

Health, Safety and Welfare Policy

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Document Control

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Statement of Intent

The Arthur Terry Learning Partnership Education Trust (THE ATLP) regards the promotion of health safety and welfare of all people at work to be of the utmost importance and recognises its moral and legal obligations to Health and Safety. We also understand that unsafe incidents that cause harm (i.e. accidents) or have the potential to cause harm (i.e. near misses) to people are unacceptable.

It is the ATLP's policy to ensure that every 'reasonably practicable' step be taken, by all, to prevent injury or ill health to employees, students, contractors, and visitors. There is a desire at all schools within the ATLP to avoid such harm to people, and accordingly we have shaped our operational processes and procedures in such a way in order to achieve this expectation of zero harm.

It is also clear at all schools within the ATLP that good health and safety practices, including welfare, are synonymous with good educational practices and performances such as Safeguarding, Prevent and Ofsted standards etc.

Health, safety and welfare management is primarily a line management responsibility, and it is essential that all levels of management and leadership understand and adhere to the contents of this policy.

It is essential for all employees, students, contractors, and visitors to be aware of their moral and statutory obligations to health and safety. Health, safety and welfare is a 'shared responsibility', and all people need to satisfactorily discharge their responsibilities by understanding and adhering to the contents of this policy and all procedures.

This policy outlines the general organisational structure, roles and responsibilities, and the arrangements in place for the management of health, safety and welfare issues.

Compliance with the contents of this policy and subordinate procedures is mandatory and subject to periodic audit and review.

Organisational Roles and Responsibilities

ATLP Members and Trustees

ATLP Members and Trustees will be responsible for the following:

- To act morally and responsibly in complying with their statutory obligations under current legislation and regulations.
- Demonstrate key leadership in fostering an environment in which health, safety and welfare issues are seen as an essential and integral parts of the ATLP's activities.
- Ensuring that health, safety and welfare practices and performances are synonymous with good educational practices and performances such as Safeguarding, Prevent and Ofsted standards etc.
- Ensuring that there is an effective, robust and enforceable policy in place for the provision of health, safety and welfare to the ATLP's staff, students and visitors, and that the policy is reviewed periodically to reflect any changes, within the organisation and its arrangements, current legislation/regulations, and in guidance from the Health and Safety Executive (HSE) or the Department for Education (DfE).
- To monitor health and safety performance at all schools within The Trust.
- Ensure, so far as is reasonably practicable, that suitable and sufficient processes, procedures, resources and equipment are made available so that the ATLP's health, safety and welfare objectives can be achieved.
- Ensure that Health, Safety and Welfare is included in the agenda for all Board meetings.

Executive Team (CEO, CFOO, Dir. Ops & Estates, Dir. HR, Dir.'s Education)

The Executive Team will be responsible for the following:

- To act morally and responsibly in complying with their statutory obligations under current legislation and regulations.
- To demonstrate leadership in fostering an environment in which health, safety and welfare issues are seen as an essential and integral part of ATLP activities.
- To act as ambassadors for health, safety and welfare provisions.
- Updating Trust Board with regular reports on all matters affecting Health, safety and welfare.
- Ensuring effective communication of the contents of ATLP's Health, Safety and Welfare Policy to all members of the wider executive team, and that they are fully aware of their roles and responsibilities for the provisions of health, safety & welfare within the ATLP.
- Ensure, so far as is reasonably practicable, that suitable and sufficient processes, procedures, resources and equipment are made available so that ATLP's Health, safety and welfare objectives can be achieved.

The Operations & Estates team (namely, Health & Safety Manager):

The ATLP Operations and Estates team will be responsible for:

- Acting morally and responsibly in complying with their statutory obligations under current legislation and regulations.
- Demonstrating leadership in fostering an environment in which health, safety and welfare issues are seen as essential and integral part of the ATLP's activities.
- Acting as ambassadors for health, safety and welfare provisions.
- Ensuring and monitoring compliance with the ATLP's Health, Safety and Welfare Policy and procedures, current legislation/regulations, and statutory guidance from the Department for Education (DfE) through maintaining familiarity with the requirements of the appropriate legislation and codes of practice.

- Creating and monitoring a management structure responsible for health and safety in each school
- Periodically assessing the effectiveness of the health, safety and welfare policy and management framework and ensure any necessary changes are made.
- Identifying risks through robust risk assessment procedures relating to possible accidents and injuries and making reasonable adjustments to prevent them occurring.
- Providing guidance to ensure safe and healthy working conditions that comply with statutory requirements and codes of practice.
- Providing regular reports on all matters affecting health, safety and welfare.
- Liaising with the HSE as necessary on all matters of health, safety & welfare.
- Facilitating external contractors or appropriately trained members of staff inspect & maintain records for health and safety equipment issues including:
 - All electrical appliances – Annually
 - All fixed gymnasium equipment - Annually
 - All fume cupboards – Annually
 - Any workshop equipment, e.g. lathes & kilns – Annually
- Actively monitoring health and safety systems & procedures including:
 - 5 yearly external audits, including fire risk assessments and health and safety audits.
 - Annual internal audits, including fire risk assessments and health and safety audits.
 - Termly examination of documents to ensure compliance with standards.
 - Regular inspection of premises, plants and equipment.
 - Regular reports and updates to stakeholders

Health and Safety Manager

- To develop and implement an effective robust health, safety and welfare policy within the ATLP and to ensure that the policy is reviewed periodically to reflect any changes, within the organisation and its arrangements, current legislation/regulations, and in guidance from The Health and Safety Executive (HSE) or the Department for Education (DfE).
- Ensuring and monitoring compliance with the ATLP's Health, Safety and Welfare Policy and procedures, current legislation/regulations, and statutory guidance from The Department for Education (DfE).
- Ensure arrangements are in place for the development, implementation and monitoring of robust and effective processes and procedures for health and safety hazards as outlined in the policy.
- Ensure processes are in place for monitoring and measuring health and safety performance, i.e. Safety Inspections, Audits, and Surveys.
- Identifying health & safety responsibilities and activities across job roles. Ensuring that where appropriate, training specific to a job role is provided and that relevant staff are aware of what this is and where to access it. This may include in house or externally accredited training.

Headteachers:

Headteachers are responsible for the following:

- Acting morally and responsibly in complying with their statutory obligations under current legislation and regulations.
- Demonstrating leadership in fostering an environment in which health, safety and welfare issues are seen as an essential and integral parts of ATLP activities.
- Acting as ambassadors for health, safety and welfare provisions.
- Ensuring local implementation of the ATLP Health, Safety and Welfare policy.
- Ensuring school staff are made aware of all information from the Health & Safety Manager regarding local compliance with the ATLP Health, Safety and Welfare Policy and procedures,

current legislation/regulations, and statutory guidance from The Department for Education (DfE).

- Taking all reasonable and practical steps to ensure the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.
- Ensuring there are suitably trained first-aid staff onsite in accordance with the training matrix.
- Note - Administration of medication will only take place where it has been prescribed by a medical professional or written authorisation has been received from a student's legal guardian.

Supervisory staff / Department Heads:

Supervisory staff / Department heads will be responsible for:

- Acting morally and responsibly in complying with their statutory obligations under current legislation and regulations.
- Demonstrating leadership in fostering an environment in which health, safety and welfare issues are seen as an essential and integral part of the ATLP's activities.
- Acting as ambassadors for health, safety and welfare provisions.
- Implementation and operation of the Health, Safety & Welfare Policy in their department, and for areas of responsibility delegated by their Headteacher.
- Taking a keen interest in Health and Safety Policy and assist in ensuring all staff, students and visitors comply with its requirements.

All Members of Staff

All members of staff will:

- Take reasonable care of their own Health and Safety, and that of others who may be affected by what they do at work.
- Ensure that all staff, students and visitors are adhering to Health and Safety regulations, rules, routines and procedures in place.
- Carry out their work in accordance with training and instructions.
- Inform Supervisory staff of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Exercise good standards of housekeeping and cleanliness.
- Report any defects in equipment or facilities to the Site manager who record actions for follow up by the Estates Team.
- Familiarise themselves with the Health, Safety & Welfare Policy and aspects of their work related to health and safety.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use correct equipment and tools for designated activities and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Take an interest in health, safety & welfare matters and suggest any changes that they feel are appropriate.

Student Responsibilities

Students will be responsible for:

- Exercising personal responsibility for health and safety of themselves and others.
- Dressing in a manner that is consistent with safety and hygiene standards i.e. wearing appropriate school uniform.
- Responding to safety instructions given by staff at all times.

- Observing the health, safety and welfare rules of their school.
- Not misuse or tamper with equipment that is provided for the safety of the premises and its users.

Register of Appointed Persons

Role	Appointed person	Email address
Health & Safety Manager	Andrew Birch	a.birch@atlp.org.uk
Director of Operations & Estates	Michelle Doughty	michelle.doughty@atlp.org.uk
Estates Manager	Jo Berry	Joanne.berry@atlp.org.uk
Estates Manager	Paul Crooke	Paul.crooke@atlp.org.uk
Estates Manager	Jay Rowley	Jay.rowley@atlp.org.uk
Educational Visits Advisor	Gareth Lloyd	Gareth.lloyd@atlp.org.uk
Contracts & Procurement Manager	Tracy Phillips	<u>tracy.phillips@atlp.org.uk</u>
Director of HR	Sandra Martin	Sandra.martin@atlp.org.uk
Governance & Compliance Manager	Katherine Thomas	<u>Katherine.thomas@atlp.org.uk</u>

Legal Framework

This policy has due regard to statutory legislation and regulations including, but not limited to, the following:

- Health and Safety at Work Act 1974
- Safety Representatives and Safety Committees Regulations 1977
- The Health and Safety (Consultation with Employees) Regulations 1996
- The Education Act 1996
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Disability Discrimination Act 1995
- The Workplace (Health Safety and Welfare) Regulations 1992
- The Work at Heights Regulations 2005
- Occupiers Liability Act 1957 and 1984
- The Construction (Design and Management) Regulations 2007 (CDM)
- Social Security (Claims and Payments) Regulation 1979
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Limitation Act 1980
- The Health and Safety (First Aid) Regulations 1981
- The Children and Families Act 2014
- Personal Protective Equipment at Work Regulations 1992 and 2002
- Food Safety Act 1990
- The Electricity at Work Regulations 1989
- The Control of Substances Hazardous to Health Regulations 2002 (CoSHH)
- The Control of Asbestos Regulations 2012
- Gas Appliances (Safety) Regulations 1995
- Gas Safety (Installation and Use) Regulations 1998
- Pressure Equipment Regulations 1999 (PER)
- Pressure Systems Safety Regulations 2000 (PSSR)
- Manual Handling Operations Regulations 1992 (MHOR)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- The Supply of Machinery (Safety) Regulations 2008
- The Provision and Use of Work Equipment Regulations 1998 (PUWER)
- The Control of Vibration at Work Regulations 2005
- The Ionising Radiation Regulations 2017 (IRR17)
- The Control of Noise at Work Regulations 2005
- Road Traffic Act 1988
- Transport Act 1985
- The Motor Vehicles (Driving Licences) Regulations 1996
- 18th Edition IET Wiring Regulations – Requirements for Electrical Installations

This policy has due regard to national guidance including, but not limited to, the following:

- The Health and Safety Executives (HSE) Approved Code of Practice (ACoP)
- Health and Safety Executives HSG65 framework
- DfE (2014) 'Health and safety: advice on legal duties and powers'
- DfE (2015) 'Health and safety for school children'
- DfE (2016) 'Keeping children safe in education'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- DfE (2022) 'Emergency planning and response for education, childcare, and children's social

care settings'

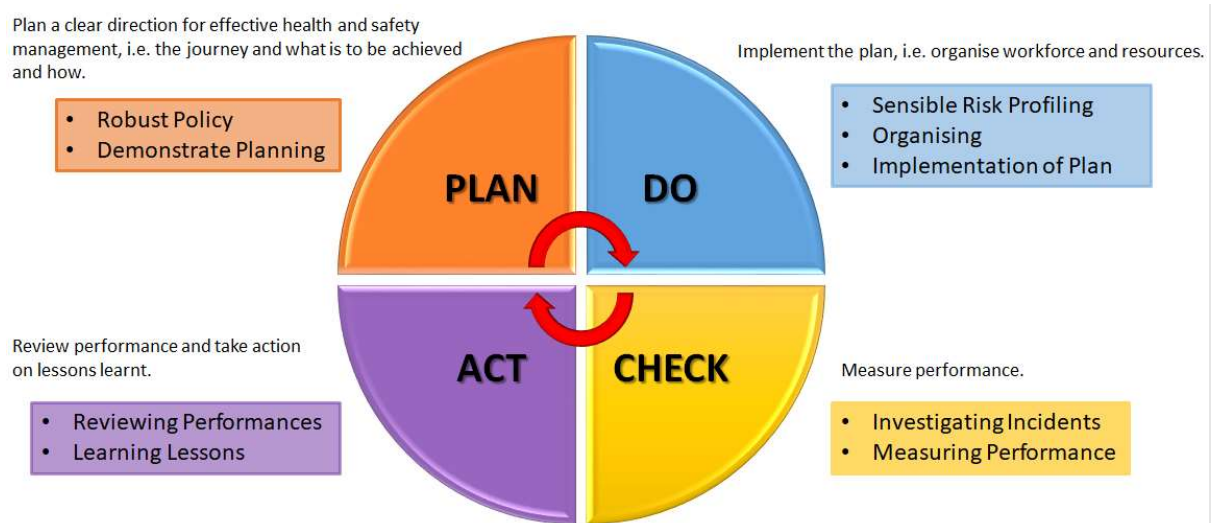
- HSE (2014) 'Sensible health and safety management in schools'
- ESFA 'Managing asbestos in your school' 2017.

Arrangements

The arrangements set out in this policy clearly demonstrate the ATLP's overall commitment in ensuring and safeguarding everyone's health, safety and wellbeing.

The following arrangements make reference to specific systems, processes and procedures that are used to achieve the aims and objectives of this policy.

The Health and Safety Executives (HSEs), Safety Management System (HSG65), based on the concept of Plan-Do-Check-Act will form the framework for implementing the arrangements set out in this Health and Safety Policy.



To ensure successful implementation of this policy, all systems, processes and procedures will be underpinned by the following five guiding principles.

1. Mutual accountability.
2. Sensible risk-based approach.
3. Establish efficient, proactive, and pragmatic ways of delivering health and safety.
4. Standardised and consistent.
5. Active and visible leadership.

Health and Safety Information for Employees



The ATLP recognises that health and safety is all about preventing people from getting hurt or becoming ill from work or learning related processes.

Increasing health and safety awareness and providing information is vital in ensuring and safeguarding everyone’s health, safety and wellbeing whilst at work.

To comply with The Health and Safety Information for Employees Regulations 1989, all schools within the ATLP will display a Health and Safety Executives (HSEs) ‘What You Need to Know’ health and safety poster in a prominent area. The purpose of the poster is to increase awareness of health and safety, provide vital information regarding health and safety, who are the health and safety representatives, and other health and safety contacts at their place of work.

Representatives of Employee Safety (RoES), Recognised Trade Union Safety Representatives, Health and Safety Committee

Health and safety is not solely the responsibility of any one person within the ATLP but is a shared responsibility that involves and engages everyone across all levels of responsibility from all departments.

Health and Safety Representatives and a Health and Safety Committee play a vital role in ensuring a healthy and safe working environment at work. Talking, listening, involving, engaging, and co-operating with employees from across all levels of responsibility and departments at work help influence health and safety culture. Consulting with employees about health and safety lets them know that we take their health, safety, and wellbeing seriously. This in return can lead to a reduction in the number of accidents, near misses, and civil liability claims made against the trust, and may also increase morale, productivity, efficiency and quality.

Health and Safety Representatives themselves contribute immensely by having a better understanding of the views and concerns of their workforce, and by helping in the consultation arrangements with the workforce. Collaboration with employees through Health and Safety Representatives helps to manage health and safety risks in the workplace, i.e. hazard spotting, making sure that controls are practical; and may help increase employee commitment to working in a safe and healthy way. Health and Safety representatives can also help identify, advise and correct potential problems before an incident occurs.

The Health and Safety at Work Act 1974 makes general provision for the following.

- Article 2(4), to consult Health and Safety Representatives on all matters that may affect the health and safety of employees that they represent.
- Article 2(7), to establish a Health and Safety Committee if requested to do so by a Health and Safety Representative.

The following Regulations expand on the general provisions for consulting Health and Safety Representatives and establishing a Health and Safety Committee under the Health and Safety at Work Act 1974. The Regulations expand to cover specific details of the roles and responsibilities of the Employer and the Health and Safety Representatives in ensuring and safeguarding the health, safety, and wellbeing of everyone whilst at work.

- The Safety Representatives and Safety Committees Regulations 1977
 - Provisions made for recognised Trade Union Health and Safety Representatives to be appointed.
 - To establish a Health and Safety Committee no later than 3 months after a request to do so by two or more Trade Union appointed Health and Safety Representatives.
- The Health and Safety (Consultation with Employees) Regulations 1996
 - Provisions made for an employer to not only inform but consult Non-Trade Union employees or their elected Representative of Employee Safety (RoES).

The ATLP is fully aware of the functions of the recognised Trade Union Health and Safety Representatives, The Representative of Employee Safety (RoES), and its legal obligations to not only inform but consult employees, and their appointed Health and Safety Representatives on all matters that may affect their health, safety, and wellbeing whilst at work.

