



Co-op Academy North Manchester

Name	Health and Safety Policy
Approved by	SSCC
Policy Created	September 2019
Update Approved	September 2019
All policies are available to stakeholders either on the Academy website or upon request from the Academy's Main office.	

1. Introduction

1.1	<p>This statement is issued in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations 1999. These set the standards that must be met to ensure the health and safety of all employees and others who may be affected by any work activity. Other regulations also exist to cover work activities that carry specific risks, for example lifting and carrying, computer work and electricity. The key pieces of legislation are listed below.</p> <ul style="list-style-type: none"> • The Health and Safety at Work Act 1974 • The Health and Safety (First Aid) Regulations 1981 • The Electricity at Work Regulations 1989 • The Workplace (Health Safety and Welfare) Regulations 1992 • The Manual Handling Operations Regulations 1992 • The Health and Safety (Display Screen Equipment) Regulations 1992 • The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 • The Provision of Use of Work Equipment Regulations 1998 • The Management of Health and Safety at Work Regulations 1999 • The Education (School Premises) Regulations 1999 • The Control of Substances Hazardous to Health Regulations 2002 • The Control of Asbestos at Work Regulations 2006 • The construction (Design and Management) Regulations 2007
1.2	The Co-op academies Trust will comply with the legal requirements as a minimum and will strive towards continual improvement. A separate Trust policy is in place which details the overall Trust approach to Health and Safety.
1.3	The Academy is dedicated to providing a safe and healthy working environment for the health, safety and welfare of pupils, staff, visitors and other persons using the buildings, grounds, equipment and any other facilities provided by or associated with the Trust.
1.4	The Academy will strive to reduce the possible risk of accidents and injury to all users. In supporting this, the arrangements outlined in this document and other safety precautions put in place by the academy cannot prevent accidents but will instil the adoption of safe methods of work and good practice.
1.5	The Principal, governors, senior staff and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this, all staff and pupils must be aware of their own and others personal safety, and safety in any of the Academy's activities, both on and off site.

2. General Guidelines

2.1	<p>The academy will:</p> <ul style="list-style-type: none">• Make itself familiar with the requirements of the Health and Safety at Work Act (1974) and any other health and safety legislation and codes of practice which are relevant to the Academy, in particular the Management of Health and Safety at work regulations 1992.• Establish and maintain a safe and healthy environment through the Academy.• Establish and maintain safe working procedures among staff, pupils and other users.• Ensure that arrangements are in place regarding the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.• Ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the Academy.• Ensure that all staff and pupils receive information, instruction and supervision to enable them to recognise and avoid hazards minimising potential personal risk and that of others.• Make sure that any health and safety training requirements are met.• Ensure that all staff and pupils have a safe place to work including means of safe entry and exit.• Ensure all necessary safety and protective equipment and clothing together with appropriate instruction and guidance is available to all users.• Ensure effective procedures are in place in case of fire and for evacuating the premises or locking the premises down.• Ensure accident and emergency procedures are in place.• Practise safe emergency evacuation procedures at least once per term with the results recorded and any recommendations put in place.• Ensure that an effective health and safety monitoring structure is in place and to periodically assess the effectiveness of these arrangements and to ensure that any necessary changes are implemented.• Ensure that any health and safety working conditions take account of the appropriate statutory requirements.• Ensure that there is an effective accident reporting procedure in place, and that staff and other users are aware that this reporting facility is in place and how to access it.• Ensure that regular health and safety inspections are undertaken and done on a regular basis and that any recommendations made are acted upon as soon as is practicable.• Ensure that any identified item of equipment, fittings and furniture which has been identified as being unsafe is safely removed and repaired or replaced.• The staff operational handbook outlines relevant health and safety matters. Staff who requires instruction and training to ensure that they are able to carry out their duties in a safe manner without putting themselves or others at risk, will have this provided.• Report to the appropriate authority/department any defect in the state of repair of the buildings or their surroundings which is identified as being unsafe or likely to cause harm. To make any interim repairs or arrangements to limit the risk of harm.• Collate accident and incident information, and when necessary, carry out accident and incident investigations.• Monitor first aid and welfare provision.
2.2	<p>The responsibility for the day to day health and safety conditions for all staff, pupils, visitors and anyone else using the premises or grounds whilst engaged on Academy business will be overseen by the Site Manager.</p>

