverse event results in personal injury, copies of all relevant risk assessments should be placed with the individuals medical records for future reference.

Information, instruction and training for those who may be exposed to hazardous substances
Employees and others who use, or who might be exposed to hazardous substances, must receive appropriate information and instruction including details on the:

- Names of substances and the risks they pose to health
- Key findings of the risk assessment including the likely routes of exposure
- Any relevant workplace exposure limits
- Control measures needing to be employed to ensure adequate control e.g.:
- Correct use of LEV and PPE
- Safe working methods e.g. for decanting, mixing, clearing spillages etc.
- The results of any monitoring (if required)
- The type and purpose of any health surveillance required (if required)
- The emergency procedures to be followed in the event of serious/imminent danger or following exposure

The extent of information, instruction and training that is necessary will depend on the level of risk involved. Practical ways in which employees can be provided with information and instruction are to:

- Involve staff in undertaking or reviewing assessments
- Discuss the findings of assessments at team meetings
- Discuss with staff the need to wear personal protective equipment when this is identified as being needed in an assessment
- Ensure copies of assessments are kept in a known and accessible location
- Ensure assessments are viewed prior to a new substance being used for the first time.

Further Reference

- Clarion Academy Trust Health and Safety Policy
- http://www.hse.gov.uk/coshh/basics.htm
- http://www.hse.gov.uk/coshh/essentials/index.htm
- http://www.hse.gov.uk/chemical-classification/legal/clp-regulation.htm
- http://www.hse.gov.uk/pubns/books/l5.htm
- http://www.hse.gov.uk/pubns/books/eh40.htm

CLARION ACADEMY TRUST COSHH RISK ASSESSMENT FORM

PART 1 **To be completed by the HOD, Headteacher or nominated competent person**	
Date:	**Assessor:**
Name of task:	
List substance and supplier (Current MSDS must be attached)	
Quantity to be used in one working day	
Maximum amount stored on site	
Exposure time during one working day (Indicate below)	
☐ <30 mins ☐ 30 mins – 2 hrs. ☐ 2-4 hrs. ☐ 4-8 hrs. ☐ Over 8 hrs.	
Where does the task take place	
☐ Outside ☐ Inside - well ventilated ☐ Inside - poorly ventilated ☐ Confined space	
Briefly describe how the product is used, including dilution, mixing, hand application, brushing, spraying etc. **Who works with the product and how often?**	
Classification (use symbols on the MSDS. Note new symbols on the top line)	

							
☐ Acute Toxicity	☐ Serious Health Hazard	☐ Corrosive	☐ Health Hazard	☐ Hazardous to the Environment	☐ Flammable	☐ Oxydising	☐ Gas under Pressure
							
☐ Very Toxic	☐ Toxic	☐ Corrosive	☐ Harmful	☐ Dangerous for the Environment	☐ Highly Flammable	☐ Oxydising	☐ Irritant

Hazards associated with the use of the substance: (see section 11 & 15 of the MSDS)

Does the substance have a Workplace Exposure Limit (WEL)

Physical state of substance (circle all that apply)			**Possible route of entry into the body** (circle all that apply)	
Vapour or Mist	Dust	Solid	Ingestion/swallowing	Eyes
Fumes	Liquid	Other*	Inhalation/Breathing	Skin Contact
Powder	Gas		Absorption	Injection/Cut

What consideration has been given for substitution of substance with a less hazardous alternative? (circle as appropriate)

Product is low hazard No suitable alternative Task requires this product

List people (other than those in part 8) who could be exposed and those that may be at an increased level of risk e.g. visitors, the public, pregnant women, asthmatics, vulnerable workers those with dermatitis etc. – do not include names.

First Aid Measures (section 4 MSDS)

Fire precautions (section 5 & 7 MSDS)
Actions to be taken in the event of an emergency (MSDS section 6)
Existing control measures, e.g. safe systems of work, supervision, training, storage, CLEAPPS advice.
Personal Protective Equipment required (tick appropriate box and give specific type in TYPE)
Environmental Protective Equipment e.g. air emissions/dust handling, noise prevention, bunds, drip trays, spills kits, waste handling

Please take this Form, to the Facilities (Health and Safety) Manager for assistance in completing PART 2 – Risk Assessment.