The ATLP recognises that the advantages of establishing a Health and Safety Committee are plentiful and good practice. A Health and Safety Committee makes provisions for the following.

- Being a liaison group between Management and Employees.
- Increasing awareness of health, safety, and wellbeing at work.
- Assists with integration of health, safety, and wellbeing priorities into corporate priorities.
- Allows for a pooling of knowledge and expertise to address any workplace issues or problems that may affect the health, safety and wellbeing of the workforce.
- Improves communication, promotes mutual understanding, teamwork and co-operation amongst the workforce.
- Helps improve employee motivation and morale by providing a platform where individuals may express concerns etc.
- Educating and training across the organisation.

The ATLP's Health and Safety Committee will adhere to the following requirements.

- Not to be seen as a meeting that just involves the exchange of information but is also seen as a meeting that allows constructive discussion and decision making.
- Develop and implement a written constitution on what the Committee agrees to do, and how they will manage health, safety and welfare together. The written constitution will include the purpose and objectives of the committee, membership, meeting arrangements, and arrangements for communicating outcomes of meetings to the workforce.
- Consideration of the following items.
 - Statistics (i.e. accidents, near misses, ill health, and sickness absence)
 - Incident investigations and subsequent action
 - Audits, surveys, inspections, and hazard spotting tours
 - Risk assessments
 - Health and safety training
 - Changes in workplace that may affect the health, safety and welfare of the workforce, i.e. changes in (or new) legislation, new technology, changes in ways the workforce is instructed to work, or when new hazards have been identified.
- Meet at least once every academic term following inception in the academic year 2022-23.
- Chaired by ATLP's Director of Human Resources.

- Consist of a representation from or on behalf of schools, from central teams within the ATLP, the appointed Representative of Employee Safety (RoES), and where appropriate, appointed Trade Union Health and Safety Representatives (i.e. from NASWT, NUT, NEU, Voice, GMB, and Unison).

Site Security

Just like safety, everyone has an important role to play when it comes to site security, and in the successful implementation and monitoring of the security plan/procedure for their site.

Unauthorised access to premises is strictly prohibited, and permission must be sought before accessing premises.

Common site security concerns include:

- Intruders
- Personal safety on premises, including protection against violent, abusive or insulting behaviour, or language
- Burglary
- Arson
- Vandalism
- Intrusion to activities

All premises within the ATLP are private property and generally parents, guardians, visitor and contractors will have permission or an invitation from an establishment within the trust to be on their premises. Section 547 of The Education Act 1996 cites that it is a criminal offence for a person who is on school premises without lawful authority to cause or permit a nuisance or disturbance. ATLP schools may apply to the local authority/police for an anti-social behaviour order in cases of ongoing violent, abusive or insulting behaviour, or language from an individual or group of individuals.

The Operations & Estates Department will be ultimately responsible for the security of ATLP premises and must ensure that suitable and appropriate arrangements are in place for the following, working with the ATLP IT team where required.

- Completion of a Site Security Risk Assessment.
- The development, implementation and maintenance of a robust and effective Site Security Plan/Procedure for their premises that covers the following;
 - External Environment; Perimeter Fencing and Gates, Access Control, Vehicle Security/Parking, Landscaping/Defensible Planting, Signage, Security Lighting, Close Circuit Television Systems (CCTV).
 - Building Shell; Protecting the building.
 - Internal Security; School Office/Reception Location, Access Control, Vulnerable Offices/Rooms,

The responsibility to develop and implement a robust and effective Site Security Plan/Procedure for each school within the ATLP will be managed by the ATLP's Director of Operations and Estates, supported by the Operations and Estates Team, and the school's headteacher. Maintenance of the site-specific security plan/procedure will be a local responsibility of the Headteacher/local school leadership team in collaboration with the Site Team and Estates Manager

Good site security management is about being proactive rather than reactive. The emphasis will be

on prevention rather than detection.

CCTV (Close Circuit Television)

The Arthur Terry Learning Partnership (ATLP) uses Close Circuit Television (“CCTV”) at several of its schools. Those schools who use CCTV may have fixed and/or moving cameras on sites. Some cameras may be equipped for sound recording.

Reason for use

The ATLP uses CCTV in order to:

- Safeguard students, staff and members of the public using the facilities
- To help ensure that ATLP facilities are secure
- To deter anti-social or illegal activity
- To have the ability to aid the police to identify persons if an offence is committed on our premises

Siting of Cameras

All CCTV cameras will be sited in such a way as to meet the purpose for which the CCTV is operated. Cameras will be sited in prominent positions where they are clearly visible to staff, students and visitors. The siting of cameras will be agreed jointly by the relevant Regional Site Manager and ATLP Health & Safety Manager & notified to the ATLP DPO.

IT will be consulted on matters of procurement and installation

Cameras will not be sited, so far as possible, in such a way as to record areas that are not intended to be the subject of surveillance. The ATLP will make all reasonable efforts to ensure that areas outside of its premises are not recorded.

Cameras will not be sited in areas where individuals have a heightened expectation of privacy, such as changing rooms or toilets.

CCTV systems are designed for maximum effectiveness and efficiency. The ATLP cannot however guarantee that every incident will be detected or covered and ‘blind spots may exist.

CCTV systems will not be trained on individuals unless an immediate response to an incident is required. CCTV systems will not be trained on private vehicles or property outside the perimeter of the school.

Signage is found in prominent positions in all areas where CCTV cameras operate to inform staff, students and the general public that they are entering an area where their images are being recorded either as still or video footage.

Privacy Impact Assessment

Prior to the installation of any new CCTV camera, or system, a review will be conducted by the ATLP to ensure that the proposed installation is compliant with the legislation below and Information Commissioners Office (ICO) guidance.

- The General Data Protection Regulation (“GDPR”)
- Data Protection Act 2018 (together the ‘Data Protection Legislation’)

The ATLP will adopt a privacy by design approach when installing new cameras and systems, considering the purpose of each camera as to avoid recording and storing excessive amounts of personal data.

Management and access

On a day-to-day basis, CCTV where in place will be operated in schools by members of staff with delegated authority as approved by the headteacher and/or Director of Operations and Estates

The viewing of CCTV images will be restricted to only members of staff with delegated authority to view images. When viewing images, either of live images or recorded playback, the viewing should take place in a secure office and only those persons who are authorised and/or who appear on the footage should be present where relevant.

The access of recorded images which are stored by the CCTV system will be restricted to only members of staff with delegated authority to view images.

In the event of a recorded behavioural incident resulting in suspension, exclusion or as part of a formal complaint or grievance, authorisation to view CCTV images may be extended to members of the relevant Complaint, Grievance, or Appeals and Exclusions panel. Authorisation may be granted by exception only by the Data Protection Officer. Where an incident has been confirmed by multiple witness statements, it is unlikely that the use of CCTV images will be granted. In the event of criminal investigation, the ATLP will accommodate data sharing requests with law enforcement authorities to facilitate a proper and fair investigation under Article 6 of the UK GDPR legislation.

No other individual will have the right to view or access any CCTV images unless in accordance with the terms of this policy and procedure as to disclosure of images.

Any member of staff who breaches the terms of this policy as to the access, viewing or disclosure of images may be subject to disciplinary action.

CCTV systems in schools should be checked on a termly basis by the appropriate members of staff to ensure that it is operating effectively.

Some ATLP schools are Private Finance Initiatives (PFI), and the sites and facilities are managed by an outsourced Facilities Management (FM) provider. Where the FM provider owns a CCTV system in an ATLP academy, the FM providers are responsible for the administration and management of the system in accordance with their own policies, all statutory obligations and codes of practice.

Access to the system will be strictly limited to those staff with delegated authority. Images/recorded data can only be viewed with their consent.

Storage and retention of images

Any images recorded by the CCTV system will be retained only for as long as necessary for the purpose for which they were originally recorded.

The ATLP will ensure that processes are in place to prevent the unlawful or inadvertent disclosure of any recorded images.

All stored data will be kept in a secured area or via password protected access.

Images will only be used for the purposes for which they are intended, including supporting public safety, protection of students, staff and law enforcement.

If an incident has occurred, the footage in question should be stored securely in a way that maintains the integrity of the images pending further action. Once the action/investigation has been concluded, a review of the retention of the footage should be exercised and secure, permanent disposal of the footage should occur where there is no longer a valid lawful basis to keep the images.

Disclosure of images to data subjects

The General Data Protection Regulation provides Data Subjects (individuals to whom personal data relate) with a right to data held about themselves, including those obtained by CCTV.

In order for us to locate relevant footage, any requests for copies of recorded CCTV images must include the date and time of the recording, the location where the footage was captured and, if necessary, information identifying the individual.

Requests for Data Subject Access should be made to the relevant school's GDPR contact. The named contact can be obtained by contacting the school in question. Any disclosure of images to data subjects will require the approval of the ATLP's Data Protection Officer.

Disclosure of images to third parties

The ATLP will only disclose recorded CCTV images to third parties where it is permitted to do so in accordance with the Data Protection Legislation, and in manners consistent with their data mapping and privacy notice. Any disclosure of images to third parties will require the approval of the ATLP's Data Protection Officer and the completion of a "CCTV Disclosure Record "which shall include:

- the purpose of any searches and whether the search was successful or not
- who carried out the search
- persons present (particularly when reviewing).
- date, start and end time of the incident.
- date and time of the review
- any other relevant information

There will be no disclosure of recorded data to third parties without a lawful basis. It is acceptable for the school to disclose images to law enforcement agencies for the purpose of prevention and detection of crime. The ATLP reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

In cases where disclosure is requested by a third party who does not appear on the footage, extreme caution should be taken and the DPO referred to. Where this is a parent on behalf of a student, Subject Access Guidance should be followed.

Where technology permits, images of third parties should be blurred and unidentifiable if a disclosure request does not pertain to them. The data may be used within the ATLP's discipline and

complaints procedures as required and will be subject to the usual confidentiality requirements of those procedures.

Critical Incident Management (Plan)

A critical incident may be defined as any sudden and unexpected event or sequence of events which cause trauma within a community of an establishment, overwhelms their coping mechanisms, causes serious disruption to the running of that establishment and is likely to result in significant public and media attention.

Critical incidents may include some of the following.

- Bomb threat or alert.
- Collapse or major damage to building or equipment.
- Disappearance or abduction of a learner.
- Fatality or specified serious injury under Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR), whilst within the establishment of the ATLP or on an educational visit.
- Serious assault or sexual assault.
- Firearms or weapons attack
- Taken hostage or siege

It is not possible to prepare in detail for every potential critical incident that may occur at any establishments within the trust. However, the ATLP does recognise that it is essential to have a general plan that defines the roles and responsibilities of the Critical Incident Management Team and outlines the steps that need to be taken in the event of a critical incident.

The aim of the Critical Incident Management (Plan) is to achieve the following.

- Ensure immediate, swift and appropriate action is taken the moment an establishment within the ATLP is made aware that a critical incident has occurred.
- Co-ordinate all necessary remedial actions.
- Control, organise and co-ordinate all communication and response.
- Provide sensitive, non-intrusive support in the short and medium term to all those affected directly or indirectly by the event.
- To maintain, so far as is reasonably practicable, the normal routines of the establishment within the Trust.

The following legislation places legal duties on employers to have effective and appropriate procedures in place for an event that poses a serious and imminent danger to the health and safety of all within their place of work.

- The Management of Health and Safety at Work Regulations 1999
 - Article (8) cites that an employer has the duty to establish and set in motion, effective and appropriate procedures for an event that poses a serious and imminent danger to the health and safety of all within their place of work.
- The Regulatory Reform (Fire Safety) Order 2005
 - Article (15) cites that it is the duty of the responsible person to give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons, and to nominate a sufficient number of competent persons to implement the procedures to evacuate relevant persons from the premises safely.

- Article (19) and (21) makes provisions for safe information, instruction and training to employees and others.
- Article (22) cites where two or more Employers share or have duties in respect of premises (whether on a temporary or permanent basis), each must take reasonable steps to co-operate and co-ordinate with others in relation to the measures they take, and to inform the others of the risks to the relevant persons arising out of the conduct of their undertakings.
- Disability Discrimination Act 1995 cites that it is an offence to discriminate on a disabled person's disability, and that an employer has a duty to make reasonable adjustments in the workplace to accommodate the disabled person, which also includes safe access and egress from premises.

Senior Leadership Teams at each establishment within the ATLP will be responsible for developing and implementing a site-specific Critical Incident Management Plan, supported by the ATLP Operations & Estates Team and the wider Executive Team as required. These plans will be guided by ATLP's Critical Incident Management Policy and will include both Emergency Evacuation and Dynamic Site Lockdown Procedures that adhere to ATLP's legislative requirements and will take into consideration bespoke emergency evacuation plans (PEEPs) for people with impairments and give clear instructions in the provisions and use of 'refuge points' and 'evacuation chairs'.

Senior Leadership Teams at each school within ATLP, with the support from the ATLP's Director of Operations and Estates and the wider Executive Team will also be responsible for ensuring that their Critical Incident Management Plan are set in motion as and when required, and that provisions are made for at least one emergency evacuation drill per term, and that it is monitored, logged and reviewed.

Working/school environment

The ATLP recognises its statutory duty under Section 2 of The Health and Safety at Work Act to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees at work.

The Workplace (Health Safety and Welfare) Regulations 1992 expand on these duties and cover a wide range of basic health, safety and welfare issues to protect everyone in the workplace.

Senior Leadership Teams at each individual school, and Central Leadership teams within the ATLP will be responsible for ensuring, so far as is reasonably practicable, that arrangements are in place to manage the following on their premises/department of responsibility.

Where school premises are shared with another organisation e.g. contract caterer/public leisure centre, ATLP Operations and Estates Team will ensure that all third-party organisations have in place systems and procedures to maintain compliance in relation to recruitment, safeguarding, health and safety and emergency procedures.

Staff, students, contractors and visitors have a legal duty to report any condition or practice they believe has the potential to cause harm or injury.

Health

Suitable and effective provisions are in place to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air. Stale air, hot or humid air arising from work processes or equipment will be replaced at a reasonable rate. The siting and filtering of inlet air will

be critical to ensure that air supplied is free from impurities likely to be offensive or cause ill health. If work areas are without windows, mechanical ventilation should be provided where necessary, and uncomfortable draughts avoided with whatever method is used.

The temperature in all internal rooms during working hours is required to be reasonable, comfortable, and without the need for special clothing. This is specified in the Health and Safety Executives Approved Code of Practice (ACoP) relating to this regulation as a minimum of 16°C, or 13°C where severe physical work is involved. No maximum temperature is set by the regulation, however the ATLP recognises the need to assess risks to the health, safety and welfare of all those at risk of excessive high temperatures. In cases of excessive high temperatures, appropriate measure will be taken, so far as is reasonably practicable, to reduce temperatures to a comfortable working level. This regulation does not apply to specific work areas where the temperature has to be kept below recommended levels and is governed by another legislation, i.e. food cold stores. Local temporary heating or cooling is acceptable and will be provided where reasonable comfortable temperatures cannot be achieved. Should employees and students continue to be exposed to temperatures which are uncomfortable, despite the provision of local heating or cooling, suitable arrangements regarding clothing or rest facilities will be provided.

Suitable and sufficient lighting appropriate for tasks will be provided in every workspace, preferably by natural light, so far as is reasonably practicable. Lighting will be sufficient to enable everyone to work, use facilities, and move from place to place safely without experiencing eye strain. Where levels of natural light create excessive heat or glare, assessment of the provision for shading windows will be carried out to ascertain the most suitable solution e.g. blinds, curtains, film etc. Where artificial lighting is used, suitable and sufficient emergency backup lighting will be provided to safeguard those at risk to dangers in the event of artificial lighting failing. Emergency lighting will be powered by an independent source from normal lighting and will be immediately and automatically effective upon failure of normal power supplies. The level of emergency lighting will be suitable and sufficient to provide the necessary light to enable action necessary to ensure the health and safety of all in the event normal power supplies fail.

No smoking or vaping is permitted on site or in vehicles owned or operated by the ATLP. The ATLP's Smoke Free Policy will be read, understood and adhered to by all staff.

Safety

Workplaces, equipment, devices and systems will be maintained in an efficient state, efficient working order and in good repair. Any potentially dangerous defects reported will be rectified immediately or measures put in place to protect those at risk. Equipment unsuitable for use, but not a danger in terms of health safety and welfare will be removed from service until repaired. All schools and organisations within the ATLP will have suitable systems of maintenance for certain types of equipment and devices on their premises, e.g. ventilation, heating, lighting, emergency lighting, window cleaning etc.

All workplaces, furnishings, floors, walls and ceilings will be kept sufficiently clean. Good housekeeping, i.e. storage and waste management, is sensible and the foundation for good health and safety. For example, the accumulation of floor clutter increases the risk of trips and falls; poor waste management increases fire risks. It will be the responsibility of all employees, students and visitors to maintain clean, tidy and organised spaces free from potential avoidable hazards.

Suitable workstations will be provided for the type of work undertaken by all within the ATLP.

Where work is predominantly seated, suitable seating will be provided. Workstations that are situated outdoors will be protected from adverse weather conditions so far as is reasonably practicable. Workstations associated with computers and display screens will be risk assessed in accordance with The Health and Safety (Display Screen Equipment) Regulations. Workstations will be designed to enable adequate freedom of movement of the individual user.

