



Health and Safety Policy

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| Title: | Health & Safety Policy | Last Review Date: | 2 July 2021 |
| Written by: | H Johnston | Approval Date: | |

1. Introduction and Purpose

- 1.1. This policy sets out Mossbourne Federation’s responsibilities in respect of Health and Safety, including the steps it will take to ensure that all employees work in a safe and secure environment.
- 1.2. In complying with its responsibilities under this policy, Mossbourne Federation requires that all its employees acknowledge and accept their individual and collective responsibilities to ensure compliance with this policy.
- 1.3. This general Health and Safety policy is complemented by COVID-19 risk assessments that are published on each academy website to address the specific risks faced and the mitigating activities that we take in line with DfE (Department for Education) and PHE (Public Health England) latest guidance.

2. Scope

- 2.1. This policy applies to all staff.
- 2.2. Some staff may have additional responsibilities to ensure compliance with this policy. This will be indicated in the policy should this apply.

3. Risk assessments

- 3.1. Any activity with a potential risk to safety must be the subject of a written risk assessment.
- 3.2. Risk assessments are used to identify potential hazards and appropriate control measures to ensure that those activities can be undertaken safely.
- 3.3. Specific risk assessments must be carried out in respect of higher risk areas, such as sports facilities, design and technology departments, science laboratories and kitchens.
- 3.4. Risk assessments should be conducted by a competent person and under the control of the Federation Health and Safety Manager are nominated persons. Training will be required for anyone who is required to record risk assessments.
- 3.5. The findings of the risk assessments including control measures to mitigate risks must be reported and approved by the Federation Health and Safety Manager for all building related matters and Heads of Learning Areas for department assessments.
- 3.6. Copies of risk assessments must be held on each academy and be available to all employees. All employees are to ensure that they are fully conversant and comply with those documents.
- 3.7. Any new hazards or circumstances which render a risk assessment inadequate must require a revised document to be agreed by the Federation Health and Safety Manager before work continues.
- 3.8. Risk assessments must be reviewed annually or when the work activity changes whichever occurs first.

| | | | |
|-------------|------------------------|-------------------|-------------|
| Title: | Health & Safety Policy | Last Review Date: | 2 July 2021 |
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4. Consultation

- 4.1. Consultation and communication on Health and Safety matters is via the HR department.
- 4.2. Health and Safety Managers (or nominee) at academies must act as Employee representatives. Any Health and Safety concerns should be reported immediately to the Federation Health and Safety Manager, who will ensure that the appropriate action is taken.
- 4.3. The “Health and Safety Law” poster and Certificate of Employers Liability must be displayed in an area where it is visible, and all employees can easily read it.

5. Medical Screening

- 5.1. Before employment is offered, all potential employees must complete a medical questionnaire and, if necessary, attend a medical examination with an occupational health specialist to establish:
 - Mental and physical capacity to do the work required;
 - Medical history which could be aggravated by planned work or environment; and
 - Any reason to believe they may be a hazard to themselves or others, and any other specialist considerations.

It is important that existing conditions are disclosed before the start of employment.

- 5.2. Personnel with an existing medical condition will not be disqualified from employment unless the condition reduces their ability to do the required work to an acceptable level, which will be defined by a risk assessment.
- 5.3. Records will be held on the personnel file throughout employment and at least a further 7 years thereafter.
- 5.4. Concerns will be carefully considered to avoid discrimination on the grounds of race, gender, disability, age or religion.

6. Welfare

- 6.1. The Federation is committed to providing high quality welfare facilities for our employees in compliance with the Workplace (Health, Safety & Welfare) Regulations. This includes toilets and washing facilities, drinking water and changing facilities.
- 6.2. These are maintained in good condition by means of cleaning and regular inspection.
- 6.3. Employees should report any concerns with the facilities via the federation helpdesk.

7. Working Hours

- 7.1. The Federation recognises the Working Time Directive. Employees are invited to work overtime when necessary but are not coerced and are at liberty to refuse. Employees are not expected to work excessive hours.

| | | | |
|-------------|------------------------|-------------------|-------------|
| Title: | Health & Safety Policy | Last Review Date: | 2 July 2021 |
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- 7.2. Employees who control their own diaries are reminded to avoid working excessive hours.
- 7.3. All academy sites have published opening and closing times that must be adhered to at all times.