PART 2 – RISK ASSESSMENT

	HIGH	MED	LOW
Hazards inherent to the substance			
Risk of exposure due to:	**Risk level without controls**		**Risk level with controls**
	HIGH	**MED**	**LOW**
The methods of use			
Ingestion / Swallowing			
Inhalation / Breathing			
Eyes			
Skin Contact			
Overall risk level without controls/PPE in place			
Overall risk level with controls /PPE in place			

If overall risk level is high after controls have been put in place can a lower risk substance, process or activity be used?
If no, state why.

Is atmospheric sampling required? If so, at what frequency?

Is health surveillance required? If so, list requirements

Further actions / controls

Review date

Signature – Assessor **Date:**

Signature – HOD / Person responsible for task **Date:**

THIS RISK ASSESSMENT IS ONLY VALID FOR THE PARTICULAR SUBSTANCE, USE AND ACTIVITIES SPECIFIED IN PART 1 OF THE DOCUMENT.

Personal Protective Equipment

Definition

Personal Protective Equipment (PPE) is defined in the Regulations as 'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him/her against one or more risks to his/her health or safety'.

PPE also includes Respiratory Protective Equipment (RPE) with respect to equipment provided to protect the user against any substances that could cause harm or a condition through inhalation.

PPE does not include uniform that is supplied to a person at work unless it is designed to protect them against one or more risk to their health & safety.

Risk assessment
It is a requirement to carry out a risk assessment for all work activities. If hazards are identified, control measures must be put in place to eliminate the hazard or reduce the risk of harm occurring, as well as the potential consequences, to an acceptable level. PPE is normally considered as a last resort with favour given to elimination of risk, substitution of hazardous substances, machinery or processes and collective, engineered controls.
The risk assessment should be carried out by the person in control of the task or work i.e. the Head of Department, manager or person with line management responsibility.

If PPE is specified in a risk assessment, it is necessary to provide detailed information regarding the equipment specified. It is not acceptable to use generic phrases such as 'wear appropriate PPE' or 'wear gloves' as it is reasonably foreseeable that an individual may select incorrect equipment that will provide inadequate protection, or increase an overall level of risk

Provision and use of PPE & RPE

- It must be supplied and used at work wherever there are risks to their health and safety that cannot be adequately controlled by other means.
- It should always be considered as the last resort and used only where other control measures cannot adequately reduce the risk of injury E.g. If a floor is excessively slippery or damaged then the maintenance or replacement of the floor should be the first option before generically providing non-slip shoes.
- Where PPE or RPE is specified as a means of controlling the risks of injury or ill health, there is a legal duty on the employer to ensure that it is supplied free of charge and to ensure that the employee actually uses it.
- Where PPE or RPE is supplied by means of controlling the risks of injury or ill health there is a legal duty on the employee to use it as it was intended to be used, care for it, notify their line manager of any defects and to have it available for use when required.

Assessing suitable PPE & RPE
To allow the right type of PPE and RPE to be chosen, the different hazards in the workplace need to be considered carefully. This will enable an assessment to be made of which types of PPE & RPE are suitable to protect against the hazard and for the job to be done. A PPE supplier should be able to advise on the different types available and their suitability for different tasks.

The following factors should be considered when assessing the suitability of PPE:

- Is it appropriate for the risks involved and the conditions at the place where exposure to the risk may occur? E.g. would a bump cap be more suitable than a hard hat?
- Does it prevent or adequately control the risks involved without increasing the overall level of risk. E.g. wearing a type of full face respirator when using a band saw which impedes the user's vision.
- Can it be adjusted to fit the wearer correctly e.g. Hard hats, respirators
- Has the state of health of those who will be wearing it been taken into account? E.g. using a respirator when they have a chest infection
- What are the needs of the job and the demands it places on the wearer? E.g. the time they are wearing the PPE/RPE
- Does the environment present hazards? E.g. the conditions the users are working in such as hot, cold, dark or confined space environments
- Do name badges or other uniform items present hazards? If so remove.
- If more than one item of PPE is being worn, are they compatible? E.g. does the use of a particular type of respirator make it difficult to get eye protection to fit properly?