3. Staff Responsibilities

3.1	<p>All staff will be responsible for the implementation and operation of the academy's health and safety policy and in helping other members of staff, pupils and others to comply with its regulations. As part of their day to day duties they will:</p> <ul style="list-style-type: none">• Assist with the implementation, monitoring and development of the procedures and codes relating to the Health and Safety Policy within the Academy.• Carry out risk assessments of teaching practices and activities including equipment and substances. That any general advice on safety matters given by the Local Authority, Trust or other relevant bodies in relation to the Academy are implemented, that this will be translated into written safe methods of working practice and every department is informed.• Inform pupils, staff and visitors as to their own personal safety and makes sure they are aware of the Health and Safety procedures in place.• Investigate any specific Health and Safety issue which has been identified in regard to any Academy provision and implement any recommended or remedial action reasonably required.• Perform regular Health and Safety inspections within their area of responsibility as required by the Director as necessary by law.• Ensure that any failure to meet Health and Safety requirements is recoded and that appropriate action will be taken to cease the provision until the issue is resolved according to Health and Safety requirements.• Ensure appropriate protecting clothing and equipment including fire appliances and first aid are provided and readily available in all areas of the Academy where required.• Ensure hazardous, flammable and toxic materials and substances are correctly assessed, used stored and labelled.• Ensure any signage in relation to Health and Safety is clear and up to date and that everyone is able to understand the label and instructions.• Attend regular training to ensure that they are as up to date and informed of existing and any new requirements in regard to Health and Safety.
3.2	<p>All staff is responsible for the Health and Safety arrangements in relation to the site, staff, pupils and visitors under their supervision. They should make themselves familiar with the requirements of the Health and Safety at work act 1974 and any other safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:</p> <ul style="list-style-type: none">• Exercise effective supervision over all those they are responsible for.• Take any appropriate action to ensure their own safety and that of any other persons that may be affected by their acts or omissions at work.• Ensure all equipment, tools or materials used are appropriately used and that it complies with any Health and Safety directives required.• Report any defects and faults with any tools and materials and or any protective equipment and safety devices to the appropriate Health and Safety person.• Report accidents irrespective of any injuries to the Site Manager, member of SLT or designated Health and Safety person and that the report is logged.• Attend training and awareness courses in regard of Health and Safety.• Make sure that if they find themselves in an unfamiliar environment they perform an initial Health and Safety check and seek further advice to clarify any issues arising.• Ensure all emergency firefighting equipment is regularly checked and clearly signed; this will include the fire alarm system and evacuation procedures.

4. Training

4.1	The Academy will ensure that any new members of staff will be given appropriate training so that all relevant Health and Safety matters are drawn to their attention at the earliest possible stage of their induction. In addition visitors should be provided with a leaflet that outlines the Health and Safety arrangements of the academy.
4.2	All pupils are expected to be aware of the Academy's surroundings and to exercise personal precautions to mitigate any possible injury to themselves and others around them. To observe the safety rules of the Academy, especially any instructions from staff in the event of an emergency.

5. Lettings

5.1	<p>In cases where the Academy's equipment, buildings or grounds are to be let the Site Manager will ensure that:</p> <ul style="list-style-type: none">• Any means of access and egress are safe for the use of hirers.• Any equipment to be used by hirers is safe and any operating instructions and Health and Safety precautions are clearly identified.• All emergency doors are clearly identified and fire drill/evacuation procedures are understood.• Telephones, alarms, firefighting equipment and other safety equipment are pointed out and that users are familiar with how to use them.• After the hirers have vacated the premises a full security check of the site including any equipment used takes place and any faults are reported and recorded.• Any Health and Safety signage is clearly displayed and uses are clear as the meanings.• There is a contact person available for hirers to contact should there be any issues that may require attention.
5.2	A separate lettings outline exists.