8. Young Persons

- 8.1. Young persons (those under 18 years of age) have specific risk issues. They may have little work experience and need closer supervision and guidance to minimise the risk of injury.
- 8.2. If such a person is employed, a risk assessment will be recorded to identify and manage the additional risks to the employee and others nearby and any reasonable practical changes to be implemented.
- 8.3. The parent, guardian or carer may also be involved in this process to ensure the precautions are suitable and adequate.

9. Disabled Persons

- 9.1. Disabled persons will be employed, subject to a Risk Assessment, provided the individual is capable of doing the work required without excessive risk to them and others and that the adjustments needed to accommodate the individual are not excessive.
- 9.2. Special arrangements and equipment will be provided to allow them to work safely where appropriate.
- 9.3. Please see the Federation’s Equality and Diversity policy for further information relating to reasonable adjustments.

10. Pregnant Women and Nursing Mothers

- 10.1. There is a potential risk to any unborn child if the mother over exerts herself or is exposed to some substances. This risk exists at all stages of pregnancy, even at the earliest stages when the mother may not know she is pregnant. New and nursing mothers (and their babies) can also be at risk from exposure to some hazardous substances and significant physical effort.
- 10.2. A Risk Assessment must take place immediately after the employer has been informed about a pregnancy. This assessment should be recorded with her and suitable precautions agreed. The Risk Assessment should be the subject of a review throughout the pregnancy term.
- 10.3. Please see the Maternity and Paternity leave policies for further details.
- 10.4. For any further guidance please refer to the Health and Safety Executive guidance.

| | | | |
|-------------|------------------------|-------------------|-------------|
| Title: | Health & Safety Policy | Last Review Date: | 2 July 2021 |
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11. Accident and Near Miss Response, Reporting and Investigation

- 11.1. An accident is defined as an undesired event that results in personal injury or damage. A near miss is an incident that did not result in injury.
- 11.2. All accidents and near misses must be reported immediately to the person in charge of first aid. (Or nominee). The person in charge of first Aid will ensure that these are recorded in the accident book on the day of the occurrence.
- 11.3. It is the responsibility of the person in charge of first aid to ensure that all accidents are recorded and investigated where appropriate.
- 11.4. Events that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will be reported to the Health and Safety Executive (HSE) by the Federation Health and Safety Manager.
- 11.5. The site of any accident or near miss should not be cleared without the authorisation of the Health and Safety Manager (or nominee) as the Police, Health and Safety Executive may consider the site to be a potential crime scene.

11.5.1. What to do in the event of an accident

- Do not approach until it is safe to do so;
- Call a first aider or ambulance if necessary;
- Report the accident to the Federation Health and Safety Manager (or nominee); and
- Do not move anything except to release the injured person(s) until given specific authority to do so in case the Police/HSE/EHO wish to investigate the incident.

11.5.2. Responsibilities of a designated first aider responding to an incident

- Make the area safe and seek support from those required to assist;
- Arrange additional medical support, including the emergency services;
- Liaise with emergency services or arrange for this to take place;
- If relevant, ensure the COSHH Assessment and /or Data Sheet is provided to medical personnel; and
- If possible, determine injuries.

11.5.3. Responsibilities of the Health and Safety Manager (or nominee) in responding to an incident

- Investigate the cause;
- Record information, conditions, statements;
- Take photos, measurements, samples, etc.;
- Record the incident in the accident book;
- Check the area is safe before restarting work;
- Report all incidents required under RIDDOR;

| | | | |
|-------------|------------------------|-------------------|-------------|
| Title: | Health & Safety Policy | Last Review Date: | 2 July 2021 |
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- Carry out an incident investigation and if necessary, prepare a report with relevant measurements, information, statements, photographs, CCTV footage, etc.;
- Keep records of all incidents for reference; and
- The Health and Safety Manager (or nominee) will act on the findings of the investigation to try and prevent further reoccurrence.

12. First Aid

- 12.1. First aid can only be given by a trained first aider or a medically qualified person. Only a first aider or the injured person can apply a plaster or bandage.
- 12.2. Any person can apply a plaster or bandage to their own skin.
- 12.3. Names of appointed first aiders are displayed on staff notice boards. There are no rules on exact numbers. Employers must make a judgement based on their own circumstances and a suitable and sufficient risk assessment. You should consider the risks to pupils and visitors, as well as employees, when deciding on the numbers of first aid trained people required. (1 First aider for every 50 students is often used within an education setting).
- 12.4. Non-first aid trained persons can help the injured person if requested, provided they act only under instructions of the injured person or medically trained person. All remaining staff are authorised to call 999 in a medical emergency to ask for help.
- 12.5. First aid kits and eye wash stations are provided throughout each of our academies. A list of contents of each first aid kit is kept inside each first aid kit.