- When purchasing Safety footwear consideration should be given to the purpose/hazards they are purchased for i.e. is the footwear being purchased for toe protection or slip resistance? Safety footwear are given a British Standard for their toe protection and not their slip resistance. If safety footwear is worn for its slip resistance then the work environment should be taken into account i.e. a kitchen floor will vary to a workshop.

Respiratory Protective Equipment
Respiratory Protective Equipment (RPE) is provided to protect the employee from risk to their health & safety from the use of substances that could be inhaled such as chemicals, dusts, fumes etc. The Control of Substances Hazardous to Health (COSHH) policy should be consulted.

- COSHH assessments should be available for all chemicals used and the correct specification of RPE with respect to protection levels and exposure levels are detailed in HSE document EH40.
- RPE should be issued individually (Using Appendix 2) and clearly marked with the users name
- RPE should be stored correctly and kept in a clean condition
- RPE use should be recorded if there is an exposure duration limit on the respirator or canister (Using Appendix 2)
- The RPE should always be used in accordance with the manufacturer's instructions

Issue and Training of PPE/RPE

- Items of PPE/RPE that are issued to a staff member should be recorded. (Using Appendix 1)
- Before issue training should be provided on:
- Why PPE/RPE is needed
- When it is to be used
- How to check the equipment as well as repair or replacement arrangements.
- Limitations of the PPE/RPE use
- How it is to be stored
- Legal duties of wearing PPE e.g. MUST be worn all the time they are exposed to the risk
- No exemption for jobs that take 'just a few minutes'.

Properly worded and coloured safety signs that comply with the Health and Safety (Signs and Signals) Regulations 1996 can be useful reminders to wear PPE & RPE and should be placed in those areas where PPE/RPE is to be used. Staff, visitors, contractors and any other person should be reminded that a compliant sign is a legal instruction to wear or use the specified equipment or entry to the affected area will be denied.

Maintenance

- Equipment needs to be well looked after and be properly accommodated when not in use e.g. stored in a dry, clean cupboard, or in the case of smaller items, such as eye protection, in a box or case.
- It should be kept clean and in good repair - the manufacturer's maintenance schedule (including recommended replacement periods and shelf lives) should be followed.
- A trained wearer may carry out simple maintenance but specialist personnel should carry out more intricate repairs.
- To avoid unnecessary loss of time, it is advisable that suitable replacement PPE should always be readily available.

CLARION ACADEMY TRUST
DEPARTMENTAL PPE/RPE ISSUE RECORD

DEPARTMENT.....

Name	Item	I.D Number & Size (where applicable)	Date of issue	Training received	Signature	Date of return/replacement

CLARION ACADEMY TRUST
RESPIRATOR MONITORING RECORD

DEPARTMENT.....

Name	Respirator Number	Date	Filter Type	Total Daily Exposure (Hrs/Mins)	Comments

Exposure life of a respirator must not exceed manufacturers' guidelines.

Health and Safety Induction

Introduction

Every new member of staff will receive a comprehensive induction into their school, their role and responsibilities, health and safety as well as general information required.

As the majority of new staff, especially teaching staff will join the school at the start of the academic year in September, a day will be nominated before the start of term to undertake this induction. Staff that join the school at other times will receive the same induction by their line manager or member of the SLT at a time appropriate to their appointment. The staff induction would normally include:

- A meeting with the Head Teacher / Head of School
- A summary of the staff handbook and the key information contained within
- A summary of the school calendar and staff duties
- Ensuring the staff member has an ID badge, email address and computer login
- An introduction to Go 4 Schools
- Safeguarding
- Health and Safety

For the purposes of the Health and Safety policy, an overview of the information contained in that part of the induction process is outlined below.