Every floor and traffic route used by pedestrians and/or vehicles will be of sound construction, have adequate properties suitable for its intended purpose, and be maintained. Where appropriate, floors will be provided with suitable drainage and be free from defects, obstructions, articles and contaminating substances that are likely to result in a slip, trip and fall incident. Where appropriate, suitable and sufficient handrails and guards will also be installed on traffic routes where they are deemed necessary, e.g. staircases.

Suitable and effective measures will be taken to prevent anyone falling a distance likely to cause injury or being struck by a falling object. Any areas where there is a likelihood of a fall causing harm will be assessed and, if required will have suitable and sufficient protective measures. When fencing cannot be provided, or has to be removed, effective measures will be implemented to prevent falls, e.g. limiting access to specified individuals and operating a safe system of work procedure will be adopted. Where regular access to roofs is needed, suitable permanent access will be installed, fixed physical safeguards will be provided to prevent falls from roof edges and through fragile roofs. If only occasional access is required, other safeguards must be used, e.g. crawling boards, temporary access equipment. All fragile roofs will be clearly identified. Any activity involving working at heights will be risk assessed first in accordance with The Work at Heights Regulations 2005.

All windows or transparent and translucent surfaces in walls, partitions, doors or gates shall be made of safe materials and marked to make them apparent. Windows, skylights and ventilators will be designed, constructed and installed in such a way so that they are safe to operate, clean and be maintained without risk to personal health and safety.

Vehicular and pedestrian traffic routes will be arranged and maintained in such a way to permit safe movement, suitable for their purpose both in size, number, and position. There will be sufficient separation of vehicles and pedestrian traffic routes where possible, and all routes will be suitably indicated for health and safety reasons. Appropriate crossing points will be provided where vehicular and pedestrian routes cross. Sufficient and adequate warning signs and marking will be provided to advise drivers and pedestrians of potential hazards and restrictions, and to provide safe information, instructions and direction.

Doors and gates will be suitably constructed with all necessary safety devices and maintained in order to safeguard the safe passage of all when coming to and from ATLP sites. Sliding doors and gates will be fitted with devices to prevent doors coming off their tracks. Upward swinging doors and gates will have safety features to prevent them dropping back. Powered doors and gates will have suitable and effective safety features to prevent harm being caused to an individual as a result of getting trapped and be capable of being operated manually in the event of site power outages. Swipe access doors and gates will have emergency override features to allow for all individuals to exit sites in the event of an emergency event, i.e. system override when fire-alarms sounded.

Welfare

Suitable and sufficient sanitary conveniences will be provided at readily accessible places. Sanitary conveniences will not be considered suitable unless they are adequately ventilated, lit, and kept in a clean and orderly condition. There will be provisions for separate sanitary conveniences for men,

women, and disabled individuals.

Suitable and sufficient washing facilities, including showers, will be provided at readily accessible places. Washing facilities will be provided within the immediate vicinity of every sanitary convenience or any changing room. These facilities will include a supply of hot and cold water, soap or other suitable means of cleaning, and paper towels or other suitable means of drying. Such facilities will also be sufficiently illuminated, ventilated and maintained in a clean and orderly condition. Where showers are installed and fed by both hot and cold water will be fitted with Thermostatic mixer valves. There will be provisions for separate washing facilities for men, women, and disabled individuals.

There will be an adequate and readily accessible supply of wholesome drinking water that will be conspicuously marked with appropriate signage. Where a supply cannot be obtained directly from mains supply, an acceptable supply will be provided by refillable containers. Where an adequate supply of wholesome drinking water is required, there will also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet form which an individual can drink easily

Suitable and sufficient facilities for changing clothing will be provided for individuals on site where individuals have to wear special clothing or change clothing for the purposes of completing their curriculum or workload, and if the individual cannot for reasons of health or propriety be expected to change in another room. There will be provisions for separate facilities for changing clothes for men, women, and disabled individuals.

There will be provisions for suitable facilities in readily accessible places for rest necessary for health and safety reasons, e.g. pregnant women or nursing mother to rest, and to eat meals where food eaten in the workplace would otherwise be likely to become contaminated. Eating facilities will include provisions for preparing or obtaining hot drinks. Where it is not possible to obtain hot food in, or reasonably near to, the school or other site within the trust, the ATLP will provide a means of heating food.

Inclement Weather

Inclement weather refers to severe or harsh weather conditions involving snow, ice, rain, and/or wind that have the potential to make journeys by foot or by personal, public, or private transport extremely hazardous.

In the event of such severe or harsh weather conditions, all schools, and other premises within the ATLP may have to face the possibility of closing to ensure the health and safety of its student and staff. It is always a very difficult decision to make because of our desire to provide the best education for our students, however it is also paramount that we are able to provide a safe environment for students and staff members alike. A closure of the school during the day, and an early release of staff will only be considered in extreme circumstances. Where schools are temporarily closed during severe weather, parents will be informed if remote education will be provided. The ATLP recognises that a majority of its members of staff live a significant distance away from their place of work, and due to the number of disruptions including road traffic accidents, they may not be able to get into work safely, resulting in insufficient members of staff to supervise students. Staff members will liaise with their line manager to discuss options of attending work.

Basis of assessment

All schools within the ATLP must have a well-defined documented procedure for the closure of their school and must include the following.

- Roles and responsibilities.
- A severity assessment that takes into consideration the following:
 - Advice from The Met Office, Police, appropriate and recognised motoring organisations, and vehicle insurance companies.
 - Travel situations, disruptions, and potential road traffic accidents to and from the school.
 - On-site hazardous conditions that cannot reasonably be mitigated.
 - Adequate and safe supervision of all students.
 - The maintenance of reasonable temperatures in buildings/parts of buildings where students and staff are likely to be.
 - Wholesome water available.
 - Sufficient toilets working satisfactorily.

Attendance Records

Where school remains open but severe weather conditions prevent student attendance, parents will notify school of the reason for non-attendance.

If the headteacher believes the student could have safely made it to school but did not attend, the absence will be unauthorised. If the school is officially closed, all absence will be authorised.

Minimum staff numbers

In the event of limited staff numbers due to extreme weather, different age groups may be brought together to be taught under the supervision of the available teachers and support staff as follows:

- A limit of 30 students per class will apply for Reception to KS1.
- No maximum class size limits are set for KS2 and above.

Communications

In the event of school closure, the following communications will take place:

- The headteacher will inform staff and parents via text message, or the equivalent communication system in school. Parents will be asked to make arrangements to collect their children from school.
- The school website will be updated with a closure message.
- The headteacher will contact the local radio station and request announcements concerning the school closure are broadcast.

Exam and assessment disruption

If the school has to close, or if a child misses an exam due to severe weather conditions, the school will make alternative arrangements with the relevant awarding body. The school will take full responsibility for informing parents and students of any agreed changes concerning exams in severe weather conditions. This includes:

- Using alternative venues.
- Exam results being generated by the awarding body, based on other assessments in the same subject.
- The opportunity for the student to sit any missed exam later in the year.

Incident Weather Emergency

In the case of an emergency relating to severe weather, the school will follow their planned emergency procedure, in accordance with the Critical Incident Policy including details such as:

- Information on where to find parent contact details.
- Staff contact details for out-of-hours emergencies.
- Details of which staff members have agreed to perform certain tasks during an emergency.

In conjunction with the Director for Education and the Head Teacher at the school the CEO will make a decision on whether the school is to close. The Senior Leadership Teams at each school within the ATLP will be responsible for implementing and setting in motion procedures for the closure of their school. All Senior Leadership Teams will be supported jointly by Directors of Education (Primary & Secondary), Operations & Estates Director and HR Director.

Managing Visitor and Contractors

Managing Visitors

The ATLP experiences a significant number and wide variety of visitors to their premises, e.g. parents, volunteers, ex-students, VIPs, associate professional colleagues, sales representatives, representatives of Government Departments and local authority, and employees of utility companies etc.

A visitor to a school will face a number of risks that will arise from the layout, processes and procedures of the school.

The following legislation place legal duties on the occupier of premises to all its visitors.

- Health and Safety at Work Act 1974
Article 3(1) cites that it shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in their employment who may be affected thereby are not thereby exposed to risks to their health or safety.
- Occupiers Liability Act 1957 and (1984 – to include trespassers)
Article 2(1) cites that an occupier of premises owes the same duty, the “common duty of care”, to all their visitors.
Article 2(2) goes on to cite, that the common duty of care is to take all practical steps to ensure that a visitor will be reasonably safe in using the premises for the purposes for which they are invited or permitted by the occupier to be there.

The ATLP recognises its legal obligation to ensure that arrangements are in place to safeguard the health, safety and welfare of all visitors on their premises.

Senior Leadership Teams at each school within the ATLP will ensure that arrangements are in place to implement the following processes:

- All visitors will sign in at school’s reception and be issued with an identity badge which must be worn and visible for the duration of their visit.
- Once signed in, visitors will be collected from reception by the member of staff they are visiting or escorted to the area of the school concerned.
- Staff members will challenge any individual on the school site who is not displaying a visitor badge, to establish their reason for being on school grounds. Such visitors should be escorted to school reception to sign in or off site as appropriate.
- Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.
- Staff members who encounter an unidentifiable visitor will enquire if they require assistance

- and direct them to reception or off site.
- Volunteers are considered as a member of staff and therefore all health and safety arrangements including recruitment, induction and training will apply.

Managing Contractors

The ATLP recognises its legal obligation to ensure that arrangements are in place to safeguard the health, safety and welfare of all contractors working on ATLP premises. A contractor could be defined as either an individual person or a company that is brought in, by any school within the ATLP, to undertake a contract to provide materials, labour or expertise to perform a particular service or implement a task on ATLP premises.

Due to the complex nature of contractor management (i.e., including but not limited to financial, selection, health & safety, and safeguarding considerations), the ATLP maintains a separate Contractors Policy. Please refer to this policy for further details.

Health and Safety Training

The ATLP recognises the many positive benefits of health and safety training in the workplace. Health and safety training makes an individual aware of their surrounding workplace hazards and the precautions necessary to avoid harm. This results in minimal workplace accidents/ill health/potential legal issues, allows better response to unexpected emergencies, helps with legal compliance such as the provisions for safety information, instruction and training, and promotes a safer and more secure culture within the workplace.

Health and Safety training programmes are subject to constant review and updated accordingly following an accident investigation, new legislation, changes in the findings of a risk assessment or the introduction of new school site or processes.

Health and Safety training at the ATLP takes many different forms and includes the following:

- **Induction**

New employees of ATLP are required to review the Health, Safety and Welfare policy upon joining the company. A copy of the Health and Safety Policy Statement and a directive to review the full policy is included in staff welcome packs which are received prior to the commencement of employment.

Within the first week of employment, line managers are responsible for sharing with new staff members site and team-specific procedures incl. accident reporting procedures, location of accident book and nearest first aider, fire and other emergency procedures including the location of assembly points, location of welfare, canteen facilities and rest/prayer rooms etc.

- **Job Specific**

Job specific training will ensure that all employees undertake their duties in a safe manner. Job specific training can be seen as a form of skills training and would be best done on the job.

Job specific training may include the following.

- Accident Investigation
- Manual Handling
- Display Screen Equipment (DSE)
- Control of Substances Hazardous to Health (CoSHH)
- Risk Assessments and Safe System of Work, sometimes referred to as RAMS.

All job specific activities are assessed to determine when a safe system of work is needed to compliment a risk assessment.

- **Specialist**

Specialist health and safety training is normally needed for activities that are not related to a specific job role but more to an activity, e.g. First Aid, Radiation Protection Supervisors (RPA), Fire Marshal, Statutory Inspections. These training courses will be provided by an approved external specialised organisation when appropriate and participants will be awarded certificates on successful completion.

Upon the completion of job-specific training, line managers are required to ensure training is logged appropriately, so that the training may be added to the employee's central record along with the Health and Safety Training Matrix.

Monitoring and Measuring of Health and Safety Performance

There are two distinct types of monitoring methods used for measuring Health and Safety performance at the ATLP, as there is no single reliable measure of health & safety performance.

- **Proactive Monitoring** – Taking initiative before things go wrong. Involves routine inspections and checks to make sure that standards and policies are being implemented and that controls are working.
- **Reactive Monitoring** – Taking place after things go wrong. This involves looking at historical events to learn from mistakes and see what can be put right to prevent a recurrence.

The ATLP employs several complementary proactive and reactive monitoring methods which address and measure different aspects and areas of the organisation. These methods are categorised as follow.

- **Health and Safety Management System External Audit** is a major exercise conducted every five years that is an external, formal assessment of the adequacy of the whole organisations Health and Safety Management System.
- **Health and Safety Management System Internal Audit** is an internal audit exercise conducted every year on the adequacy of the whole organisation's Health & Safety Management system including fire risk assessments and safety audits.
- **Termly Safety Inspections** will consist of a formal physical assessment of the workplace safety, including premises, plants and equipment, alongside document review to ensure compliance with standards. These will be conducted by Site managers with assistance from Regional Site Managers, with reports being provided to the Estates Managers and the ATLP Health & Safety Manager.

Safety Inspections will also form part of the preventative maintenance scheme for plant and equipment, e.g. PUWER inspections, pre-start health and safety checks, test and calibrate. Some inspections are driven by legal statutory examination and inspection requirements. Equipment in this category include boilers, pressure vessels, lifting equipment and local exhaust ventilation (LEV). Inspections will be conducted by individuals who are competent in identifying the relevant hazards, risks, and who can assess the conditions found.

Each school within the ATLP will have their own schedule for such safety inspections and instruct a responsible individual to manage such Safety Inspections. The Health & Safety

Manager in conjunction with Estate Managers and Regional Site Managers will support in the development, implementation and monitoring of such Safety Inspection schedules.

- **Safety Hazard Spotting Tours** address the 'people' aspects of workplace safety, and by discussion with a range of staff, establish their familiarity with safety procedures and requirements.

Safety Hazard Spotting Tours will be carried out by Middle and Senior Leadership Teams at each school, as one means of demonstrating the school's commitment to safety. The individuals conducting the spotting tours must satisfy themselves that all the arrangements and understanding are in place and working properly.

Each School within the ATLP will have their own schedule for such safety hazard tours and instruct a responsible individual to manage such Safety Hazard Spotting Tours. The Health & Safety Manager will support in the development, implementation and monitoring of such Safety Hazard Spotting Tour schedules and liaise with other key personnel (e.g. the Governance & Compliance Manager) as required.

- **Key Performance Indicators (Leading vs Lagging)** will be used to monitor and measure the performance of various aspects of the Health and Safety Management System at all schools within the ATLP. Key performance indicators will help the ATLP in achieving its aspirations and strategic objectives as follow.
 - Raise awareness of the ATLP's Health and Safety performance amongst its management and employees.
 - Help focus and prioritise action and resources to where it is needed the most.
 - Improve the Health and Safety Culture at all schools within the ATLP.

The ATLP will use the following leading and lagging indicators to monitor and measure performance of various aspects of the health and safety management system at all schools within the Trust.

- **Leading Indicators**
 - Health, Safety and Welfare Training delivered, i.e. Inductions, Basic Health and Safety at Work, Job Specific and Specialist.
 - Participation in Safety Committee
 - Uptake on Mental Health Lead Training opportunities
 - Impact of the number of Audits, Surveys, Inspections, and Safety Hazard Spotting Tours completed, i.e. numbers of remedial actions arising, actions outstanding, and those complete.
 - Impact from the number of Near Misses reported, i.e. cause identification, remedial action, actions outstanding and those completed.
 - Risk Assessment Register, i.e. outstanding, completed, and reviewed.
 - Civil Liability claims for compensation.
- **Lagging Indicators**
 - Number of accidents, incident kind, injury, and severity.
 - RIDDOR reportable incidents, i.e. injury, disease, and dangerous occurrences.
 - Number of lost workdays.

The Senior Leadership Teams at all schools within the ATLP will ensure that arrangements are in place to monitor, measure, log, and record such data. The Health & Safety Manager will be responsible for collating such data from all schools and central teams within the ATLP, ensure quality assurance (i.e. QA) of data provided, and present information in termly reports to the Executive

Team and Trust Board.

Accident, Injury & Near-Miss Reporting and Investigation

The ATLP recognises its legal obligations under the following legislation.

- Social Security (Claims and Payments) Regulation 1979
Article 24 and 25 makes provisions for an employer to keep a readily accessible Accident/First Aid book, to record all accidents and consequential first aid treatment, take reasonable steps to investigate the circumstances of every accident, and to preserve such information for 3 years from the date of last entry.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
Article 12 makes provisions for incident recording and record keeping. Information regarding the incident will be preserved for 3 years from the date of last entry.
- Limitation Act 1980
Article 11 makes provisions for a special time limit of 3 years for actions in respect of personal injuries.

It is a policy and procedural requirements that anyone injured whilst at work must adhere to the following.

- Report the accident to their line manager immediately.
- Record information of the accident/incident using the ATLP Accident, Injury & Near Miss Report Form (Appendix 1), including a statement from the injured person on how the accident happened. The form is to be submitted before the end of the working day, for review by the Health & Safety Manager and any other colleagues as appropriate.
- The Headteachers and/or Central Team Department Managers are required to investigate the cause of the accident and update their findings on the accident form record if they discover anything that differs from the initial entry.
- The Health & Safety Manager will be responsible for the quality assurance (QA) of all accident investigations.
- Information regarding the accident will be preserved for 3 years from the date of last entry, or if the accident involves a child/young adult, then 3 years after the age of 18 and until that person reaches the age of 21.

The Health & Safety Manager will be notified immediately should the incident be of a serious nature as classified under the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). Incidents of a serious nature as classified under RIDDOR will be reported to the Health and Safety Executive (HSE) ¹by the ATLP's Health & Safety Manager.