13. Security and Safeguarding

- 13.1. The Federation aims to provide a secure environment for its employees, visitors, students, and others who may visit its premises or use its facilities.
- 13.2. Access is restricted to authorised persons.
- 13.3. Measures in place will depend on each specific academy but will include a mixture of physical barriers such as security fencing and access control systems, CCTV system, Intruder alarms alongside staff training.
- 13.4. Safeguarding and child protection policies are in place where appropriate and are reviewed as required. Designated persons are responsible for managing and implementation of these policies.

14. Visitors

- 14.1. Visitors must report their arrival and departure via reception. They are then supervised while on site by the responsible person. Safety rules and emergency procedures will be communicated.
- 14.2. Employees are encouraged to challenge anyone seen unaccompanied or unidentified on the premises and to report them to their line manager if there are suspicions.

15. Alcohol and Drugs

| | | | |
|-------------|------------------------|-------------------|-------------|
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- 15.1. The Federation’s policy is to prohibit the misuse of all prescribed and non- prescribed drugs or alcohol at work to avoid the associated risks to those taking the substances and those who may be affected by the consequences. Any misuse or abuse of alcohol or drugs at work will be treated as gross misconduct and will be subject to disciplinary action.
- 15.2. Any employee who is involved in taking such substances while not at work will be provided with advice and some support in dealing with the situation provided it does not put them or others at risk while at work. Any contractor found to be under the influence of alcohol or drugs will be asked to leave site and will not be asked to carry out work for the Federation in future.

16. Personal Protective Equipment (PPE)

- 16.1. PPE is an essential measure in tasks deemed to be hazardous. All PPE will be assessed to provide adequate protection against hazard(s) and for suitability for the task and the user, and as identified within the Risk Assessment and safe systems of work.
- 16.2. Where PPE is assessed as being required by Risk Assessment, staff will be provided with suitable PPE at no charge. Suitable storage facilities will be provided. Records will be kept of issue, maintenance, cleaning, and testing of PPE.
- 16.3. Employees are to check that their PPE is always in good condition and obtain replacements from their line manager if required.
- 16.4. No work is to be carried out without the appropriate PPE being worn.
- 16.5. Constant supervision of PPE use and condition will be carried out by managers. Failure to comply with PPE requirements will be regarded as a formal disciplinary offence.
- 16.6. PPE requirements in connection with COVID-19 are contained within each Academy risk assessment published on their website. This will be in line with the latest DFE /PHE and government guidance.

17. Stress

- 17.1. Although stress can be a significant concern, we can only provide help and support when aware of any employee suffering stress problems.
- 17.2. Employees are told at induction and routine briefings to report any such problems or concerns about themselves or others so that appropriate help can be provided. Any employee reporting a concern will be treated with respect, and care will be taken to investigate issues, approach the relevant person sympathetically and to develop a practical and realistic solution for immediate and longer-term needs in accordance with the HSE guidelines for managing stress.
- 17.3. We recognise that stress is a key area of concern for employees and the Federation.

18. Smoking

- 18.1. Smoking is banned inside and outside our premises and grounds, except where a specific academy provides a smoking shelter and dedicated area. It is a risk to health for smokers and those nearby and involves a risk of fire from unsafely discarded smoking materials.

| | | | |
|-------------|------------------------|-------------------|-------------|
| Title: | Health & Safety Policy | Last Review Date: | 2 July 2021 |
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- 18.2. Smoking within the premises or grounds except in dedicated shelters will be treated as gross misconduct and will be subject to disciplinary action.
- 18.3. The use of e-cigarettes is also banned from premises and grounds.