An induction checklist is provided as an aide to memoir.

General
All staff have a responsibility for health and safety. This includes ensuring that all school and departmental health and safety procedures are followed. Staff must also report and concerns regarding health and safety to the Estates Manager or the Headteacher.

There is a health and safety noticeboard in the staffroom. It contains basic information about emergency evacuations, accident reporting etc.

A copy of the health and safety policy is available on the staff area of the school network. All staff are encouraged to familiarise themselves with parts 1 and 2 as well as any areas of part 3 that may be relevant to them, they may be accountable under law.

Effective health and safety management systems rely heavily on proactive monitoring of the environment to which they apply, therefore, the reporting of potentially hazardous situations and near misses is equally as important as recording and investigating incidents.

Accident Reporting
Accidents involving students should be reported to reception immediately. If it is practical, the student should be sent to reception where the duty first aider will assess the injury and provide immediate treatment as well as deciding on further action.
The duty first aider will record the details of the incident but may need to speak to staff members or other witnesses to gain all relevant information.

All incidents involving staff, visitors or contractors must be reported to the Estates Manager at the earliest opportunity and will require the completion of an accident form.

All accidents, near misses and dangerous occurrences must be reported as soon as is practical via the PRIME incident recording portal.

First Aid
The Trust policy is to have, as a minimum, 1 first aider for every 100 persons on site, plus an additional first aider in higher risk subject areas (PE, Science, Tech) plus a number of Emergency first aiders to assist with first aid cover on trips, events and minor injuries or illness. All first aiders can be identified by the green lanyard on their identification badges.

There is a nominated First Aider on duty throughout the school day. The can be contacted via reception or by radio if you hold one.

First Aid kits are kept in specialist teaching rooms and other designated areas around the school. Defibrillators are kept in the PE office and the sports hall.

First Aid and Defibrillator training is carried out both in house and externally. Current dates for internal training are on the school calendar. Contact the Estates Manager for further information.

Fire Alarm and Evacuation
The full fire evacuation procedure is available on the staff area of the school network.

A summary, including evacuation routes is distributed to all teaching staff at the start of the academic year.

The fire alarm is a two tone claxon and this will be sounded at 10:00 on the staff development day for the benefit of the new staff.

An announced evacuation will take place in the first week of the academic year. Additional, unannounced, drills will be held termly.

Evacuation notices providing details of evacuation routes are in each room of the building and detail the specific route from that room to the assembly point. It is important to follow this route unless it is impassable.

Staff are responsible for ensuring that students use the prescribed evacuation route and that the evacuation is conducted in a quiet and orderly fashion.

Staff or students with mobility or other issues that my impede a timely evacuation will have a personal emergency evacuation plan devised for them and appropriate staff informed.

Once the buildings have been evacuated, a full roll call will be taken to account for all students, staff, visitors and contractors.

No one is to re enter the buildings without the express permission of the Evacuation Manager.

The fire alarm is tested on each site on a weekly basis. The time of the test may be different at each site. It will sound for 10-15 seconds. You do not need to take any action unless the alarm is continuous.

Maintenance.
An IT helpdesk and premises faults log is accessible from your computer. You should log all requests for IT support or maintenance and premises issues on this system, giving as much information as possible to aid the technicians or site support staff. You will be kept up to date with the progress of your issue via this system.

If the fault or defect causes an immediate health and safety issue such as a broken window, blocked fire exit or trip hazard, you should make the school office aware immediately. They will contact the site staff to rectify the problem. You should still enter the problem onto the helpdesk to enable the Estates Manager to follow up the incident and its resolution.

HEALTH & SAFETY INDUCTION CHECKLIST

Listed below is a checklist of health & safety matters. These matters should be covered (as applicable) as soon as possible after your start date. The Line Manager should initial each section when complete.