6. Review

6.1	The Academy will review this policy statement annually and update modifies or amends it as it considers necessary to ensure the Health and Safety welfare of all individuals using the Site.
6.2	The Site Manager in conjunction with the Trust will ensure that risk assessments and related procedures are reviewed annually or sooner, especially if after an incident or accident.
6.3	The Site Manager will implement all and any Health and Safety precautions required by law and those advised procedures required by Local government and keep the Principal up to date.

7. Health & Safety

7.1	Staff is urged to be mindful of all Health and Safety issues.
7.2	Staff is reminded that they are responsible for their personal safety and the pupils within their classroom. Staff must familiarise themselves with procedures to be followed in case of fire and other emergencies, and should be aware of the location of fire alarms and first aid equipment. Staff should report any faults, defects or necessary maintenance the Principal and Site Manager or the Health and Safety Co-ordinator.
7.3	<p>Health and Safety</p> <ul style="list-style-type: none">• To assist in compliance with the Health & Safety at Work Act 1974, the Control of Substances Hazardous to Health Regulations 1999 (COSHH) and all other appropriate and subsequent health and safety legislation, including the carrying out of risk assessments/reviews in accordance with guidelines and codes of practice issued by the Academy Health and Safety office.

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| <ul style="list-style-type: none">• To maintain and clear safe paths, particularly during adverse weather conditions.• Complete fire alarm test weekly and document.• Ensure all fire extinguishers are checked and correctly located.• Always follow procedure.• Make sure that all emergency routes, including fire doors and exits, are kept clear at all times.• Assist in any emergency evacuation procedures.• It is your responsibility to ensure that you and your colleagues' working environment and customer areas remain safe at all times.• Do not intentionally or recklessly interfere with, or misuse, anything provided in the interest of health, safety and welfare.• Make yourself familiar with all health and safety issues within the department.• Report immediately all accidents, injuries, dangerous occurrences and damage to property involving staff and users of the Academy.• Report any unsafe conditions or working practices to your supervisor immediately.• Use personal protective equipment and uniform provided at all times.• Address any minor issues on the spot, spillages, unsafe equipment etc. |
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Health and Safety Site Hand Book

Our Objective

- To ensure that all our facilities provide a secure and safe environment for students, staff and visitors.
- To ensure that all operational services staff carry out duties in accordance with Academy policies, procedures and protocols.

Our Aim is:

- to constantly improve our service and strive to meet the user demands.
- to develop our staff and prepare for future growth.
- to offer a safe, clean, friendly environment.
- to work with our community and promote a welcoming atmosphere for all.

Our team:

Operations Director - -----
Senior Premises Officers - -----
Premises Officers - -----

Cleaners -

What we do

Security

- Ensure all Academy buildings and grounds are secure at all times, including the setting of security alarms and video security systems.
- Respond to 24 hour alarm call out when required.
- Issuing of keys and update key register.

Cleaning

- Carry out scheduled cleaning and non-scheduled cleaning duties.
- Annual deep clean of all areas.
- Ensure internal and external areas are kept clean and safe at all times – special attention during student break times, adverse weather conditions or particular seasonal climates (leaves, ice, snow etc).
- Window cleaning
- Jet washing

Repair & Maintenance

- Undertake day to day minor repairs of properties in accordance with work schedules.
- Report any defects which cannot be repaired to the maintenance team to include all electric, gas, water or other installation emergencies, and take preventative measures to minimise damage to the fabric of the building.
- Monitor on site contractors and their work in accordance with the method statement/safe system of work provided.
- Ensure day to day operation of water and heating plant to provide adequate services and heating levels.
- Emergency 24 hour call out.

Grounds maintenance

- Ensuring the upkeep of the Academy site.