19. Management of Contractors

- 19.1. The system for approval and control of contractors will be followed in all cases to ensure the safety of contractors, visitors, employees, and the public.
- 19.2. All contractors must satisfy the Federation that they are:
 - Competent to do planned work safely;
 - Routinely managing Health and Safety matters competently as part of their activities;
 - Providing adequate resource to Health and Safety risk control, including training, documented safe working procedures, method statements, etc.; and
 - Adequately insured for the planned work.
- 19.3. When it is planned to use contractors on site, a method statement will be agreed before work can start. It will identify hazards and an agreed safe method for the task to minimise the risk to employees, pupils, visitors, and others who may be affected. The Federation Health and Safety Manager (or nominee) must ensure this document is prepared and then made available to all involved before work starts. Copies of Risk Assessments and Method Statements will be held by the Federation Health and Safety manager (or nominee).
- 19.4. Contractors will be issued with site rules and safety precautions to adhere to whilst they are working at our premises.
- 19.5. Only approved contractors are to be engaged at Mossbourne Federation premises. The Health and Safety Manager (or nominee) will maintain a register of approved contractors.
- 19.6. Site induction will be provided by the Federation Health and Safety Manager (or nominee) or by the contractor for sub-contractors, as appropriate. Personnel will be met when starting work on the first day and all operational points covered including task specific Risk Assessments and Method Statements, etc.
- 19.7. Supervision of contractors will be by a nominated person. Specific high-risk work will be controlled using a permit system. This includes hot work, work at height, work on live electrical equipment, work underground and work in confined spaces.

20. Fire Safety

- 20.1. A Fire Risk Assessment is carried out at each of Mossbourne Federation premises. All the control measures identified are implemented and the Risk Assessment is reviewed annually or whenever there are changes to the workplace (whichever is the soonest).
- 20.2. Fire escape routes, doors and corridors should be always kept clear. Fire doors should not be propped open or obstructed in any way. Escape routes are checked daily by

| | | | |
|-------------|------------------------|-------------------|-------------|
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| Written by: | H Johnston | Approval Date: | |

site staff as part of the unlock procedure. Emergency lighting is provided on escape routes and must be periodically tested and maintained by an approved contractor.

- 20.3. Fire extinguishers are provided at fire extinguisher points throughout the buildings.
- 20.4. Extinguishers are maintained under contract by an approved contractor and are inspected for damage and misuse as part of daily inspections by site teams.
- 20.5. Fire Alarms are installed in all Mossbourne Federation sites. Alarm systems are maintained by a specialised approved contractor.
- 20.6. Fire alarms are tested weekly by the Federation Health and Safety manager (or nominee).
- 20.7. Emergency evacuation drills are practiced each term. Fire marshals are appointed and trained to assist with evacuation. Personnel Emergency Evacuation plans are compiled for those with impaired mobility.
- 20.8. Records of testing, maintenance and evacuations are held by the Federation Health and Safety Manager (or nominee) and will be subject to regular review.

21. Work Equipment

- 21.1. Work equipment provided by the Federation or by our employees must be suitable and safe, meeting the required Health and Safety standards before it is used.
- 21.2. Any problems found with work equipment should be reported to the Federation Health and Safety Manager (or nominee). Defective equipment will be removed from service immediately and not used until it has been repaired/replaced.
- 21.3. Work equipment is inspected regularly. Inspection and cleaning are carried out only by authorised, trained and competent employees following specified procedures.
- 21.4. Any electrical supply must be turned off during the inspection and repair of equipment.
- 21.5. Records of inspections and repairs are held. Risk Assessments are recorded as appropriate. Where there is a legal requirement for independent inspection by an approved body this is arranged.

22. Driving on Federation Business

- 22.1. All vehicles owned leased and used on official Mossbourne business must be maintained regular by a qualified vehicle mechanic. In addition, they will be subject to a pre-use inspection by the driver or other authorised member of staff.
- 22.2. Whether using their own or Mossbourne Federation owned vehicle, only authorised persons may drive on Federation business.
- 22.3. Authorisation is given to the nominated person on each Federation site to conduct the following checks, Staff licence and records of driving offences for insurance purposes must be retained.
- 22.4. Drivers must be in possession of a valid licence for the class of vehicle they are asked to drive.
- 22.5. Where required, MOT certification for vehicles for which Mossbourne Federation is responsible for must be arranged by the authorised staff from the academy. The

| | | | |
|-------------|------------------------|-------------------|-------------|
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authorised staff is also responsible for arranging insurance and ensure that vehicles are taxed.