1.	**HEALTH & SAFETY POLICIES**	**Date**	**Initials**
a	Received copy of the Trust H&S Policy Statement		
b	Names of individuals with safety responsibilities		
c	Explanation of employee's responsibilities with regard to the health & safety policies		
2.	**FIRE SAFETY**	**Date**	**Initials**
a	Action in the event of a fire including fire exits, fire evacuation route and assembly points and any alternative routes		
b	Correct method for calling the Fire Brigade		
c	Location of fire alarm call points and how to activate them		
d	Day and time of weekly fire alarm test		
e	Location of fire extinguishers		
f	Explanation of non-use of lifts in fire		
g	Identification of any disabilities or difficulties in responding to an emergency evacuation		
3.	**HOUSEKEEPING**	**Date**	**Initials**
a	Reasons for maintaining tidy work areas		
b	Reasons for safe practices in office environments		
c	Reasons for maintaining clear access including hazards caused by obstructing gangways, using fire extinguishers as door stops, etc		
d	Procedures for dealing with common causes of accidents, e.g. trips, slips, etc		
4.	**ACCIDENTS & ABNORMAL OCCURENCES**	**Date**	**Initials**
a	Accident reporting procedure and its importance		
b	Location of the nearest first aid kit and contact details for first aiders		
c	Action in case of injury to self or others		
d	Procedure in the event of a dangerous occurrence		
e	Explain procedure for reporting and dealing with "near misses", and any other occurrence which could have resulted in injury or illness		
5.	**SMOKING**	**Date**	**Initials**
a	Trust Smoking Policy		
6.	**RISK ASSESSMENT**	**Date**	**Initials**
a	Explanation of results of all relevant risk assessments and where they are kept		
b	General requirements for risk assessment in the workplace		
c	Specific requirements for assessment of exposure to substances hazardous to health (COSHH regulations)		
d	Specific requirements for risk assessment of display screen equipment (DSE Regulations)		

7.	HEALTH & SAFETY TRAINING REQUIREMENTS	Date	Initials
a	Explanation of the provision of Health & Safety Training		
b	Any specific mandatory Health & Safety Training (e.g. Lasers, GMOs)		
8.	**REPORTING BUILDING DEFECTS**	**Date**	**Initials**
a	Explain how to report building defects to the IT & Facilities Helpdesk and information about the type of defects to report this way.		

SECTION B: This can be modified by the School Safety advisor to take into account local hazards. Complete the sections which are applicable. Insert N/A if not applicable

12.	CLOTHING	Date	Initials
a	Issue, care and cleaning arrangements of uniforms and overalls		
b	Action in the event of clothing being contaminated		
13.	**PERSONAL PROTECTIVE EQUIPMENT (PPE)**	**Date**	**Initials**
a	Identification of where PPE is needed in the workplace		
b	How to wear and take care of PPE		
c	Assessment procedures for protective equipment		
d	Issuing, storing, maintaining and replacing procedures		
e	Use of eye protection and areas where such use is mandatory		
f	Arrangements for obtaining eye protection		
g	Limitations of PPE		
h	Hearing protection		
i	Procedures for assessment of loud noise		
14.	**USE OF COMPUTERS**	**Date**	**Initials**
a	Explain concept of a display screen equipment user		
b	Arrangements for carrying out a workplace self-assessment and follow-up procedure		
c	Explain need for regular breaks from using the computer		
d	Explain arrangements for eye tests		
15.	**ELECTRICAL EQUIPMENT**	**Date**	**Initials**
a	Checks required before use		
b	Action if faults found		
c	Procedure for testing portable electrical equipment		
d	Procedures when new equipment is obtained		