Significant Accident, Injury & Near Misses are defined as follows:

- Accidents, injury & near misses to employees causing either death or major injury.
- Accidents, incidents & near misses resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days. This seven-day period does not include the day of the accident.
- Fractures, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.

¹ RIDDOR Reports. This can be done online, hard copy by post or by telephone 0345 300 9923 Monday to Friday 8.30am to 5pm. More information available at <https://www.hse.gov.uk/riddor/report.htm>

- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs.
- Any degree of scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- Poisonings.
- Skin diseases including but not limited to occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including but not limited to occupational asthma, farmer's lung, asbestosis, mesothelioma.
- Infections including but not limited to leptospirosis, hepatitis, anthrax, legionellosis and tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

The term 'significant accidents, injuries & near misses' is also used to describe incidents concerning equipment and the premises, that, under slightly different circumstances, could have resulted in harm to people or damage to property, materials or the environment. While reporting and investigation of near misses is not a legal requirement, the ATLP recognise that it is good safety management. These include:

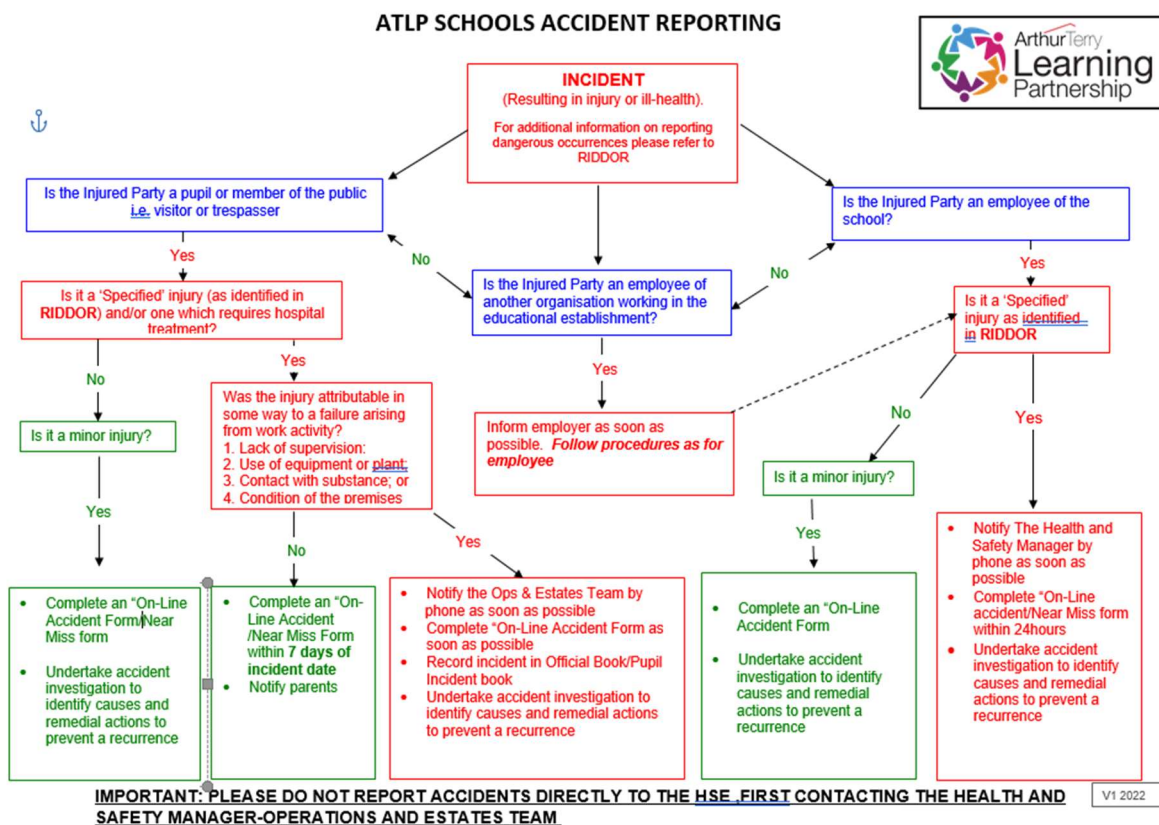
- The collapse, overturning or failure of any load-bearing part of any lifting equipment.
- The explosion, collapse or bursting of any closed vessel or pipe work.
- Electrical short circuit or overload resulting in a fire or explosion.
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Any accidental release of a biological agent likely to cause severe human illness.
- Any collapse or partial collapse of scaffolding over five metres in height.
- Unintended collapse of any building or structure under construction, alteration or demolition including walls or floors.
- Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- Any sudden, uncontrolled release in a building of: 100kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg or more of these substances if the release is in the open air.
- Accidental release of any substances which may damage health.
- Serious gas incidents.

A near-miss is defined as an event that, while not causing actual harm, has the potential to cause injury, ill health or damage to property. All near misses are opportunities to learn how we can avoid similar events that might lead to major, or even fatal, injuries. Examples of common near-miss incidents include the following:

- Slips, trips or falls
- Unauthorised vehicles entering a work area
- Moving vehicles passing unacceptably close or too fast
- Mishandling a load
- Falling objects
- Use of unsafe equipment
- Incorrect use of equipment

All schools within the ATLP will be responsible for managing their own incident reporting and investigation. They will be required to share reporting with the Health & Safety Manager on a termly basis, who will review and evaluate. Any potential trends identified will trigger discussions and allow the necessary corrective or preventative measures to be taken.

Accident, Injury and Near Miss Reporting Flow Chart.



First Aid at Work

First aid at work covers all the provisions for immediate attention to a casualty. For the avoidance of doubt, nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

First Aid Roles and Responsibilities

All schools within ATLP adhere to the following Health and Safety Executives (HSE's) framework for training of competent personnel to enable first aid to be given.

Nominated Person

Not necessarily trained in first aid at work, however, to take charge of the first aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required.

- **Emergency First Aid at Work (EFAW)**

Training enables a first aider to give 'emergency' first aid to someone who is injured or becomes ill while at work. Someone trained as a EFAW will be able to demonstrate the following.

- Understanding of the role and responsibility of the first aider.
- Ability to assess the situation and circumstance in order to act safely, promptly and effectively in an emergency.
- Ability to administer first aid to a casualty who is unconscious, including seizure.
- Ability to administer cardiopulmonary resuscitation and use an automated external defibrillator.
- Ability to administer first aid to a casualty who is choking.
- Ability to administer first aid to a casualty who is wounded and bleeding.
- Ability to administer first aid to a casualty who is suffering from shock.
- Ability to provide appropriate first aid for minor injuries, including small lacerations, grazes and bruises, minor burns and scalds, and small splinters.

- **First Aid at Work (FAW)**

Training includes EFAW and also equips the first aider to apply first aid to the following range of specific injuries and illnesses.

- Injuries to bones, muscles and joints, including suspect spinal injuries.
- Chest injuries.
- Burns and scalds.
- Eye injuries.
- Sudden poisoning.
- Anaphylactic shock.
- Recognise the presence of major injuries, including heart attack, stroke, epilepsy, asthma, diabetes, and provide appropriate first aid.

Each school will maintain a list of current first aid appointed person(s). This will be displayed as and where appropriate. The list will give details of name, contact details, location and date of first aid qualification.

Emergency procedure in the event of an accident, illness or injury

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider who then may call for an ambulance

If called, a first aider will assess the situation and take charge of first aid administration.

In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
- Call an ambulance or a doctor, if this is appropriate.
- Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
- When the above action has been taken, the incident/accident must be logged then reported to the ATLP Health & Safety Manager and relevant school's Headteacher.

Reporting to parents/carers

In the event of incident or injury to a student, at least one of the student's parents/carers must be informed as soon as practicable.

Parents/Carers must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop. It is good practice to telephone as well.

In the event of serious injury or an incident requiring emergency medical treatment, an appropriate adult will telephone the student's parents/carers as soon as possible.

A list of emergency contact details is kept at reception/admin office. This should include at least two sets of contact details and should be updated regularly (at least once every year).

Visits and events off-site

Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved and make any necessary adjustments. This will be reviewed by the Education Visits Co-ordinator in school before the event is organised.

Please see the separate Educational Visits and School Trips Policy for more information about the school's educational visit requirements.

Illness

When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible.

A quiet area will be set aside for withdrawal and for the student to rest while they wait for their parents/carer to arrive to pick them up. Students will be monitored during this time.

Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind.

First Aid Training

All first aid training certificates, whether FAW or EFAW, are only valid for three years. The Senior Leadership Teams at each school within the ATLP will be responsible for ensuring that arrangements are in place for individuals to renew their certificates before they expire, and that an appropriate number of staff are trained. The option for annual refresher training will be available at the discretion of the school's Headteacher. Upon completion of any training, employees are required to log their training as appropriate, to ensure it is recorded on their central record and also on the Health and Safety training Matrix.

All schools within the ATLP will use the recommended Training provider to ensure that all first aid training qualifications are regulated and delivered by a training centre, recognised by a regulated Awarding Organisation (AO), i.e. Ofqual and SQA.

First Aid Box

First aid boxes will be distributed in a variety of locations across the school to ensure adequate provision. Staff will be aware of the location of first aid boxes. Items should be restocked as soon as possible after use, and expired items should be discarded safely after the expiry date has passed. Schools will be responsible for ensuring that first aid boxes are regularly restocked and checked at least every half-term, by a nominated named individual. Where there is no special risk identified, a minimum provision of first aid items would be:

- Individually wrapped sterile adhesive dressings (assorted sizes);
- Sterile eye pads;
- Individually wrapped triangular bandages (preferably sterile)
- Safety pins;
- Medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;

- Large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- Disposable gloves.
- Equivalent or additional items are acceptable.
- In light of the current Covid situation schools should also provide facemasks and appropriate hand sterilising equipment to support staff dealing with first aid situations.

A travel first aid container must be taken on any offsite visits or trips. This includes sporting events, school trips and site visits. Where there is no special risk identified, a minimum provision of first aid items would be:

- Leaflet giving general advice on first aid (see HSE website)
- Six Individually wrapped sterile adhesive dressings (assorted sizes);
- Two Individually wrapped triangular bandages (preferably sterile)
- Two Safety pins;
- One Large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound Dressing
- 10 Individually wrapped moist cleansing wipes
- Disposable gloves.
- Equivalent or additional items are acceptable.
- In light of the current Covid situation schools should also provide facemasks and appropriate hand sterilising equipment to support staff dealing with first aid situations.

Emergency Healthcare Plans including Managing Medication(s) for Students and staff

Students

The ATLP recognises that a child's medical condition(s) can be life threatening and can impact on their ability to learn. Every child with a medical condition is different and will be treated as an individual when managing their medical condition and treatment when in school.

Section 100 of The Children and Families Act 2014 place a statutory duty on governing bodies of maintained schools, academies and student referral units to make arrangements at school to support student with medical conditions.

The Department for Education has issued Statutory Guidance and Departmental Advice on 'Supporting Students at School with Medical Conditions' which must be followed unless there is good reason not to.

Please refer to ATLP's separate 'Supporting Students with Medical Conditions Policy' for further details.

Staff

Staff must advise their line manager if they are taking any medication which might impair their ability to carry out their normal work.

Arrangements for staff who administer and/or manage their own medication in school will be provided with a suitable private location to administer their medication and access to appropriate storage facilities.

Infection Control

ATLP schools will endeavour to actively prevent the spread of infection through the following measures:

- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment
- Displaying appropriate signage
- Routine immunisation

Headteacher's will be responsible for the identification of potential infections outbreaks. The ATLP Operations and Estates Team will monitor and evaluate schools' management of infection control.

Staff, students and visitors displaying signs of infection, such as rashes, vomiting, diarrhoea etc., will be sent home and recommended to see a health care professional.

Outbreaks of such occurrences should be communicated to all parents, staff and visitors in line with the guidance from the Public Health Agency.

https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

Housekeeping and Cleanliness

The ATLP will ensure clear standards are stipulated in all service level agreements in relation to cleanliness and waste management.

Cleaning is provided by an external provider.

Waste management is currently provided by a range of approved waste disposal providers

ATLP Operations and Estates Team will monitor contractors authorised by them to work within schools.

The ATLP Operations and Estates Team will ensure that all contracted staff relating to their area of business have received appropriate information, instruction and training in relation to school specific information and in compliance with Health and Safety at Work Act 1974.

Waste skips are located and secured away from school buildings.

Staff who generate waste (e.g. catering/cleaning/IT/curriculum areas) must familiarise themselves

with any risk assessments and control measures that are relevant to their role.

All staff, students and visitors share the responsibility for keeping the school site clean, tidy and free from hazards and are expected to use the waste bins provided.

Risk Assessments

The general duties of the employer to their employees in Section 2 of The Health and Safety at Work Act 1974 imply the need to undertake risk assessments. This duty was also extended by Section 3 of The Act to anybody else affected by activities of the employer, i.e. contractors and visitors. However, The Management of Health and Safety at Work Regulations 1999 are much more specific concerning the need for robust risk assessments.

The ATLP recognises that risk assessments are one of the most important elements of a health and safety management system, the main aim being to prevent incidents, i.e. accidents and near misses, as well as possible ill health that may be contracted from any work activities carried out within any workplace.

Due to the varied nature of risks to the school community (e.g. safeguarding, student welfare, health & safety, staff recruitment, fire safety etc), the ATLP maintains a robust Risk Assessment Policy. Please refer to this separate policy for further details.

Lone Working

A lone worker (LW) is an employee who performs an activity that is carried out in isolation from other workers without close or direct supervision. Such staff may be exposed to risk because there is no-one to assist them and so a risk assessment may be required. This includes staff undertaking home visits, and those working in an isolated environment. Working alone is not in itself against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone.

The ATLP will as far as is practicable, reduce the need for staff to undertake lone working.

Where lone working tasks cannot be avoided staff will: -

- Seek approval from their Line Manager prior to commencing any task involving lone working.
- Complete a lone working risk assessment when it is non-routine work e.g. at another site, home visit etc. Please refer to ATLP's separate 'Risk Assessment Policy' and subsequent templates.
- Identify a named individual who will act as the point of contact for the duration of the task.
- Agree a contact schedule i.e. every 2 hours.
- Agree action in case of non-contact or emergency.
- Ensure late meetings finish promptly and not leave one member of staff alone on site.
- Not approach, or let into the buildings, unauthorised persons when lone working.
- Be familiar with the building, location of entrances and exits, location of first aid kits, telephones, alarm points etc.
- Carry identification.

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height
- Manual handling of heavy or bulky items.
- Transport of injured persons.

Where it is necessary to work alone or have a one-to-one lesson with a student staff should do the following:

- Inform someone about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by.
- Avoid working in isolated parts of the building and leave the door open if possible so you and the student can be seen.
- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and student are visible through a window or door panel.

It is especially important to ensure that the student feels at ease at all times and that they do not misconstrue actions or intentions.

- Make sure the student is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.
- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names dates and times etc.

Students must follow the following guidelines related to lone working in school:

- No student should work unsupervised in an outer building after 3.10pm and will be required to move into a designated area (Library, Dining Hall) in the main building.
- All students unless supervised should vacate the site before 3.25pm
- On hearing the fire alarm students must evacuate the building and assemble at the fire point, until all clear is given.

On attending the site keyholders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on-site. Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

Staff must ensure that the Trust is made aware of illnesses that may impact their ability to undertake work alone. The ATLP will ensure a risk assessment is undertaken with regard to how the illness will be managed effectively particularly when the member of staff in question is working alone. Any member of staff with a known illness that may require emergency intervention, such as asthma or diabetes, should ensure appropriate medication is carried with them at all times.

Employees Visiting Third Party Sites/Venues including home visiting:

The ATLP will ensure procedures are in place to be aware of the whereabouts of all staff working alone, and will have a robust system/form in place for recording things such as :-

- Name of staff member
- Location they will be working from
- Ensuring mobile phone number is recorded
- Ensuring mode of transport is known and any car registration is recorded
- Ensuring it is recorded that a risk assessment re any family being visited has been undertaken.

Staff must carry photographic ID at all times.

It is recommended that a first initial visit to a household should always be made by two members of staff. If during this visit a simple written risk assessment identifies no obvious risk, subsequent visits may be carried out by a single member of staff. If the assessment identifies possible future risk, two members of staff must always make the visit. All risk assessments must be kept for future reference and made available to other staff if requested. It is recommended that these are stored centrally and electronically.

Members of staff should ensure any vehicle being used is in roadworthy condition and has sufficient fuel for the whole journey. Members of staff should ensure their phone is fully charged prior to the visit. Staff should also carry the minimum number of essentials with them and avoid taking obvious personal possessions such as handbags - keys and a phone can be kept close by in a pocket.

The ATLP will provide, if requested, a personal pocket alarm and school mobile which should be carried when making a visit.

Employees will be offered training to enable them to understand what action to take, if they visit a home and someone is displaying aggression or is under the influence of alcohol or drugs. If at any time during a visit an employee feels at risk, they should leave immediately. They should then make contact with their base to explain that they are on their way back. Employees need not be mindful of appearing rude or of giving a reason. They must exit the situation immediately. If they feel unsure in any way, they should not proceed with the visit.

Employees should be trained on points to consider when visiting a family home, in terms of knowing where the exits are, consideration should be given as to whether or not it is wise to accept a drink or snack (bearing in mind in some communities' refusal can cause offence). Staff should feel confident to request the TV volume be turned down if necessary, or requesting cigarettes are not smoked during the visit, and if worried about pets such as large dogs, they should be able to request in advance or at the time of the visit the animal is removed to a different room.