23. Safe handling and use of substances

- 23.1. Some work involves the use of hazardous substances. This work may be done by employees or contractors but will be managed in the same way. Only those trained and authorised may use these substances, following the safe systems of work and controls specified. Storage use and disposal of hazardous substances must be strictly controlled by each authorised person.
- 23.2. If you are not trained and authorised, do not use any substance known to be, or marked as, hazardous.
- 23.3. All substances that fall under Control of Substances Hazardous to Health (COSHH) Regulations must be identified and subject to a COSHH assessment before being used. All actions identified in COSHH assessments are implemented.
- 23.4. Data sheets and COSHH assessments must be kept available for reference at all times, with an up-to-date library held by the Federation Health and Safety Manager (or nominee). If anyone is exposed to a hazardous substance a copy of the data sheet will be taken to the hospital/ doctor with the injured person.

24. Workplace slips and trips

- 24.1. Slips and trips are one of the most common causes of injury at work. We aim to reduce the likelihood of slips and trips by a combination of good housekeeping measures, including effective cleaning and by enforcing the use of sensible footwear by are employees.
- 24.2. Cleaning chemicals used on floors by cleaners are selected for their non-slip properties.
- 24.3. Lids must be used when transporting containers of liquid or food. Any spillages, flooring defects or obstructions observed must be removed or reported to the Premises Team immediately. Warning signage is placed by spillages until they have been removed and the area is thoroughly dry.

25. Working with computers

- 25.1. Where employees use computers routinely, workstations are set up correctly to suit the employee and appropriate equipment is supplied.
- 25.2. A detailed Risk Assessment will be recorded and reviewed annually for each affected employee to record the measures taken to identify additional measures needed.
- 25.3. Employees identified as using workstations for a significant period are entitled to an eyesight test by an optician at the Federation expense up to a maximum of £50 on joining and every two years thereafter.

| | | | |
|-------------|------------------------|-------------------|-------------|
| Title: | Health & Safety Policy | Last Review Date: | 2 July 2021 |
| Written by: | H Johnston | Approval Date: | |

26. Manual handling

- 26.1. Occasional tasks will require physical effort (e.g., moving equipment stock, reorganising furniture). As far as reasonably practicable, we are committed to managing the risk to health from manual handling operations.
- 26.2. Manual work will be automated or carried out using suitable equipment where practical. For remaining tasks involving significant manual effort, Risk Assessments must be written to reduce the risk to an acceptable level.
- 26.3. If due to the nature of the work the elimination of manual handling cannot be reduced the following guidelines should be followed:
- Do not attempt physical effort if you are not confident of your capacity to do it safely;
 - Avoid unnecessary handling using any mechanical aids;
 - Place materials as close as practicable to workplace to limit distance, time, and effort;
 - Avoid lifting any loads more than 25kg for male and 16kg for female;
 - Do not overload shelves;
 - Ask for help or guidance if necessary;
 - Ensure sufficient personnel are available to undertake the lift considering the size, weight and shape of the load and the area in which the lift is planned.
 - Adopt good lifting techniques including straight back, knees slightly bent and legs apart, chin up, good grip, keep the load as close to the body as possible.
 - Protect any sharp edges, leaks etc.; wear uniform, gloves, apron etc. as appropriate;
 - During any repetitive work, allow sufficient time between lifts for resting;
 - Ensure effective communication between all personnel involved in any shared lifts;
 - Avoid any sudden movements (e.g., by catching a falling object); and
 - Do not put any person at risk.

27. Fixed Electrical Installation

- 27.1. NICEIC or ECA approved electricians maintain the electrical installation. They work to current IEE Wiring Regulations. A full test of the installation is carried out at least every 5 years or a percentage each year to reach 100% over 5 years with a record kept.
- 27.2. Any changes and repairs are carried out by NICEIC approved electricians to the same standard and are certified. Records are kept.
- 27.3. Employees are not to touch or open fuse boxes or electrical circuitry. Any damaged or defective items observed should be reported to the Premises Team.

28. Portable appliance testing

| | | | |
|-------------|------------------------|-------------------|-------------|
| Title: | Health & Safety Policy | Last Review Date: | 2 July 2021 |
| Written by: | H Johnston | Approval Date: | |

- 28.1. Portable Electrical Appliances includes any item that is electrically powered and used in the workplace, whether belonging to the Federation or to an employee and includes ancillary equipment such as extension cables.
- 28.2. Employees should visually inspect portable electrical appliances before using them. Damaged or defective items should be reported immediately to your line manager and removed from service until repaired or replaced by a competent person. The use of insulating tape as a temporary repair is prohibited.
- 28.3. Routine maintenance applied to all portable electrical appliances includes Portable appliance testing (PAT) annually by an electrical contractor.
- 28.4. Any new appliances including those belonging to employees, will be checked, and approved by the Federation Health and Safety Manager (or nominee) before being used on any site.
- 28.5. Flexible leads should be kept as short as possible. Cables should be fully unwound from reels or drums before use to reduce the potential of overheating.
- 28.6. Electrical appliances and their cables should not be used in wet conditions or on wet floors unless the circuit is protected by a residual current device (RCD which will be tested regularly).