16.	CHEMICAL HAZARDS	Date	Initials
a	Safe handling and storage methods for corrosive liquids		
b	Safe handling and storage methods for compressed gases, including asphyxiants		
c	Safe handling and storage methods for flammable solvents		
17.	**SPILLAGES**	**Date**	**Initials**
a	Action in the event of spillages		
18.	**WASTE DISPOSAL**	**Date**	**Initials**
a	General waste/rubbish disposal systems		
b	Hazardous waste/rubbish disposal systems		
c	Disposal of waste solvents		
d	Disposal of other chemicals		
19.	**LABORATORIES / WORKSHOPS / KITCHENS**	**Date**	**Initials**
a	Access arrangements for laboratories / workshops / kitchens		
b	Training in use of equipment		
c	Machine hazards		
d	Correct safe operating procedures		
e	Correct guarding		
f	Methods and hazards of internal transport		
g	Arrangements for equipment left running overnight including any permit systems		
20.	**USE OF OTHER EQUIPMENT**	**Date**	**Initials**
A	Precautions to be taken when using gas cylinders		
B	Use of regulators for gas cylinders and restrictions on interchangeability		
C	Use of lasers including particular precautions for Class 3b and 4 lasers		
d	Training and use of breathing apparatus		
E	Any other equipment (please list below)		
21.	**RADIOLOGICAL HAZARDS**	**Date**	**Initials**
A	Local rules for ionising and non-ionising radiation use		
B	Access to advice on radiological hazards ie the Radiological Protection Supervisor and Advisor		
22.	**SUPERVISION OF STUDENTS**	**Date**	**Initials**
A	Supervisor's responsibilities for supervision of students		
B	Responsibilities on field trips		

23.	OTHER HAZARDS	Date	Initials
a	Insert any other matters identified as important in your particular department		
b	Particular arrangements for equipment regarding statutory examinations, e.g. pressurised vessels, lifting equipment		
c	Explanation of site traffic system (as applicable)		

To be completed by the new member of staff:

I agree that I have been given all relevant information covered by the above list

Name: (block capitals)	
School/Directorate:	
Signed:	Date:

To be completed by Line Manager / Appointed Person:

I confirm that the above named has received safety induction training as indicated on this checklist

Name: (block capitals)	
Signed:	Date:

To be completed by the School Safety Advisor:

I confirm that I have been introduced to the above member of staff

Name: (block capitals)	
Signed:	Date:

Employers have a duty to consult with their employees, or their representatives, on health and safety matters. This leaflet is aimed at employers and discusses what they need to do to ensure they are complying with the law.

The law sets out how employees must be consulted in different situations and the different choices employers have to make. There are two different regulations that require employers to consult their workforce about health and safety:

- The Safety Representatives and Safety Committees Regulations 1977 (as amended); and
- The Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

These regulations will apply to most workplaces including CAT. In workplaces where the employer recognises trade unions and trade unions are recognised for collective bargaining purposes, the Safety Representatives and Safety Committees Regulations 1977 (as amended) will apply.

In workplaces where employees are not in a trade union and/or the employer does not recognise the trade union, or the trade union does not represent those employees not in the trade union, the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) will apply.

Consultation in respect of health and safety issues will take place with either elected representatives of employee safety or with safety representatives appointed by a trade union, and this policy will apply equally in either case.

The duties of a safety representative will include the investigation of:

- Potential hazards and dangerous occurrences
- The causes of any accidents at work
- Any complaints made by any employee about their health, safety or welfare.

To enable these duties to be carried out, safety representatives will be provided with all the information they are entitled to by law that is:

- Relevant to health, safety and welfare issues within the workplace
- Received from any inspector appointed by the Health and Safety Executive.

Safety representatives are also encouraged to:

- Make representations about health-, safety- and welfare-related matters
- Carry out inspections at reasonable intervals on provision of reasonable notice
- Represent employees in consultations with the Health and Safety Executive
- Attend meetings of the safety committee.

Safety representatives will be consulted about the following issues:

- The introduction of any new measures affecting health and safety
- Arrangements for the appointment of competent safety personnel
- Planning and organisation of health and safety training
- Any health and safety consequences of introducing new technologies to the workplace
- Any health and safety information that the law requires to be given to employees
- The establishment of a safety committee.

All safety representatives, however appointed, will be entitled to reasonable paid time off to carry out their duties under this policy.