Staff should at all times be vigilant regarding their own safety in terms of the environment they are in, and whilst they may be aware of their immediate surroundings, this should also extend to looking at any hazards above the eye line, such as the possibility of objects being thrown from windows above. They should also ensure to undertake all recommended safety precautions with respect to the transmission of illnesses (including COVID-19). If it is suspected that a person within the household being visited may have an infectious disease (i.e. COVID-19) staff are reminded not to enter the property but to conduct a safe and well check from a distance. This should only be undertaken if all other measures to check on the wellbeing of a child have failed.

The ATLP will ensure there is a process in place for ensuring staff have arrived at the visit, and for contacting staff who have not returned to base at the allotted time. There will also be a process in place for ensuring staff who have been lone working out of normal office hours are able to alert someone when they have finished working (this is particularly important for staff working in an evening who may go straight home afterwards) – some staff live alone, where there is no one to raise the alarm if they do not return.

For staff working in a building at any point during the day/evening, they should follow the guidance from the establishment in terms of keeping themselves safe. Particular care should be taken when opening or closing a building at the beginning and end of the day. Consideration should be given to the possibility that an irate service user or parent could return to the building when someone is working alone.

Staff are reminded about the procedures for working one to one with a child after normal school hours. Staff should inform their Head of Department or Line Manager and conduct the work in a classroom with the door open and in full view. Staff should encourage other staff members to call in. Sessions should be kept to a minimum in terms of length and duration.

Dress Code

Employees should consider what they wear and be culturally sensitive to the area in which they may be visiting. Clothing that allows for freedom of movement in the event of having to make a swift exit from premises is essential.

Support for staff following an incident

The ATLP will ensure there is a support mechanism for staff that have undertaken a lone visit and encountered problems such as aggressive/abusive behaviour by the client. Support will include time to discuss what happened and any strategies that could help in future to prevent the member of staff from being subject to abuse by a client.

Seeing the child

Although not a requirement of the lone working legislation, it is a requirement within local procedures that anyone undertaking a home visit to a family should try to ascertain the child's/ children's wellbeing by seeing the child in person. Detailed observation on how the child/children presented should be recorded. Careful consideration should be given to the language and terminology used with objective factual information recorded in the student(s) My Concern file upon return rather than using broad descriptors

This may not be possible for the individual who has undertaken the visit, but thorough rigorous agency working, it may be possible for another professional to allay fears about children.

Where it has not been possible to see the child/children, information must be passed to the Attendance Officer and the procedures detailed in 'Children Missing from Education' should be followed. On occasions the police may be requested to do a 'safe and well check' if there are growing concerns for a child(s) safety. There may be other professionals (social worker, family support worker, health visitor, midwife), who may also have access to the family and may be able to assist.

Work Experience

Arrangements for ATLP students undertaking work experience or attending short term alternative education premises should follow the EVOLVE process.

Schools not subscribing to EVOLVE will have a robust procedure for the planning and risk assessment of ATLP students undertaking work experience or attending short term alternative education premises.

Written documentation records will be maintained.

Where persons are seeking placement/work experience within the ATLP organisation, appropriate recruitment, safeguarding and induction procedures should be completed and recorded.

Personal Protective Equipment (PPE)

Personal protective equipment includes all equipment, including clothing affording protection against weather, which is intended to be worn or held by a person at work which protects them against one or more hazards that pose a potential risk to their health and safety.

The ATLP recognises its legal obligation to comply with the requirements of Personal Protective Equipment at Work Regulations 1992 as amended in 2002.

The Senior Leadership Teams at all schools within the ATLP will ensure compliance with the Regulations by establishing and implementing suitable arrangements led by Headteachers and reviewed on an annual basis by the ATLP Health & Safety Manager.

- Provisions – Provide personal protective equipment only as a last resort to anyone that may be exposed to one or more hazard that poses a risk to their health and safety and cannot be adequately or more effectively controlled by other means.
- Compatibility – Assess the compatibility and effectiveness of personal protective equipment when more than one health and safety risk necessitates the wearing of multiple personal protective equipment simultaneously.
- Assessment – Assess the suitability of personal protective equipment for the task.
- Maintenance – Provisions for maintenance, including being replaced and cleaned, in an efficient state, in efficient working order and in good repair.
- Accommodation – Provisions for appropriate accommodation to store and protect personal protective equipment when not in use from contamination or deterioration.
- Information, Instruction and Training – Provisions for adequate and appropriate information, instruction and training in the use, risks and maintenance of personal protective equipment.
- Use and Report Defects – Take all reasonable steps to ensure that personal protective equipment is properly used.

Staff and students will:-

- Use the PPE provided and care for it according to the to the instructions and training given. School uniform does not constitute PPE.
- Report any loss, defects or damage to their superior/class teacher.
- Expect that any equipment they use is suitable for its intended use and is properly maintained.

Food Safety

Food safety is a discipline that describes the handling, preparation, and storage of food in ways that prevent foodborne illness. The ATLP recognises its moral and civil duty to ensure that all food and drink manufactured, stored, distributed, handled, and sold for human consumption is safe and without jeopardy to the health and safety of the consumer.

All schools within the ATLP will comply with the following legislation and regulations in order to achieve its commitment in providing wholesome food that is safe for consumption.

- Food Safety Act 1990 – A wide ranging UK legislation on food safety and consumer protection.
- Regulation (EC) 178/2002 – A European Commission Regulation on the general principles and requirements of food law, establishing The European Food Safety Authority, and laying down procedures in matters of food safety.

Main area of focus on Regulation (EC) 178/2002 are Articles 14 to 19 in Section 4 of Chapter 2, i.e., General requirements of food law.

- Article 14 – Food Safety Requirements
- Article 16 – Labelling, Advertising, and Presentation
- Article 17 – Responsibilities
- Article 18 – Traceability
- Article 19 – Responsibilities for Food: Food Business Operators
- Regulation (EC) 852/2004 – Regulation on the hygiene of foodstuff.
Compliance with all Chapters and Articles within Regulation (EC) 852/2004 will be met, however more emphasis will be giving to Article 5 (Hazard Analysis and Critical Control Points – HACCP) in Chapter 2 (Food Business Operators' Obligations): 'Food business operators shall put in place, implement and maintain a food safety management procedure based on Hazard Analysis and Critical Control Point (HACCP) principles.'

The ATLP Catering Operations Manager in conjunction with the Leadership Team at all schools within the ATLP will ensure that arrangements are in place to develop, implement and maintain a well-defined Food Safety Management System/Plan/Procedure for schools.

The Food Safety Management System/Plan/Procedure will comply with relevant legislation and regulations as highlighted above, and in addition also cover food handling and transport, equipment and premises, cross contamination of foods, food hygiene, temperature control, refrigeration, appointed food handling staff and training, occupational health surveillance, task-based risk assessments, cleaning, and waste management.

The Trust takes all allergies seriously and it is important that parents inform the academy immediately of any allergies and medications that might be required in an emergency so that a separate risk assessment can be undertaken.

Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 reformed² laws relating to fire safety in non-domestic premises. Part 2 of The Regulatory Reform (Fire Safety) Order 2005 references fire safety duties and general fire precautions to protect both employees and persons who are not employees, to ensure that premises are safe. Articles in Part 2 cites the following statutory obligations;

², The Fire Precautions Act 1971 (i.e. fire certification) was repealed and The Fire Precautions (Workplace) Regulations 1997 were revoked by this Order.

- The duty of a responsible person to ensure that a suitable and sufficient fire risk assessment is completed for the premises, that it should be regularly reviewed, with mandatory review following any fire emergency incidents or significant premises change.
- So far as is reasonably practicable, eliminate or significantly reduce risks from dangerous substances, i.e., arrangements for the safe handling, storage and transport of dangerous substances and waste containing dangerous substances.
- Premises must be equipped with appropriate fire detectors, alarms, and firefighting equipment.
- Appropriate measures must be taken for firefighting in premises, i.e., nominate and train competent persons to implement defined measures and arrange any necessary contacts with external emergency services.
- Ensure that routes to emergency exits themselves are kept clear at all times.
- Ensure that procedures are in place for serious and imminent danger and for danger areas; establish appropriate evacuation procedures, including safety drills (i.e., fire drills); nominate a sufficient number of competent persons to implement evacuation procedures; provide adequate safety instructions for restricted areas.
- Any emergency response facilities, equipment and devices are subjected to a suitable system of maintenance and maintained in an efficient state, in efficient working order and in good repair.
- Ensure provisions for safe information, instructions and training to employees and others.
- The responsible person (i.e. Employer) must appoint one or more competent persons to assist them in undertaking preventative and proactive measures. If more than one person is appointed, they must make arrangements for ensuring adequate co-operation between them.
- Where two or more responsible persons (i.e. Employer) share, or have duties in respect of, premises (whether on a temporary or permanent basis) each must take reasonable steps to co-operate and co-ordinate with others in relation to measures taken or planned i.e. Joint Emergency Fire Evacuation Procedures.

The responsibility to develop and implement a well-defined and effective Fire Safety Code of Practice for all schools within the ATLP will be devolved down to and lead by the ATLP Health & Safety Manager. However, maintenance of site-specific Fire Safety Code of Practice will be a local responsibility shared by the school Site Manager, Regional Site Managers & the Senior Leadership Teams at all schools within the ATLP.

Headteachers are responsible for ensuring that safety procedures including evacuation will be formulated and effectively disseminated to all staff.

All staff are required to ensure the effective implementation of the schools Fire Evacuation Plan.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

School should review their Fire Risk Assessment on an annual basis, supported by their Estates Team, and forward this to the Health and Safety Manager.

A Fire Risk Assessment is an in depth look at school premises and activities carried out considering the likelihood of a fire could take hold and the harm/damage that may be caused. Its purpose is to:

- Identify known fire hazards.
- Mitigate to reduce the risk of those hazards to as low as is reasonably practical.
- To decide what precautions and management arrangements are necessary to ensure the safety of all personnel in the event of a fire (including PEEPS).

Fire alarms will be tested weekly from different 'break glass' fire points around the school, and

records will be maintained.

The school will conduct at least one full evacuation drill at least once each term.

Fire alarm and emergency lighting systems should be checked on a six-monthly basis by an approved contractor, and records maintained.

Firefighting equipment will be checked on an annual basis by an approved contractor.

No member of staff should ever put themselves at risk. In the event of a fire the fire service should be contacted, once on site will take control of the situation.

Electricity at Work

The Electricity at Work Regulations 1989 was put in place to control and regulate the use of electrical energy and activities associated with its use.

British Standard BS7671:2018 (18th Edition IET Wiring Regulations – Requirements for Electrical Installations), published by The School of Engineering and Technology (IET), is the national standard code of practice in the UK for electrical installations and safe electrical wiring in buildings. Note: inspection and testing of equipment connected to electrical installations is outside the scope of BS7671:2018.

The Estates & Operations Team at the ATLP will ensure that arrangements are in place to develop, implement and maintain an Electrical Safety Management System/Plan/Procedure, and that they comply with relevant legislation and British standards as mentioned above. Maintenance of site-specific Electrical Safety Management System/Plan/Procedure will be a local responsibility jointly held by the senior leadership team of the respective school, and the Regional Site Manager.

Control of Substances Hazardous to Health (CoSHH) - Chemical Agents and Biological Agent (i.e. Legionella)

The ATLP understand that certain workplace activities that use, or generate hazardous substances, may have the potential to cause people ill-health and/or exacerbate existing health conditions. The ATLP recognises that Occupational Health is as important as Occupational Safety. The following are two categories of agents that pose a potential risk to health.

- Chemical Agents (e.g. chemicals, paint solvents, exhaust fumes etc.)
- Biological Agents (e.g. pathogens; bacteria, viruses, fungi, mould etc.)

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) offers employers a framework to build a management system to assess health risks, and to implement and monitor effective controls. The Regulations make provisions with respect to the following.

- Prevent exposure to a substance hazardous to health. Where this is not possible, adequately control exposure.
- Assess risks to health arising from exposure to substances at work.
- Introduce measures to prevent or control risks.

- Ensure that control measures are used and properly maintained, examined and tested.
- Where necessary, monitor the exposure of employees to substances and carry out appropriate health surveillance.
- Inform, instruct and train employees about risks and necessary precautions.
- Ensure arrangements for dealing with accidents and emergencies involving hazardous substances are in place.

Chemical Agents

The ATLP Operations & Estates department in conjunction with Headteachers will ensure that arrangements are in place to maintain defined procedures for the control of chemical agents at schools/sites, and that procedures comply with the provisions laid down by the legislation as mentioned above.

Schools and central teams will be responsible for appointing appropriately trained personnel who will in turn be responsible for ensuring that suitable arrangements are in place for the following.

- Chemicals are purchased from a reputable source. Most retailers will be members of the Chemical Business Association (CBA) or Chemical Industries Association (CIA), both of which can provide advice³.
- Generating and maintaining an up-to-date inventory and risk register of all chemical agents used within ATLP schools. Ensuring that copies of risk assessments are kept in the CoSHH register for re-use, training & staff induction purposes, and reviewed regularly.
- Where substances must be used, the ATLP will make all reasonable attempts to substitute harmful substances for a less harmful substance in order to minimise risks, where this is not possible, minimising the amount of time for exposure, and minimising the amount of substance used as much as possible.
- Ensuring each chemical agent is risk assessed in conjunction with the MSDS⁴ and take into account any individuals (including visitors, staff, students and contractors) that may be affected by its use. The risk assessment shall then describe the appropriate control measures that are taken when using the substance, such as using appropriate PPE, correct labelling, handling, secure storage, and safe removal/disposal.
- Ensuring that the risk assessment undertaken for each hazardous substance is kept with each substance, so that members of staff are aware of the emergency procedures and first aid.
- Ensuring that control measures are used and properly maintained, examined and tested, and that procedures and hazards identified in the risk assessment are communicated to members of staff.
- Where necessary, monitoring exposure of employees and students to substances, and carry out appropriate health surveillance.
- Informing, instructing and training employees and students as appropriate about risks and necessary precautions.
- Ensuring that only capable and competent individuals who possess the required skills, knowledge and experience are permitted to use hazardous substances and chemicals in conjunction with COSHH Assessments and Safe Systems of Use.
- Ensuring arrangements for dealing with accidents and emergencies involving hazardous

³ Additional professional services, resources & training is available from the Consortium of Local Education Authorities Providers of Scientific Services (CLEAPSS) specially designed to enable effective and efficient management of health and safety issues related to curriculum delivery of Science, Technology, Art and Design.

⁴ A Material Safety Data Sheet (MSDS) is a document which provides important health and safety information regarding a substance. This is provided by the supplier or manufacturer and indicates whether a substance is classified as hazardous.

substances are in place, scoped at the time of risk assessment and communicated to headteachers.

- Ensure that unwanted chemical agents are disposed safely and comply with The Environmental Protection Act 1990 and The Hazardous Waste (England and Wales) Regulations 2005.

Students will not be permitted to use or access hazardous substances if adequate supervision is not available to ensure risk assessment control measures are implemented.

Health Surveillance

In accordance with COSHH regulations, the ATLP conducts health surveillance in the following instances:

- Where an individual is exposed to a substance which is associated with a disease or adverse health effect
- Where an individual is exposed to a substance which is likely to result in a disease or adverse health effect
- Where an individual displays signs of a disease or adverse health effect

Health surveillance is conducted by the HR Manager who obtains all the information on the individual's health and keeps a written record of this. Records must be kept for a minimum of 40 years from the last entry. The individual is able to access their health records at any time they should request it.

The ATLP recognises that in some instances health surveillance may need to be carried out by the relevant school's school nurse. In these instances, the same procedure will be followed.

All individuals have a responsibility to provide honest and true health information and declare any changes to their health that should occur due to the exposure of a hazardous substance.

Training

The ATLP Health & Safety Manager will provide guidance on the use of the Training Matrix, which will give direction to the appropriate Training provider for staff and ensures that all staff are aware of:

- The names of the substances they work with and could be exposed to, as well as the associated risks and the use of MSDS.
- The appropriate precautions and control measures that they are expected to take to protect themselves, students and others at the school.
- The importance of PPE and how it should be used.
- The results of any exposure and health surveillance, whilst maintaining confidentiality and not revealing any identities.
- The correct measures to take when supervising students who are handling substances.
- The emergency procedures.

Training is conducted in response to any changes required to the provision of COSHH, e.g. additional information required on risk assessments, new PPE equipment, etc.

Local Exhaust Ventilation (LEV)

A Local Exhaust Ventilation (LEV) system uses extract ventilation to prevent, or substantially reduce, the level of airborne hazardous substances.

Article 7 and 9 of The Control of Substances Hazardous to Health Regulations 2002 (COSHH) make

provisions for local exhaust ventilation (LEV) systems.