29. Working at Height

- 29.1. Work at height presents a hazard both to persons undertaking the work, particularly falling from height, and to others in the vicinity, particularly from falling objects.
- 29.2. As such, working from height should be avoided where practical.
- 29.3. Ladders, stepladders, and steps are provided as a means of access and for light/ short term work where it is not practical to select an alternative safer method.
- 29.4. If step ladders are used the following rules will be followed.
 - Manufactures guidance will be followed;
 - The stepladders in use will be a minimum of “Class 2 Commercial”;
 - The stepladder must be adequate length so that the work can be done without overstretching;
 - The stepladder must be erected on suitable firm ground and never on loose materials;
 - Stepladders will be inspected monthly to ensure they remain fit for use with records kept; and
 - If any ladder is considered unsafe it must be reported to the Premises Team.

30. Skin Conditions

- 30.1. Extended exposure to some cleaning products or food juices can lead to skin problems. To reduce this exposure, it is compulsory for all employees in kitchens and food technology departments as well as cleaners to wear the non-latex protective gloves provided whenever they are handling food or cleaning.
- 30.2. The following general protective measures are to be followed:

| | | | |
|-------------|------------------------|-------------------|-------------|
| Title: | Health & Safety Policy | Last Review Date: | 2 July 2021 |
| Written by: | H Johnston | Approval Date: | |

- All hand jewellery, other than wedding rings should be removed whilst at work;
- Tongs etc. are provided for handling food and should be used wherever possible;
- Hands should be thoroughly dried after washing; and
- Any skin rashes, itches, etc. should be reported immediately to your line manager.

31. Musculoskeletal injury

- 31.1. Task are varied and are managed to reduce the likelihood of exposure to musculoskeletal injury (also known as work related upper limb disorder or repetitive strain injury).
- 31.2. Should an employee experience any symptoms (such as sore arms or swelling) they should report these to their line manager immediately.

32. Food safety

- 32.1. All employees who are involved in handling food are provided with independently accredited food hygiene training as soon as possible after commencing work.
- 32.2. Controls in place include.
- Ongoing cleaning regime.
 - Temperature controlled food storage.
 - Daily recorded temperature checks.
 - Segregated food storage.
 - Food is mark with “use by dates.”
 - Pest control points.
 - Use of colour coded cutting boards.
 - Use of separate knives for distinct types of food (meat, vegetables. Etc.).
 - Regular cleaning of all work equipment and surfaces.
- 32.3. Any employee whose role involves handling food who has suffered from vomiting is required to phone in sick and remain away from the premises for at least 48 hours.

33. Lone working

- 33.1. Working alone can be dangerous. Risk Assessments are carried out and documented to reduce the risk. Lone working is to be avoided where possible.
- 33.2. We arrange for employees who are working alone to be trained and equipped to work safely. Each person must be suitably trained and aware of the risks before working alone and be able to summon help quickly in an emergency.

34. Control of Asbestos

| | | | |
|-------------|------------------------|-------------------|-------------|
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| Written by: | H Johnston | Approval Date: | |

- 34.1. The Federation takes the management of asbestos seriously and complies with the Control of Asbestos Regulations 2012 to protect its employees from exposure to asbestos as far is reasonably practicable.
- 34.2. Asbestos surveys are carried out at all Mossbourne Federation premises in accordance with the Control of Asbestos Regulations to identify any asbestos in the building construction. Where asbestos is identified, this is recorded on an asbestos register and is managed in accordance with an asbestos management plan, to ensure that employees and others using the premises are not exposed.
- 34.3. The asbestos register must be made available to all contractors who intend to carry out work at the premises.
- 34.4. Specialist contractors will be engaged if there is need to carry out work in any area involving asbestos and appropriate control measures/exclusion zones will be put in place.
- 34.5. If anyone suspects they have discovered or disturbed asbestos, they should:
 - Not disturb it further;
 - Ensure that access to the affected area is prevented;
 - Report it immediately to the Federation Health and Safety Manager (or nominee); and
 - Ensure that any clothing that may have been covered in dust or debris is appropriately disposed of.