- Grass cutting
- Bulb planting
- Weeding
- Litter picking
- Upkeep of water features
- Seasonal duties
- Liaison with contractors

Health & Safety

- To assist in compliance with the Health & Safety at Work Act 1974, the Control of Substances Hazardous to Health Regulations 1999 (COSHH) and all other appropriate and subsequent health and safety legislation, including the carrying out
- of risk assessments/reviews in accordance with guidelines and codes of practice issued by the Academy Health and Safety office.
- To maintain and clear safe paths, particularly during adverse weather conditions.
- Complete fire alarm test weekly and document.
- Ensure all fire extinguishers are checked and correctly located.
- Always follow procedure.
- Make sure that all emergency routes, including fire doors and exits, are kept clear at all times.
- Assist in any emergency evacuation procedures.
- It is your responsibility to ensure that you and your colleagues' working environment and customer areas remain safe at all times.
- Do not intentionally or recklessly interfere with, or misuse, anything provided in the interest of health, safety and welfare.
- Make yourself familiar with all health and safety issues within the department.
- Report immediately all accidents, injuries, dangerous occurrences and damage to property involving staff and users of the Academy.
- Report any unsafe conditions or working practices to your supervisor immediately.
- Use personal protective equipment and uniform provided at all times.
- Address any minor issues on the spot, spillages, unsafe equipment etc.

Other duties

- Provide a front of house service.
- Have presence around the building at all times.
- Check room suiting daily and that equipment is located appropriately within the premises as required.
- Undertake administrative and clerical duties associated with the relevant duties and tasks.
- Maintain suitable levels of stock and equipment.
- Patrol vulnerable areas.
- Regularly empty bins
- Prepare for both internal and external events.
- Look after the mini bus

Who we serve

Internal

- All students
- All staff
- All visitors

External

- Partnership members – sponsors, governors etc

- External support agencies – Connexions etc.

How will our standards be monitored?

- Activity schedules for cleaning are completed daily
- Performance monitoring of premises officers
- Onsite training and re-training
- External training
- Appraisals
- Team meetings

Key Performance Indicators (KPIs)

- Positive team working
- Continuous improvement
- Meet targets and plans
- positive contribution to planning and development processes
- User satisfaction
- Undertake activities such as team meetings, development activities, staff training events, external events and curriculum related activities
- Accurate reports and records

Shift Patterns

- Shifts will be allocated as appropriate to the accommodation and the operational needs of the Academy.
- Shifts will be between 6.00am and 10.00pm.
- The working week is Monday to Sunday.
- On occasions site staff could be required to cover holidays, sickness, training etc. Changes may be short or long term.

Appearance

- All staff should wear the provided uniform in full and in a clean well presented condition.
- Hair below the shoulders should be tied back in case of entrapment.
- A limited amount of jewellery should be worn.

General

- Staff will be appointed to a shift to best accommodate the operations of the buildings.
- The uses of personal mobile phones are prohibited during working shifts.
- No food or drink to be consumed in public areas other than designated areas.
- When answering the phone or dealing direct with a user, always offer your help. If you are unable to help the person on the phone, pass the call over to someone who can help. If no-one is available, take the caller's name and contact number and pass on to the relevant person.
- At all times be pro-active.
- Give help and support to your colleagues.
- If you have completed all your daily tasks, see if you can help a colleague.
- Remember, you are working as part of a team.
- If you need to be contacted in emergencies, please give the switchboard your contact details.

Documentation

- All Operations documentation will be produced centrally and approved by Co-operative academies trust

Training

- Training may be required to fulfil the changing requirements of the department. This may not always be within your working day.

Communication

- Meetings may have to be attended within or outside of your working day.
- Process: always contact your immediate line manager in the first instance.
- My line manager is the Duty Site Manager.

Appraisal

- You may be required to have a regular appraisal with your line manager.

Focus Groups

- You may be asked to join a focus group to help in the development of the operations team.