- Article 7
 - 7(1); every employer shall ensure that the exposure of their employees to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled.
 - 7(3); where it is not reasonably practicable to prevent exposure to a substance hazardous to health, the employer shall comply with their duty under Article 7(1) by applying protection measures appropriate to the activity consistent with the risk assessment, including the following (in order of priority):
 - The design and use of appropriate work processes, systems and engineering controls and the provision and use of suitable work equipment and materials.
 - The control of exposure at source, including adequate ventilation systems and appropriate organisational measures.
 - Where adequate control of exposure cannot be achieved by other means, provision of suitable personal protective equipment in addition to the measures outlined in the two points above.
- Article 9
 - 9(1); every employer who provides any control measure to meet the requirements of Article 7 shall ensure that, where relevant, it is maintained in an efficient state, in efficient working order, in good repair and in clean condition.
 - 9(2); where engineering controls are provided to meet the requirements of Article 7, the employer shall ensure that thorough examination and testing of those controls is carried out.
 - In the case of local exhaust ventilation plant, at least once every 14 months by a competent person;
 - Any other case, at suitable intervals.
 - 9(4); every employer shall keep a suitable record of examination and tests carried out in accordance with Article 9(2) and of all subsequent repairs. Records should be retained for at least 5 years from the date on which it was made.

The Regional Site Managers for schools within the ATLP will ensure that suitable maintenance, examination and testing of control measures are in place which comply with legislative requirements.

Biological Agent (i.e. Legionella)

Legionella is waterborne bacteria that can lead to a range of illnesses, including the potentially fatal Legionnaire's Disease. Outbreaks of the illness can occur from exposure to legionella growing in purpose-built systems where water is maintained at a temperature high enough (i.e. 20°C – 45°C) to encourage growth, e.g. cooling towers, evaporative condensers, hot/cold water systems etc.

Duties under The Health and Safety at Work Act 1974 extend to risk from legionella bacteria, which may arise from work activities. More specifically, The Control of Substances Hazardous to Health Regulations 2002 (COSHH) provide a framework of actions designed to assess, prevent or control risks from bacteria like Legionella and take suitable precautions. The Health and Safety Executives (HSE) Approved Code of Practice (ACOP), Legionnaires' Disease - The Control of Legionella Bacteria in Water Systems (L8), contains practical guidance on how to manage and control risks in water systems.

The Health & Safety Manager is responsible for ensuring that arrangements are in place to engage

legionella professionals to conduct risk assessments at appropriate intervals and support the implementation of procedures for the control of Legionella bacteria for ATLP sites as defined by the risk assessments and ensure appropriate COSHH training is arranged.

Asbestos

Asbestos is a highly heat resistant fibrous silicate mineral that can be fused into fabrics and materials. Asbestos was used in many new and buildings before 2000 because of its fire protection & heat insulation qualities before being banned in 1999.

The Control of Asbestos Regulations 2012 Article 4 outlines the duties that premises-holders and employers have to manage asbestos in non-domestic premises. It cites that the duty holder is required to identify the location and condition of asbestos in non-domestic premises and outline how to manage the risks to prevent harm to occupants and anyone who might work on the building. The Regulation makes provisions with respects to the following.

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos.
- Presume materials contain asbestos unless there is strong evidence that they do not.
- Maintain accurate records of the location and condition of materials on the premises containing asbestos (or presumed containing asbestos).
- Undertake a risk assessment of the likelihood of anyone being exposed to asbestos fibres and prepare and implement an associated risk-management plan, i.e. reporting damage, inspections, and removal etc.
- Review and monitor the risk-management plan periodically.
- Provide such information and asbestos awareness training to anyone who is liable to work on these materials or otherwise disturb them.

These Regulations are further built upon specifically for schools in the non-statutory guidance; ESFA 'Managing asbestos in your school' 2017.

Schools are not legally required to inform parents about the presence of asbestos in school premises; however, should parents request such information, the school will seek legal advice prior to releasing any information. Should a student be exposed to released asbestos fibres, their parent/s / legal guardians will be informed.

The ATLP Operations and Estates Team will ensure all schools have an up-to-date Asbestos Management Survey conducted by a UKAS⁵ accredited surveying organisation detailing the location and condition of the asbestos within all buildings constructed before 2000.

Risks associated with each occurrence of asbestos will be thoroughly assessed in three parts:

1. 'Material' assessment – this is provided within the survey and is an assessment of each item of asbestos material identified based upon the type of material, the type of asbestos it contains, its surface treatment and the extent of damage.
2. 'Priority' assessment – this is the assessment of the likelihood of someone disturbing the material based upon factors such as the number and type (e.g. students) of people using the room, the time they spend in the room, the location, accessibility and extent of the asbestos and the frequency and type of activity that might disturb it.

⁵ United Kingdom Accreditation Service (UKAS)

3. 'Total' assessment – the 'material' and 'priority' assessments will be combined to give a total risk assessment.

No intrusive work to the structure of the school building including drilling or fixing to walls or surfaces is permitted to take place without referring to the asbestos register, assessing the relevant risks for the specific site and obtaining approval from their relevant Estates Manager. Hazard Exchange records will be completed prior to the commencement of all authorised work.

Local Asbestos Management Plans

Each school, supported by the Operations & Estates Team, will create an Asbestos Management Plan (AMP). The AMP will include:

- A plan to manage the risks from ACMs (Asbestos Containing Materials) on a day-to-day basis.
- Arrangements to inform all staff and contractors about the location of ACMs.
- Measures put in place to prevent disturbing the ACMs.
- Intrusive Work Permits and Hazard Exchange reports.
- The schedule for monitoring the condition of ACMs.

The AMP will be reviewed and updated annually with changes communicated to all staff. The plan will need to be updated if new information is received, e.g. from 'refurbishment and demolition' surveys, work is undertaken on ACM's or they are removed or if damage to asbestos areas occurs.

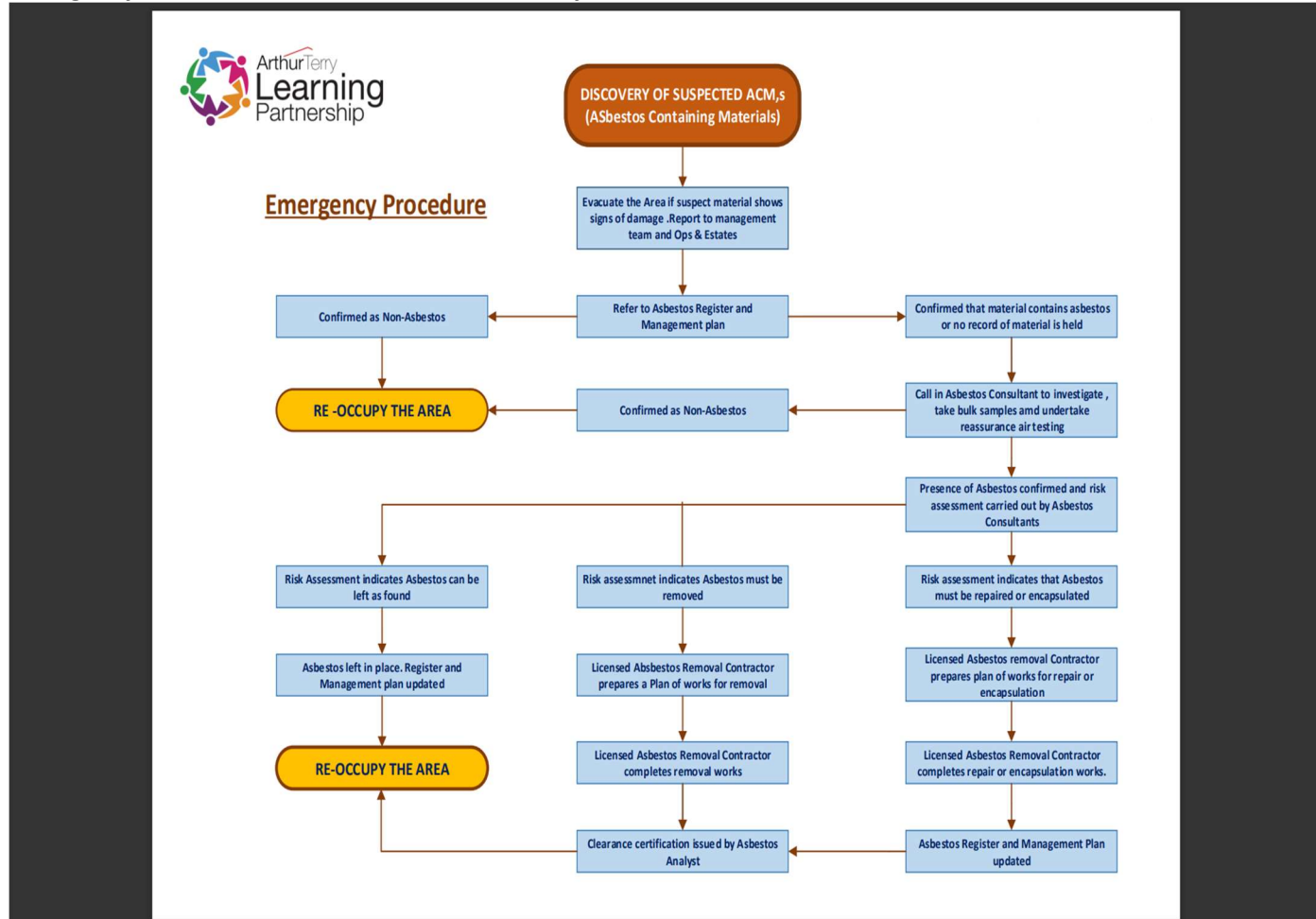
Asbestos-related Incidents

If a school finds that there has been, or may have been, an unplanned disturbance of asbestos, the following action will be taken:

- All activities will stop, and everyone will be evacuated from the affected area.
- Staff, students and visitors will not be allowed to re-enter the affected areas until any necessary remedial action has been taken.
- Items, including equipment, books, or personal belongings, will not be moved from the area.
- The school will notify the ATLP Health & Safety Manager who will liaise with the Health and Safety Executive and a licenced asbestos contractor, with regards to the necessary remedial and long-term action.
- The ATLP Health & Safety Manager will liaise and support the Headteacher with regards to the necessary remedial and long-term action.
- The ATLP Health & Safety Manager will support the Headteacher to implement their Critical Incident Management Plan where appropriate.
- Anyone who has come into contact with asbestos will be informed. Those who are concerned about their exposure will be advised to contact their GP.

The removal and disposal of asbestos shall only be completed by licensed contractors.

Emergency Procedure flow chart for the discovery of ACMs



Gas Safety

There is a risk of a fire, explosion, gas leak, and carbon monoxide (CO) poisoning if gas appliances such as ovens, cookers, and boilers, are not properly installed, used and maintained by a competent person.

Gas may be used in the following three main areas within ATLP schools/sites:

- Boiler room for gas fuelled boilers and water heaters.
- Food preparation areas, i.e. food technology kitchen and canteen catering kitchen.
- Classroom applications, such as science laboratories.

The following Regulations are designed to safeguard against gas-related risks:

- Gas Appliances (Safety) Regulations 1995: outline safety standards / compliance requirements for new gas appliances including

- Satisfy safety and efficiency standards.
- Carry The CE Mark and specific information.
- Be accompanied by instructions and warnings.
- Gas Safety (Installation and Use) Regulations 1998: outlines employer duties:
 - A responsibility to ensure that only competent people work with gas installations, i.e. Gas Safe registered person.
 - Ensure that gas appliances and associated fittings are maintained in safe condition and that appliances and flues are checked by a Gas Safe registered person at intervals not exceeding 12 months.
 - Ensure that no individual attempts to use suspect and unsafe gas appliances.

The following British Standards produced by British Standards Institution (BSI), and guidance document produced by The Institute of Gas Engineers and Managers (IGEM) provide requirements and guidance to those concerned with the design, installation, operation and maintenance of gas pipework, systems and appliances in educational establishments. They bring together guidance, interpretation and clarification of legislation, standards, and Codes of Practice indicating the degree to which compliance is required.

- BS 6891 / BS 6172 / BS 6173.
- IGEM / UP / 11 Edition 2 – Gas Installations for Educational Establishments.

The ATLP Health & Safety Manager and Estates Team will ensure that arrangements are in place to develop, implement and maintain a well-defined and effective plan for gas safety at ATLP premises, and that it complies with the relevant legislation, standards, and guidance as mentioned above and is communicated with local staff at the relevant site.

Pressurised Systems and Equipment

The main hazards associated with pressurised systems and equipment include:

- Impact from flying objects of an explosion or compressed liquid/gas.
- Contact with accidentally released liquid, gas or steam can cause harm to health.
- Fire resulting from the escape of flammable liquids or gases.

Examples of some pressurised systems and equipment on site at ATLP schools include:

- Boilers and steam heating systems
- Compressed air systems
- Pressure cookers and autoclaves
- Heat exchangers and refrigeration plant
- Valves, steam traps and filters
- Pipework and hoses
- Pressure gauges and level indicators

The Pressure Systems Safety Regulations 2000 (PSSR) are primarily concerned with risks associated with the use of pressurised systems and equipment at work. They:

- Relate to steam at any pressure, gases which exert a pressure in excess of 0.5 bar above atmospheric pressure, and fluids which may be mixtures of liquid, gases and vapour where the gas or vapour phase may exert a pressure in excess of 0.5 bar above atmospheric pressure.
- Places statutory obligations on designers, manufacturers and end users.
- Outline compliance requirements, including that pressurised systems and equipment must be:
 - Properly designed and constructed from suitable materials, so as to prevent danger.

- Supplied with correct written information and markings.
- Examined/certified periodically by a competent person to validate the equipment is in good working order.
- Certification & recertification certificates retained; any resulting actions are carried out within agreed timescales.
- Installation and maintenance carried out by a competent person.

The Health and Safety Manager and Estates Managers ensure that arrangements are in place to develop, implement and maintain a well-defined and effective procedure for the purchase and use of pressurised systems and equipment at their institute, and that it complies with the relevant legislation as mentioned above.

Maintenance of the procedure at ATLP schools will be the responsibility of the school's Site Manager, Regional Site Manager and Estates Manager if issues exist and need escalation.

Working with Display Screen Equipment (DSE)

Health and Safety (Display Screen Equipment) Regulations cites a 'User' as an employee, and an 'Operator' as a self-employed person, both of whom habitually uses display screen equipment as a significant part of their normal work. The regulation also applies to a user/operator if they are working at a fixed workstation, a mobile worker, working from home, or hot-desking.

All schools within the ATLP adhere to the following legislative regulations on determining a display screen equipment user/operator. A user/operator is a person:

- Who has no discretion as to use or non-use of Display Screen Equipment.
- Who depends on Display Screen Equipment to do their job.
- Who uses Display Screen Equipment for continuous spells of an hour or more at a time.
- Who uses Display Screen Equipment on a more or less daily basis.

The ATLP Health and Safety Manager will advise all schools within the ATLP with regard to compliance. Central teams (Estates, HR and IT) in conjunction with Headteachers at each individual school within the ATLP, will be responsible for ensuring, so far as is reasonably practicable, that the following arrangements are in place to manage the risks of working with display screen equipment:

- That suitable and sufficient analysis of user/operator display screen equipment workstations are conducted in order to assess health & safety risks. Assessments will be reviewed when significant changes are made to software, hardware, furniture, environment or work requirements.
- That all display screen equipment workstations meet minimum requirements for display screen equipment workstations as included in the Regulations.
- That continuous spells of working on display screen equipment are periodically interrupted by breaks or change of activity.
- That provisions are in place for free eye and eyesight tests to be conducted by a competent person, i.e. Optometrist (Ophthalmic Optician) for staff that are assessed to be using DSE continuously for more than one hour at a time
- That adequate training is provided regarding safe use of any display screen equipment.
- That provisions are in place to communicate safety information about the use of display screen equipment workstation.

Manual Handling

According to the Manual Handling Operations Regulations 1992, manual handling means “any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.” Manual handling extends to the force required to move or restrain any animate or inanimate object. It also includes any twisting, bending, stretching or other awkward posture you may get in whilst doing a task.

The Manual Handling Operations Regulations 1992 (MHOR) helps govern manual handling operations in order to reduce the number of manual handling related accidents. The Regulations establish a clear hierarchy of measures that must be taken when an employer is confronted with a manual handling operation. The hierarchy of measures that an employer must take are as follow.

- Avoid manual handling operation so far as is reasonably practicable either by redesigning tasks to avoid moving loads, by automating, or mechanising operations.
- If manual handling cannot be avoided, then suitable and sufficient manual handling risk assessments should be completed.
- Have provisions in place for communicating information, instruction and training in manual handling hazards and best practice.
- Ensure manual handling activities are only undertaken by capable and competent individuals who possess the required skills, knowledge and experience.

The ATLP will as far as is practicable, reduce the need for staff to carry out any manual handling tasks. Manual handling issues will be considered during the design, refurbishment, alteration and rearrangement of school spaces. Where practicable, equipment will be provided to assist with manual handling and reduce any risks.

Staff should not attempt manual handling unless appropriately trained. Where manual handling tasks are absolutely necessary and cannot be avoided, a risk assessment will be completed. This will take account of:

- The nature of the load-weight, size, shape, ability to be firmly gripped, balance, and whether the object is animate or inanimate.
- The actions or postural requirements involved in the task, including reaching, leaning and lifting.
- The time, distance, duration and frequency of the task.
- The individual’s capacity for manual handling, including their age, skill, experience and strength.
- The environment and workplace conditions such as lighting, access, free space and floor surface.
- The work organisation at the time of manual handling, the presence of others, time restrictions and availability of others to assist.

Where manual handling involves the physical movement, lifting or restraint of another person a manual handling plan must be in place and communicated to all parties. E.g. Personal Emergency Evacuation Plan (PEEPS), Individual Health Care Plan (IHCP).

Once a risk assessment has been carried out, control measures will be put into place. These will include:

- Changes to the workplace and systems of work.
- Provision of mechanical aids to reduce the risk of injury, along with training for the use of these.
- Training and education, which is appropriate to the task.