35. Legionella

- 35.1. Legionnaires disease is an uncommon, but serious, type of respiratory illness. It does not spread from person to person but is contracted by inhaling small droplets of water suspended in the air which contain the legionella bacterium.
- 35.2. Outbreaks occur from water systems where temperatures are warm enough to encourage growth of the bacteria and where conditions allow bacteria to develop.
- 35.3. However, it should be noted that most people exposed to legionella do not become ill.
- 35.4. A legionella survey and Risk Assessment must be carried out by approved contractors. A legionella management plan is provided and followed.
- 35.5. Depending on the nature of the water system at each site, regular checks such as temperature monitoring, flush throughs, descaling of shower heads and cleaning of water tanks may be required. The Premises Manager will ensure that these checks, which will be detailed in the legionella Management plan, are in place.

36. Waste Management

- 36.1. Waste is to be placed in bins that are provided throughout our premises. These are emptied regularly by cleaning staff to external bins, which in turn emptied at least weekly by registered waste carriers for disposal by registered waste processors or for transport to landfill sites. Materials are recycled where practical.

| | | | |
|-------------|------------------------|-------------------|-------------|
| Title: | Health & Safety Policy | Last Review Date: | 2 July 2021 |
| Written by: | H Johnston | Approval Date: | |

- 36.2. Hazardous waste is collected separately and disposed of using suitable registered contractors.
- 36.3. Records are kept including waste transfer notes and collection notes.

37. Training

- 37.1. The Federation must ensure all new employees have induction training before starting work. This induction will include general safety rules and procedures together with specific hazards. We will also ensure employees are aware of their duties and responsibilities and are fully aware of the relevant safety issues. Risk Assessments must be made available to all employees.
- 37.2. Health and safety training will be provided to all employees in agreement with their line manager. If employees are not trained to do a job, they should inform their line manager and check if it is safe for them to continue working. The line manager will arrange for appropriate training if necessary.

38. Responsibilities

- 38.1. The following responsibilities apply in relation to this policy:
 - Central Federation Board - Responsibility for approving the policy;
 - Chief Executive Officer - Responsibility for ensuring the implementation of the policy;
 - Principals - Responsibility for ensuring compliance within their academies;
 - Estates and Facilities Manager - Appointed person;
 - Premises Managers - Appointed persons; and
 - All staff - Responsibility for ensuring compliance within their respective work areas.

39. Monitoring, Compliance and Impact

- 39.1. Compliance with this policy will ensure that all staff work in a safe environment.
- 39.2. None compliance with this policy can have serious consequences to the health and safety of individuals and could therefore be treated as a disciplinary matter.

| | | | |
|-------------|------------------------|-------------------|-------------|
| Title: | Health & Safety Policy | Last Review Date: | 2 July 2021 |
| Written by: | H Johnston | Approval Date: | |

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| Role | Job Title | Name | Contact Number |
|---------------------------------------|--------------------------------|-----------------|----------------|
| Academy Responsibility | Principal | R Warren | 020 8525 5200 |
| Federation Health and Safety Manager. | Estates and Facilities Manager | H Johnston | 020 8525 5200 |
| Fire Safety Responsible Person | Site Manager | T Baldwin | 020 85255200 |
| Legionella Responsible Person | Site Manager | T Baldwin | 020 8525 5200 |
| Sports Facilities and Equipment | HOLA | Athena Yennaris | 020 8525 5200 |
| Science Laboratories | HOLA | Owen Hawkins | 020 8525 5200 |
| Design and Technology | HOLA | Rebecca Lennox | 020 8525 5200 |
| Food technology | HOLA | Rebecca Lennox | 020 8525 5200 |
| Transport (Minibus) | PE Department | N Robinson | 020 8525 5200 |
| Display Screen Equipment | Estates and Facilities Manager | Hugh Johnston | 020 8525 5200 |
| First Aid | SLT | N Robinson | 020 8525 5200 |

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|-------------|------------------------|-------------------|-------------|
| Title: | Health & Safety Policy | Last Review Date: | 2 July 2021 |
| Written by: | H Johnston | Approval Date: | |