Absence – Sickness**While you are off**

- Notify in person by telephone the Personnel department on the first day of absence or as soon as you are aware of your sickness.
- State the nature of your illness and when you expect to return to work.
- Say whether you intend to consult your doctor.
- Mention any work related issues.
- Send to the Personnel department your “fit note”, where applicable.
- Agree the next date of contact.

On your return

- Notify the date of your return to your manager in advance.
- Get a “fit note” from your doctor, where applicable.
- Arrange to meet your manager who will complete the return to work interview.

Holidays

- Holidays must be requested through your manager who will have them authorised.
- Holidays will be on a first come, first allocated basis.
- Unauthorised holidays may be refused. Do not book anything until you have received authorisation.

Special leave

- Request for special leave will be considered on an individual basis by the Principal.

Job descriptions

- Available on request.

Policies

- Policies you may find useful can be found on the Academy’s central resource area.

Health and Safety documentation for Contractors – Acknowledgement Agreement

- 1.
2. I/We have received and understood the Academies document ‘*Health and Safety Guidance to Contractors and Subcontractors Operating on The Co-operative academies trust Premises.*’
3. I/We have provided a current Health and Safety Policy (if more than 5 employees).
4. I/We have provided relevant method statements and risk assessments.
5. I/We have provided evidence of at least £5,000,000 Public Liability Insurance (the minimum amount may increase in accordance with higher levels of risk).
6. I/We have completed any relevant MCMA Permit to Work Forms prior to commencing work.

I/We, the undersigned, have received the health and safety documentation and agree to provide the health and safety information required and abides by The Co-operative academies trust health and safety procedures as laid down in the above document.

Company Name.....
Company Representative (print name).....
Signed.....
Date.....

Please return completed form with relevant documentation to the Facilities Department:

Health and Safety Guidance to Contractors and Subcontractors Operating on The Co-operative academies trust Premises

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1. Introduction

- 1.1
 - i) The company is anxious to minimise the risk of accidents and/or damage to its property and therefore the Contractor(s) have primary responsibility for their area with full regard to health and safety whilst on site.
 - ii) Any guidance offered by the Academy regarding Health and Safety shall not affect the Academy in contract or tort existing with the Contractor(s).
 - iii) The Contractor(s) or subcontractors shall only employ competent and trained employees who shall abide by all the requirements of them laid out in Sections 7 and 8 of The Health and Safety at Work Act 1974.
 - iv) Failure to comply with this guidance by the Contractor(s) could lead to the suspension of the contract.
 - v) The Contractor has a duty to fully understand and comply with all statutory instruments, orders and regulations relating to the work he or she is engaged upon

2. Definitions

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| 2.1 | ‘Academy’ | All premises which comes under the control of The Co-operative academies trust |
| 2.2 | ‘Site’ | Any land or premises defined by the Academy as a contract site including any access to or egress from that site. |
| 2.3 | ‘ Contractor ’ | Means any individual partnership or corporation whose employees enter Academy sites for the purpose of performing any work/services for the Academy and shall include Agents and/or Sub-Contractors. |
| 2.4 | ‘Academy Representative’ | Any person or agent who acts on behalf of the Academy. |
| 2.5 | ‘Client Department’ | Any individual department/area of responsibility or the Academy as a whole who have commissioned work or services to be undertaken by contractors on sites or premises under their management. |

3. Insurance

- 3.1 The Contractor(s) must ensure that they and any Sub-Contractor have a Public Liability Insurance with a recommended minimum value of £5,000,000 (the

minimum value could be higher subject to the higher levels of risk posed) and Employer's Liability Insurance with a recommended minimum value of £10,000,000, Contract Works or Contractors (all risks) insurance, the amount to be agreed with the Academy (or its' agents) prior to any work being undertaken. All such insurance shall include an indemnity from the insurer to the Academy.

4. General Requirements

- 4.1** Where a Contractor(s) employs more than five employees they will be required to forward a copy of their Health and Safety Policy to the Client Department.
- 4.2** The Contractor(s) will submit in writing to the Client Department the name of their representative who will be responsible for co-ordinating safety activities while they are engaged on the site?
- 4.3** The Contractor is responsible for all Sub-Contractors, employees working for them and for any other persons doing business with them on site.
- 4.4** The Contractor will ensure the safety of all staff, members of the public, students and visitors whilst on site.