Once control measures are in place, they will be monitored by the Operations and Estates Team to ensure they remain effective.

The ATLP Health and Safety Manager will be responsible for the following.

- Developing and implementing a Manual Handling Risk Assessment and Safe Working Procedure Register of all tasks that have significant manual handling risks, that lists all tasks that have significant manual handling risks associated with them, who is responsible for them, when they were completed, who by & when they are to be reviewed.
- Development and delivery of in-house Manual Handling Best Practice Training.
- Development and delivery of in-house Manual Handling Risk Assessment training to all nominated Manual Handling Risk Assessors. An ATLP-wide register of all Manual Handling Risk Assessors trained will be maintained by the ATLP HR Department.
- Advise, guide and direct all schools within the ATLP on compliance and facilitate manual handling risk assessments and safe system of work processes.

Regional Site Managers in conjunction with Estates Manager will ensure that they maintain the Manual Handling Risk Assessment and Safe Working Procedure Register.

Lifting Operations and Lifting Equipment (LOLER)

To avoid hazardous manual handling operations, mechanical handling methods should always be used whenever reasonably possible. Lifting Operations and Lifting Equipment Regulations 1998 (“LOLER 1998”) came into force with the aim to reduce risks to people’s health and safety from lifting operation and lifting equipment at work.

LOLER 1998 cover a large range of lifting equipment and lifting accessories including cranes, fork-lift trucks, passenger and goods lifts, hoists, mobile elevating work platforms, chains, slings, eyebolts etc.

In general, LOLER 1998 makes the following provisions when lifting equipment are used for a lifting operation at work.

- Every lifting operation is properly planned and carried out by competent individuals, appropriately supervised, and in a safe manner.
- Lifting equipment must be suitable and sufficient for the task, used within its indicated restrictions and marked to indicate its Safe Working Load (SWL).
- Lifting Equipment is subject to regular inspection by a competent person. The competent person in this case is usually a specialist inspector from an external inspection organisation and may be linked to the insurance company who cover the financial risks of using lifting equipment for a lifting operation.
- Certification & recertification certificates retained; any resulting actions are carried out within agreed timescales.
- Equipment is to be installed and maintained by a competent person.

The ATLP Health & Safety Manager and Estates Managers will ensure that arrangements are in place to develop, implement and maintain a well-defined and effective procedures that are compliant with the relevant legislation as mentioned above.

Regional Site Managers and Site managers will be responsible for ensuring that the procedures are adhered to at their school/sites of responsibility.

Work at Heights

The ATLP adopts the definition of the HSE, which defines work at heights as any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury or death.

The Health & Safety Manager is responsible for ensuring that arrangements are in place to comply with the Work at Heights Regulations 2005 and with the following.

- Individuals should avoid working at height where it is reasonably practicable to do so.
- Where work at height cannot be easily avoided, work is properly planned, risk assessed, supervised, and only carried out by capable and competent people who possess the required skills, knowledge and experience.
- Work at height may never be undertaken when an individual is working alone.
- That an approved list of work at height activities will be established, outlining situations where work at height may be authorised, and the necessary precautions and work methods to be followed. Providing the activity is on the approved list, work at height may be deemed 'authorised'.
- Unless explicitly stated on the approved list, work at height must only be undertaken following authorisation from the Regional Site Manager.
- To not permit the use of any item other than the correct equipment when working at heights, i.e. Ladders, Mobile Elevating Work Platform (MEWP), Scaffolding and ensuring that suitable and sufficient measures are taken to prevent materials or objects from falling or, if it is not reasonably practicable to do so, taking suitable and sufficient measures to make sure no one can be injured.
- Ensuring that workers can get safely to and from where they work at height. The use of chairs, stools, tables, benches, or any other unstable item is strictly prohibited.
- Work equipment and associated accessories must be appropriate for task at height and inspected by a competent person before use to ensure they are free from any damage and/or defects prior to commencement.
- Taking precautions when working on or near fragile surfaces.
- Considering emergency evacuation and rescue procedures and that workers won't be required to overload or overreach themselves.
- Provisions for safe information, instruction, and training with regards to work at heights, and regular recorded inspections of working at heights equipment.

Any person, who becomes aware of circumstances involving work at height, where the existing control methods are ineffective, must inform the ATLP Operations and Estates Manager as soon as possible.

Risk Assessment

Risk assessments will include the following considerations:

- Safety of the students, staff, visitors, contractors and the general public.
- Hazardous nature of any general work at height on the site (i.e. environmental conditions).
- Required competency level of staff to undertake work at height.
- Required level of competence and ability to use access equipment.
- Required level of supervision.
- The safest equipment to use on site.
- The condition of access equipment and its maintenance.
- Other methods of safe access for higher risk or time-consuming jobs at height.

Control Measures

In order to manage general risks, the following control measures have been put in place. Members of staff working at height must:

- Not undertake work for which they are not trained.
- Take reasonable care of their health and safety.
- Not put themselves in danger.
- Know, and follow, safe working procedures.
- Never rush or cut corners.
- Follow reasonable targets.
- Stop for regular breaks and, if possible, change activity after prolonged periods.
- Inform HR or the Regional Site Manager of any relevant medical conditions.
- Inform the Regional Site Manager of any hazards or accidents encountered.

The following communication procedures will also be put in place.

- Carry a mobile telephone or two-way radio communication device at all times when working at height.
- The worker will inform someone when they are working at height, how long they will be, and when they expect to be finished.

In the event that a worker has an accident or falls into difficulties, they are to use their mobile telephone to contact the Site manager, their nominated person, or the emergency services.

Equipment Inspection Guidelines

- Any equipment exposed to conditions that may cause it to deteriorate, and result in a dangerous situation, should be inspected at suitable intervals appropriate to the environment and use.
- A record will be maintained of any inspection for types of work equipment, including guard rails, toe-boards, barriers or similar collective means of protection, and working platforms, both fixed and mobile.
- Working platforms used for construction work and from which a person could fall more than two metres must be inspected:
 - After assembly/installation in any position.
 - After any event liable to have affected its stability.
 - At intervals not exceeding seven days.
- Where it is a mobile platform, a new inspection and report is not required every time it is moved to a new location on the school/academy premises.
- Any equipment, such as a mobile elevating work platform (MEWP), which has come from an external supplier, must be accompanied by a clear indication to everyone involved, when the last thorough examination has been carried out.

Training

The ATLP Operations and Estates Manager, Regional Site manager and Health and Safety manager will ensure that only individuals with sufficient skills, knowledge and experience are employed to perform a task at height, providing, where necessary, the appropriate training by an accredited trade organisation. Where staff members are currently undergoing training, they should work under the supervision of somebody competent to work at heights.

Where a working at height activity is low-risk and of a short duration, competence requirements may be no more than making sure an employee receives instruction on how to use the equipment and appropriate on-the-job training.

Where a member of staff finds that they are required to use an item of access equipment on which they have not had instruction/training, or where they are unsure of correct or safe use, then they are to contact the Site Manager, Regional Site manager or Estates Manager prior to use.

The ATLP Operations and Estates Team and Central HR Team will ensure there are up-to-date records of all instruction, training and refresher working at heights training given to staff members. Refresher training will be provided every three years.

Work Equipment

Any equipment used by an employee at work is generally covered by the term 'work equipment'. The scope is extremely wide and includes hand tools, power tools, machinery, ladders, photocopiers, computers, display screens, printers, laboratory apparatus, lifting equipment etc.

Work equipment can cause injury in the following five ways.

- Entrapment, e.g. where parts of the body are caught and trapped in parts of a machine.
- Impact, e.g. where the body is crushed by moving parts or by items being processed.
- Contact, e.g. where the body touches sharp edges, hot items, live electrical items, or abrasive surfaces.
- Entanglement, e.g. where parts of the body become caught in moving parts of a machine.
- Ejection, e.g. where parts of a machine, or materials being used fly out and hit the body.

Work equipment can also cause ill-health in the following ways.

- Vibration, e.g. when unacceptable vibrations are transmitted from work processes/equipment into the user's hands and arms.
- Noise, e.g. When elevated unacceptable noise levels cause physical and psychological health consequences.
- Ergonomics, e.g. poor design and layout that causes muscle fatigue, aches and pains.

The following pieces of legislation deal with the provisions of work equipment/processes and govern design, construction, supply and their use.

- The Supply of Machinery (Safety) Regulations 2008 deals with manufacturer obligations, e.g. conformity assessment, meeting essential safety standards, product CE markings etc.
- The Provision and Use of Work Equipment Regulations 1998 (PUWER) deals with what users have to do which includes ensuring that equipment:
 - is suitable for the task,
 - is CE Marked,
 - has appropriate controls for start/stop/emergency stop/isolation from source

- limits users exposure to dangerous moving parts
- can be suitably stabilised
- prominently displays health and safety markings
- undergoes periodic inspection and testing by a competent person
- has a maintenance regime
- is accompanied by a Declaration of Conformity, instructions and a technical file
- and that there are provisions for safe information, instructions and training for users of the equipment.
- The Control of Vibration at Work Regulations 2005 makes provisions for employers to make sensible and proportionate decisions about managing risks arising from hand-arm vibration.
- The Control of Noise at Work Regulations 2005 makes provisions for employers to make sensible and proportionate decisions about managing risks arising from noise.

The Operations and Estates Team in conjunction with Leadership at each school within the ATLP must ensure that arrangements are in place to develop and implement the following measures and ensure compliance with the relevant legislation.

- A procedure and suitability assessment for purchasing new work equipment, i.e. powered (electrical) and non-powered (hand tools).
- An inventory of all powered (i.e. electrical) and non-powered (i.e. hand tools) work equipment at each school.
- A procedure for the safe use of powered (i.e. electrical) and non-powered (i.e. hand tools) work equipment.
 - Powered (electrical) to include pre-start safety checks, start operation, safe operation, stop operation, emergency stop, and safe isolation etc.
 - Non-powered (hand tools) to include safety checks, sign out and in, and safe use etc.
- Ensuring that electrical testing is undertaken by appointed contractors every five years for fixed and annually for portable electrical appliances in all ATLP premises.
- Ensuring that any portable electrical equipment used by staff, contractors or hirers on any ATLP premises have a current PAT test certificate.
- A procedure for reporting any damage and/or defect to any type of work equipment.
- That only capable and competent individuals who possess the required skills, knowledge and experience will be permitted to use work equipment in conjunction with risk assessments and safe systems of use.

The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.

The use of personal portable electrical appliances is not permitted without the approval of the ATLP Operations and Estates Team, and any electrical items brought on to the premise by school staff must be approved / tested prior to use.

The above responsibility will be broken and devolved down as follows.

- Development of procedures for powered work equipment (i.e. electrical) will be devolved down to the ATLP Health and Safety Manager. Maintenance of the site-specific procedure/plan/inventory for powered (i.e. electrical) work equipment will be a local responsibility held jointly by the relevant Site manager and/or department manager.
- Non-Powered Work Equipment (i.e. hand tools) will be devolved down to the Head of Department or team in which the tools are used.

Ionising Radiation

The Ionising Radiations Regulations 2017 (IRR17) require an employer to ensure that radioactive substances are accounted for, stored properly, handled safely and monitored regularly. Compliance with the following key areas of the IRR17 are essential.

- Part 3 – Arrangements for The Management of Radiation Protection
 - Regulation 14 – Radiation Protection Adviser (RPA): Appoint and consult a competent Radiation Protection Adviser (RPA).
 - Regulation 15 – Information, Instruction and Training: Provisions for employees to receive appropriate information, instruction and training.
- Part 4 – Designated Areas
 - Regulation 18 – Local Rules and Radiation Protection Supervisors (RPS): Local rules must identify the main working instructions intended to restrict any exposure in controlled or supervised areas. Appoint one or more competent Radiation Protection Supervisors (RPS) for the purpose of securing compliance with The Regulations.

Science departments in certain schools within the ATLP use various low level radioactive sources to teach parts of the national curriculum in science and/or GCSE/GCE A-Level Physics. All schools that use a low-level radioactive source will ensure that all work involving its use meet the standards of control necessary to prevent, or where this is not possible, to significantly minimise risks to human health, safety and the environment. ATLP schools that use ionising radiation chemicals during science curriculum activities have a Radiation Protection (RP) Supervisor in school. Schools will also have access to an RP Advisor for any further guidance needed e.g. complaints of exposure etc.

The Consortium of Local Education Authorities Providers of Scientific Services (CLEAPSS) provides a Radiation Protection Adviser (RPA) scheme through the local authority. The local authority appoints a competent member of staff to act as a Radiation Protection Officer (RPO) for its customers. The Radiation Protection Officer (RPO) will be responsible for routine monitoring, by visiting schools within the ATLP periodically and checking records and procedures are compliant with the Regulations.

- Radiation Protection Supervisors (RPS) – Local (*Statutory Requirement*)
- Radiation Protection Officer (RPO) – Local Educational Authority (CLEAPSS RPA Scheme)
- Radiation Protection Adviser (RPA) – CLEAPSS (*Statutory Requirement*)

The Operations & Estates Team are responsible for ensuring that arrangements are in place for continuous membership on The CLEAPSS RPA scheme and that competent Radiation Protection Supervisors (RPS) are appointed.

The ATLP Health and Safety Manager and Estates Managers will monitor the implementation, compliance, and outcomes of the CLEAPSS RPA scheme.

Driving & the management of driver's minibuses, private vehicles and ATLP vehicles

Due to the complex considerations relating to travel, the ATLP maintain a separate 'Transport Policy'. Please refer to this separate policy for further details.

Educational Visits

There is no specific legislation for governing educational visits in schools, however, the Health and Safety at Work Act 1974 places an overall responsibility for health and safety with the Employer. The Management of Health and Safety at Work Regulations 1999 go further, citing that all employers must carry out suitable and sufficient risk assessments of all its activities, and so far, as is reasonably practicable, ensure that suitable and sufficient arrangements are in place to safeguard everyone's health and safety. The ATLP requires its schools to ensure that their educational visits are risk-assessed and recorded on the individual school's Trip Management System (Evolve).

Due to the complex nature of educational visit risk assessments, the ATLP has a separate Educational Visits Policy. Please refer to this separate policy for further details.

Swimming Pool Operating Procedures

Schools' normal operating procedure (NOP) will be displayed in the public domain and made available to all hirers/users of the pool.

Schools' emergency operating procedure (EOP) will be displayed in the public domain and made available to all hirers/users of the pool. All persons who supervise swimming activities must be trained appropriately in these procedures.

All persons supervising the use of the pool will be suitably qualified.

The health and safety considerations within curriculum swimming must be planned, supervised, managed by staff and included in their lesson planning.

APPENDICES

Appendix 1 – Executive Summary (Scheme of Delegation)

Section	Subject Focus	THE ATLP Board / Finance Committee	Executive Group	THE ATLP Health and Safety Manager	The ATLP Director of Operations and Estates	THE ATLP Catering Manager	Senior Leadership Team
1.	Develop, approve and implement a robust Health, Safety and Welfare Policy for THE ATLP.	Approve	Approve and Implement	Develop and Implement	Implement	Implement	Implement
2.							
3.							
4.							
4.1.	Display Health and Safety Executives (HSEs) statutory 'What You Need To Know' Health and Safety Poster in a prominent area.			Implement	Implement		
4.2.	Appoint a Representative of Employee Safety (RoES).		Implement	Implement			Implement
	Establish a Health and Safety Committee that meets The criteria laid out in The Health, Safety and Welfare Policy.		Implement	Implement			
4.3.	Completion of a Site Security Risk Assessment.			Develop and Implement	Develop and Implement		
	Develop and implement a robust and effective Site Security Plan/Procedure.			Develop and Implement	Develop and Implement		
4.4.	Develop and implement a site specific Critical Incident Management Plan.		Approve	Develop and Implement	Develop and Implement		Develop and Implement
4.5.	Develop and implement site specific Emergency Evacuation Procedures, including PEEP's and any Joint Responsibilities with other Employers sharing same premises.		Approve	Develop and Implement	Develop and Implement		Develop and Implement
4.6.	Develop and implement a site specific Lockdown Procedure, including PEEP's and any Joint Responsibilities with other Employers sharing same premises.		Approve	Develop and Implement	Develop and Implement		Develop and Implement
4.7.	Develop and implement a process for monitoring physical aspects of the working environment, i.e. Safety Observation Check List.			Develop and Implement	Develop and Implement		Develop and Implement
4.8.	Develop and implement a well-defined procedure for The closure of a school during inclement weather.		Approve	Develop and Implement	Develop and Implement		Develop and Implement
4.9.	Develop and implement a well-defined procedure for Educational Visits.			Develop and Implement			Develop and Implement
4.10.	Develop and implement a site specific procedure for the management of all Visitors.			Develop and Implement	Develop and Implement		
	Develop and implement a site specific procedure for the management of all Contractors.			Develop and Implement	Develop and Implement		
4.11.	Develop and implement a programme for delivering Health and Safety Training to the workforce, i.e. who, when, and how.		Approve	Develop and Implement			