5. Compliance with Statutory Provisions and Codes of Practice

- 6.1** Contractors to the Academy shall carry out their work in accordance with statutory provision including.
 - i) The Health and Safety at Work Act 1974 inc. Regulations and Codes of Practice.
 - ii) Management of Health and Safety at Work Regulations 1999.
 - iii) Provision and Use of Work Equipment 1998.
 - iv) Health and Safety (Display Screen Equipment) Regulations 1992.
 - v) Personal Protective Equipment at Work Regulations 1992.
 - vi) Manual Handling Operations Regulations 1992.
 - vii) Workplace (Health, Safety and Welfare) Regulations 1992.
 - viii) Construction (Design and Management) Regulations 1994.
 - ix) Construction (Health, Safety and Welfare) Regulations 1996.
 - x) Construction (Head Protection) Regulations 1989.
 - xi) Health and Safety (First-Aid) Regulations 1981 revised 2009
 - xii) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
 - xiii) Control of Substances Hazardous to Health 1992 inc amendments 2002
 - xiv) Asbestos (Prohibitions) Regulations and the Asbestos (Prohibitions)(Amendment)(No.2) Regulations 1999.
 - xv) Control of Asbestos at Work Regulations 1987.Asbestos (Prohibitions Regulations) 1992
 - xvi) Electricity at Work Regulations 1989.
 - xvii) Electrical Equipment (Safety) Regulations 1994.
 - xviii) Pesticides Regulations 1988,

N.B. The above list is not exhaustive, therefore any activity carried out must adhere to the appropriate legislation.

6. Safe Working Procedures/Permits to Work

- 6.1** Where the operations of the Contractor(s) are likely to put any person at risk they must inform the
- 6.2** Contractor (s) /Sub-Contractors work will require them to provide written risk assessments and method statements to the Client's Department. These must be agreed before work commences.
- 6.3** Certain high-risk operational activities such as confined space working, insulation of plant work, hot works, hot cutting into pipework, construction, work on plant, electrical work, work on the roof etc. will require permits to work.

7. Traffic Operations on Academy Sites

- 7.1** All Contractors vehicles must be roadworthy, properly maintained and comply with all statutory requirements.
- 7.2** The specified speed limit 5 m.p.h (8 k.p.h) and all signs and instructions on all Academy sites must be adhered to.
- 7.3** The parking of vehicles in restricted areas is strictly prohibited.
- 7.4** Drivers of dumper trucks, JCBs tractors etc. must not carry passengers on their vehicles unless there is a correct passenger seat fitted.
- 7.5** Standards relating to safe and secure loading of vehicles must be observed at all times.
- 7.6** The law regarding drink driving on public highways will extend to all Academy sites.
- 7.7** Contractor's vehicles remaining on sites overnight or through the weekend must be safely parked so as not to obstruct any access or egress to the fire and emergency services or Academy vehicles. They must be also secured and where appropriate immobilised. Vehicles are parked at the owner's own risk
- 7.8** Reversing of lorries particularly within buildings is prohibited unless a guide assists the driver.

8 Scaffolding and Ladders

- 8.1** All scaffolding must be assembled on safe foundations and erected by qualified scaffolders in accordance with appropriate regulations, inspections of the scaffolding must be undertaken to satisfy the requirements of such legislation and recorded.
- 8.2** All ladders provided by the contractor must be of sound construction and condition, placed at the correct angle and secured/footed in use. Out of working hours the ladders should be stored/locked off or rendered inaccessible to prevent unauthorised use.
- 8.3** The erection and dismantling of fixed scaffolding during term times will not normally be permitted.
Where this is a necessity then the Academy representative and/or the Academy Health and Safety Advisor must be consulted to agree safe 'no go ' areas signed

and fenced off to prevent access by students. All signs and barriers to be provided and placed by the contractor.