4.12.	Develop and implement procedures to monitor, measure, and log data that can be used to measure The performance of various aspects of The Health and Safety Management System.			Develop and Implement			
	Collate data, ensure quality assurance (i.e. QA) of data, and present information in The Health and Safety Report to The Executive Group, preferably every quarter.			Develop and Implement			
4.13.	Develop and implement a procedure to monitor, log, investigate, and quality assurance (QA) all workplace incidents, i.e. Accidents and Near Misses.			Develop and Implement			
4.14.	Complete an assessment for First Aid needs.			Develop and Implement			Develop and Implement
	Develop, implement and communicate a First Aid Provisions Procedure.			Develop and Implement			Develop and Implement
4.15.	Develop, implement and maintain well-defined procedures for Emergency Healthcare Plans that include Managing Medication(s) for Student's.			Develop and Implement			Develop and Implement
4.16.	Develop, implement and maintain a Risk Assessment and Safe Working Procedure Register of all tasks that have significant hazards and risks associated with them, who is responsible for conducting them, when they were completed, and when they are to be reviewed.		Approve	Develop and Implement			Develop and Implement
	Review all current risk assessment templates, and if required develop and implement new risk assessment templates to be used within THE ATLP.		Approve	Develop and Implement			
	Develop and implement a programme to deliver in-house Risk Assessment Training to all nominated Risk Assessors.		Approve	Develop and Implement			
	Advise, guide and direct all schools within THE ATLP with compliance and facilitate The Risk Assessment and Safe System of Work process.			Develop and Implement			
4.17.	Ensure that arrangements are in place for the following. <ul style="list-style-type: none"> • Provisions for Personal Protective Equipment (PPE) • Complete a suitability and compatibility assessment. • Provisions for maintenance. • Provisions for appropriate accommodation to store and protect PPE. 			Develop and Implement			Develop and Implement

	<ul style="list-style-type: none"> Provisions for safe information, instruction and training. Provisions for reporting damage or defects. 						
4.18.	Develop, implement and maintain a well-defined Food Safety Management System/Plan/Procedure.			Develop and Implement		Develop and Implement	
4.19.	Develop, implement and maintain a well-defined Fire Safety Code of Practice.			Develop and Implement	Develop and Implement		
4.20.	Develop, implement and maintain a well-defined Electrical Safety Management System/Plan/Procedure.			Develop and Implement	Develop and Implement		
4.21.	Develop and implement procedures for purchasing, risk assessing, labelling, logging, storing, using, and handling of all chemical agents.			Develop and Implement			Develop and Implement
	Develop and implement well-defined and effective procedures for controlling exposure with the use of Local Exhaust Ventilation (LEV) Systems, including maintenance.			Develop and Implement	Develop and Implement		
	Develop, implement and maintain well-defined and effective procedures for the Control of Legionella Bacteria.			Develop and Implement	Develop and Implement		
4.22.	Develop, implement and maintain a well-defined and effective procedure for The Control of Asbestos.			Develop and Implement	Develop and Implement		
4.23.	Develop, implement and maintain a well-defined and effective plan for Gas Safety.			Develop and Implement	Develop and Implement		
4.24.	Develop, implement and maintain a well-defined and effective procedure for The Purchase and Use of Pressurised Systems and Equipment.			Develop and Implement	Develop and Implement		
4.25.	Develop, implement and maintain a well-defined and effective procedure for all Lifting Operations that use lifting equipment and Their associated accessories..			Develop and Implement	Develop and Implement		Develop and Implement
4.26.	Develop, implement and maintain a well-defined and effective procedure for The Safe Use of Display Screen Equipment (DSE).			Develop and Implement			Develop and Implement
4.27.	Develop, implement and maintain a Manual Handling Risk Assessment and Safe Working Procedure Register of all task that have significant manual handling risks associated with them, who is responsible for conducting them, when they were completed, and when they are to be reviewed.			Develop and Implement			Develop and Implement
	Develop and deliver in-house Manual Handling Risk Assessment training to all			Develop and Implement			

	nominated Manual Handling Risk Assessors.						
	Develop and deliver in-house Manual Handling Best Practice Training.			Develop and Implement			
	Advise, guide and direct with compliance and facilitate The Manual Handling Risk Assessment and Safe System of Work process.			Develop and Implement			
4.28.	Develop and implement procedures for The Safe Working at Heights.			Develop and Implement			Develop and Implement
4.29.	Develop and implement procedures for The Safe Use of Work Equipment that include The following. <ul style="list-style-type: none"> • Suitability assessment for Purchasing New Work Equipment. • Inventory of all Work Equipment. • Plan for Periodic Inspection, Testing and Maintenance. • Procedures for reporting damage and defects. 			Develop and Implement	Develop and Implement	Develop and Implement	Develop and Implement
4.30.	Develop and implement procedures for The Safe Use of a Radiation Source that include the use of the following. <ul style="list-style-type: none"> • Radiation Protection Supervisor (RPS). • Radiation Protection Officer (RPO). • Radiation Protection Advisor (RPA). 			Develop and Implement			Develop and Implement
4.31.	Develop and implement procedures for The Safe Use of THE ATLP Vehicles, Private Vehicles, and The Competence and Suitability to Drive a Vehicle.			Develop and Implement	Develop and Implement		
4.32.	Develop and implement procedures for Letting School Premises.			Develop and Implement	Develop and Implement		

Appendix 1 – Accident / Injury / Near Miss Report

For accidents or injury complete sections 1.2.3 & 4

For Near Misses complete sections 1& 2only

Once completed this form should be forwarded to the Health & Safety Manager within 24hrs and a copy retained on school files.

Details of Casualty or Person involved in Near Miss

Forename: Surname:

Date of Birth: Age: Male Female

Address & Postcode:

Tel: <input type="text"/>

Status

ATLP Employee	<input type="checkbox"/>	Contractor	<input type="checkbox"/>
Student/Student	<input type="checkbox"/>	Member of the Public	<input type="checkbox"/>
Visitor	<input type="checkbox"/>	Other (please state)	<input type="text"/>
Volunteer	<input type="checkbox"/>		<input type="text"/>

If the injured person is employed by someone other than ATLP state name, address, telephone number of employer and reason for being on the premises / site:

At the time of the accident was the injured person authorised to carry out the task being performed

Yes	<input type="checkbox"/>	If no, provide details.
No	<input type="checkbox"/>	

2. Accident/ Near Miss Detail

Name of school/ATLP premises where incident occurred	
State clearly where on the premises the incident occurred	

Is the casualty or the person involved normally authorised to be in this area?	Yes	No
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If No - Please state the reason the casualty or the person involved were in the location at the time of the incident.	
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Date of Accident/ Near Miss: Time of Accident/ Near Miss: am/pm

Date Reported : Time Reported: am/pm
 Reported to: Reported By:

Description of how the accident / near miss occurred.

Accident Type (e.g. fall):

3. Details of damage, injury or ill-health

Damage or part(s) of body injured: Injury type(s):
 e.g. left leg or 1st finger left hand e.g. fracture or laceration

First-Aid Administered? YES NO If yes by whom?

First-Aid Treatment Given:

Please ✓ one of the following where applicable:

- | | | |
|--|-----------------------------|--------------------------|
| <input type="checkbox"/> Fatality | Person needed resuscitation | <input type="checkbox"/> |
| <input type="checkbox"/> Non-Employee taken from the premises / site to hospital | Major Injury to employee | <input type="checkbox"/> |
| <input type="checkbox"/> Person became unconscious | Dangerous occurrence | <input type="checkbox"/> |
| <input type="checkbox"/> Employee admitted to hospital for more than 24 hours | Over seven day absence | <input type="checkbox"/> |
| <input type="checkbox"/> Fall from height ... | Minor Injury/No Injury | <input type="checkbox"/> |

If a non employee/service user has been taken to hospital was it due: A) Solely to the injured persons medical condition Y/N B) Sports Accident Y/N

Number of days lost (includes weekends/non workdays) Is the absence continuing? (not yet returned to work) Yes No

4. Witnesses Details:

Witness statements attached. YES NO

Name, Address and Telephone.

1.	2.
----	----

Details of the accident recorded school file; copy passed to Operations & Estates Team? YES NO

For Operations & Estates team use only:

Date Received by Health & Safety Manager or appointed deputy	
Investigation Date	
RIDDOR Reportable?	Y/N
RIDDOR Report Number	
Date reported to HSE	

From the investigation, what has been identified as the root cause of the incident?

Were there any defects to the premises/equipment that caused the accident?

Yes No

5. Actions Necessary to Prevent or Remove the Potential for Accident

Prior to the accident/near miss had a risk assessment been completed for the activity?

Yes No

Post-Accident / Near Miss existing risk assessment reviewed, or new risk assessment completed?

Yes No

If NO, give reasons:

State what action has been taken or planned to reduce the risk of an accident / incident:

Type of near miss (please tick most appropriate):

Unsafe equipment	<input type="checkbox"/>
Unsafe act	<input type="checkbox"/>
Unsafe condition	<input type="checkbox"/>
Unsafe use of equipment	<input type="checkbox"/>

Additional Comments received from H&S Advisor

Health & Safety Manager Signature:

Date:

Appendix 2 - Training Matrix

Appendix 3 - Approved List of Working at Height Activities

NOTE THIS NEEDS APPROVING ON A PER SITE BASIS by ATLP Operations & Estates Team

This document has been created to ensure its users can map out the risks associated with working at heights. In addition to explaining the risks and the steps that will be taken to mitigate them, this list should also detail: the person carrying out the activity; any training or supervision the person requires; who is responsible for overseeing the works are carried out safely; who has approved the works and when.

In accordance with the HSE webpage 'Work at Height – Frequently asked questions', a person is considered working at height if they:

- Work above ground/floor level.
- Could fall from an edge, through an opening or fragile surface.
- Could fall from ground level into an opening in a floor or a hole in the ground.

The examples in the table below have been completed in line with this definition and pertain to activities including changing a lightbulb, inspecting a leak in a roof and changing a wall display. This is an approved list and should be updated and maintained regularly to help ensure the safety of those carrying out the works, and to help identify any risks associated with working at height activities.

This document should be used alongside a Working at Heights Policy and Working at Heights Risk Assessment (both available in the related documents section of the article page) and should not be utilised in place of a risk assessment.

Activity	Equipment required	Main risks associated	Safety precautions	Person(s) carrying out the activity	Relevant documents	Training and/or supervision required	Responsible person	Approved by	Date of approval
Changing a lightbulb in the school hall	Elevated platform to carry out the works Lightbulb removal tool	Falling from the platform Slipping due to choose of footwear	Guard rails to be fitted to the platform. Adequate safety footwear to be worn when	Site manager/Site staff	Health and Safety Policy - Working at Heights Site Safety Checklist Contractors Policy	Health and safety Manager will ensure Training is provided and RSM will ensure requirements and processes	Site manager RSM		

			completing works.			are Risk Assessed so that a decision on how to proceed is reviewed and any equipment to be used. Alternatively, if a contractor is to be employed to carry out the task.			
Changing a wall display in a classroom	Step ladder to reach highest parts of the display	Falling from the stepladder Injury from over stretching	The stepladder is secured on the ground with rubber feet. The stepladder is placed directly and evenly on the ground. The health and safety officer checks the stepladder before use. The stepladder used is adequate for the classroom teacher to reach	Classroom teacher	Health & Safety Policy – Working at Heights Working at Heights Risk Assessment Health and Safety Checklist Stepladder Safety Checklist	Health and safety Manager will ensure Training is provided and RSM will ensure requirements and processes are Risk Assessed so that a decision on how to proceed is reviewed and any equipment to be used. Alternatively, if a contractor is to be employed to carry out the task.	RSM/Operations and Estates Manager		

			all parts of the wall display.						
Clearing the gutters	Renting a mobile elevating work platform (MEWP) to avoid use of the roof as an access point.	Damaging the gutters Falling from the MEWP Injury from over stretching Damaging the roof and gutters	Third party contractors will be harnessed on to the MEWP to minimize the risk of falling from the platform. The platform will be positioned close to the relevant gutters to avoid over stretching. Third party contractors will remove the leaves and other debris from the gutters to avoid damage to the roof.	Third party contractors	Health & Safety Policy – Working at Heights Working at Heights Risk Assessment Health and Safety Checklist Stepladder Safety Checklist	Competent contractor to be employed. Insurance and Risk assessments and method statements to do the work are reviewed before starting. Area of work is made safe/assessed restricted and barriers in place/area supervised by site staff and contractor. Notification given to other staff on site about the area being used.	Site manager /RSM Operations and Estates Manager		

Investigating a leaking roof	<p>Extension ladder</p> <p>Hard hats</p> <p>Safety net installed underneath roof</p>	<p>Falling from the ladder</p> <p>Falling from the roof</p> <p>Falling through the roof</p>	<p>Rubber feet are fitted to the ladder to minimize the risk of slipping.</p> <p>Perimeter edge protection is fitted to the roof to mitigate the risk of falling.</p> <p>Safety nets are installed under the ceiling in question to minimize the risk of injury should anyone fall through the roof.</p> <p>The roof will only be accessed at the lowest points possible to minimize injury should anyone fall through it.</p>	Contractor	<p>Health & Safety Policy – Working at Heights</p> <p>Working at Heights Risk Assessment</p> <p>Health and Safety Checklist</p> <p>Stepladder Safety Checklist</p>	<p>Competent /qualified contractor to be used when accesses any roof inspection.</p> <p>RSM /site manager to supervises area whilst inspection takes place.</p> <p>Process is risk assessed and any concerns made aware to the contractor prior to start of work.</p> <p>RSM /Site managers have completed Working at Heights training.</p> <p>Trained first aider to be in close proximity to the works at all times.</p>	<p>Site manager,</p> <p>RSM/Operations and Estates Manager</p>		
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Appendix 4 – Assessment of First Aid Provision

Assessment of First Aid Provision at [insert school name]

Name of Assessor(s):

In order to assess the first aid requirements, you should identify whether any of the following factors apply to the workplace or employees by ticking Yes or No in all cases: -

Table 1

Assessment Factor	Apply?		Impact on First Aid Provision
	Yes	No	
1. Have your risk assessments identified significant risks of injury and/or ill health?			If the risks are significant you may need to employ first aiders.
2. Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals?			You will need to consider: <ul style="list-style-type: none"> - specific training for first aiders - extra first-aid equipment - precise siting of first-aid equipment
3. Are there parts of the establishment with different levels of risk?			You may need to make different levels of provision in different parts of the establishment.
4. Have you had any accidents or cases of ill-health in the past 12 months?			You will need to check your record of accidents and cases of ill health – type and where they happened. You may need to: <ul style="list-style-type: none"> - locate your provision in certain areas - review the contents of the first aid box.
5. Are there inexperienced workers on site, or employees with disabilities or special health problems?			You will need to consider: <ul style="list-style-type: none"> - special equipment - local siting of equipment.

6. Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?			You will need to consider provision in each building or on several floors.
7. Is there shift work or out-of-hours working?			Remember that there needs to be first aid provision at all times that people are at work.
8. Is your workplace remote from emergency medical services?			<p>You will need to:</p> <ul style="list-style-type: none"> - inform local medical services of your location - consider special arrangements with the emergency services.
9. Do you have employees who travel a lot or work alone?			<p>You will need to consider:</p> <ul style="list-style-type: none"> - issuing personal first aid kits and training staff in their use.
10. Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?			You will need to make joint arrangements with the other site occupiers.
11. Do you have any work experience or other trainees?			Your first aid provision must cover them.
12. Do members of the public visit your premises?			There is no legal responsibility for non-employees however you are strongly recommended to consider them i.e. schools would consider and include their students.
<p>13. How many people are employed on site:</p> <ul style="list-style-type: none"> - less than 25? - 25 to 49? - more than 50? 			You may need to employ first aiders – see table 2 below.

14 Is a first aid room required?			
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The following table offers suggestions on how many first aiders or appointed persons might be needed in relation to levels of risk and number of employees on site. Increased provision will be necessary to cover for absences. The table does not take into consideration any non-employees who may be affected so an allowance will need to be made in such circumstances.

Table 2

	Type of Workplace	Numbers of First Aid Personnel Required
Lower Risk	Shops, offices, libraries, schools and similar workplaces	<p>Fewer than 25 employed at any location:</p> <p>at least one appointed person. (It may be appropriate to provide an EFAW trained first aider if large numbers of the public visit the workplace.)</p> <p>25-50 employed: at least one EFAW trained first aider.</p> <p>More than 50: At least 1 FAW trained first aider for every 100 employed (or part thereof).</p>
Higher Risk	Light engineering and assembly work, food processing, warehousing extensive work with dangerous machinery or sharp instruments construction, chemical manufacture, work involving special hazards* such as hydrofluoric acid or confined spaces.	<p>Fewer than 5: at least one appointed person.</p> <p>5-50: At least one EFAW or FAW trained first aider depending on the type of injuries that may occur.</p> <p>More than 50 employed At least one first-aider trained in FAW for every 50 employed (or part thereof)</p> <p>*Additional training may be needed to deal with injuries resulting from special hazards.</p>

The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- a person appointed to take charge of first aid arrangements,
- information for all employees about what they need to do in an emergency.

Assessment of First Aid Requirements

Having regard to the factors identified in table 1 and advice contained in table 2 above, the following first aid equipment/facilities/personnel are required to be provided (includes sufficient personnel necessary to cover for absences).

	Required ✓	Number
Appointed person		
First-aider with Emergency First Aid at Work certificate		
First-aider with First Aid at Work certificate		
First-aider with additional training (specify):		
First-aid boxes		
First-aid room		
Additional equipment e.g. eye wash, foil blanket (specify):		
Travelling First Aid Kits		

- 1.1 Have arrangements been made to appoint/train the necessary appointed persons/first aid personnel and for the required amount of first aid equipment to be supplied? **Yes/No**
- 1.2 Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aid personnel or appointed persons are and where the first aid box is? **Yes/No**

Signature & Name of Assessor(s):

.....

Date: **Review Date**.....