9. Excavations

- 9.1** Before any excavations are undertaken on site the Academy representative must be consulted and the presence of any underground services, e.g. electricity, gas, water and drains etc. determined by the contractor together with the statutory undertakers (British Gas, Norweb etc.)
- 9.2** On all sites the requirements of the Construction (Health, Safety and Welfare) Regulations 1996 will be observed in relation to shoring and fencing. During the hours of darkness approved lamps will light excavations.
- 9.3** Where mechanical excavators and plant are used they must comply with Lifting Operations and Lifting Equipment Regulations 1998 Regulations.

10. Demolition

- 10.1** Before any demolition work commences the Contractor(s) shall obtain detailed information from the Statutory Undertakers indicating that the structure to be demolished is free from services and identify other services in the vicinity which may be affected by the work.
- 10.2** Where applicable the Control of Asbestos at Work Regulations 1987 and the Asbestos (Prohibitions) Regulations 1992 will apply.

11. Lifting Operations

- 11.1** A contractor carrying out any lifting operation for the Academy shall have readily available for inspection by the Academy Health and Safety Advisor :-
 - i) The appropriate statutory inspection reports/certificates.
 - ii) Evidence that the operator of any crane etc. is trained and competent.
- 11.2** Contractors must ensure before carrying out any lifting operations with a crane etc, that :-
 - i) The ground or place where the crane etc. is standing is suitable and can withstand the weight imposed upon it.
 - ii) No part of the crane etc. is likely to foul overhead gantries, pipelines, electrical lines or adjacent electrical conductors. Careful attention must also be given to the proximity of building structures.

12. Electrical Work

- 12.1** No works involving excavation or ground penetration such as the laying of cables or the driving of earth rods etc. shall be commenced without a safe system of work/clearance from the Academy representative.

- 12.2** No works shall be carried out in any Electrical Plant rooms without first obtaining permission from the Academy Representative and the Contractor shall abide by any "Special Precautions" or "Permits to Work " in force.
- 12.3** The Contractor shall ensure that the work is carried out by competent and skilled persons, and shall provide any supervision required by the Academy representative under the heading "Special Precautions".
- 12.4** Where the work involves exposing live equipment under controlled conditions, such as testing and fault diagnosis, such areas of exposure shall **NEVER** be left unattended. All necessary barriers warning notices and lock off systems shall be provided by the contractor.
- 12.5** The construction and routing of all temporary site supplies including buried and overhead cables shall be agreed with the Academy Representative in advance. All cabling shall be PVC steel wire armoured unless agreed to the contrary.
- 12.6** Electrically powered tools shall be 110-volt ac fed from centre tap earth secondary safety transformers, which may be of a portable or permanent nature according to the site. They must be tested and comply with "The Provision And Use of Work Equipment Regulations 1998".
- 12.7** Site lighting will fall into the following categories and must utilise approved bulb enclosure systems.
The use of exposed bulbs is strictly forbidden.
- i) Floodlighting may be 240 volt fed and must be securely mounted, cabled and sited to avoid mechanical damage.
 - ii) General festoon lighting shall be 110-volt ac fed from the site supplies.
 - iii) Headlamps shall be 110-volt ac or lower.

13. Machinery Safety

- 13.1** It is the Contractor's duty to ensure that all prime movers, transmission machinery and dangerous parts of machinery will be securely fenced in accordance with statutory regulations unless this prevents use i.e. lawnmowers.
- 13.2** All machinery used by the contractor on site must conform to appropriate statutory regulations.
- 13.3** No guards or protective devices must be misused or removed from any machine by the Contractor(s) or their employees whilst in use.
- 13.4** All machinery must be immobilised when left unattended and out of working hours.

14. Hazardous Materials

- 14.1** No toxic, explosive or other hazardous substance is to be taken onto the sites or premises without the permission of the Health and Safety Advisor. Reference COSHH Regulations 2002.
- 14.2** Substances or apparatus that emit ionising radiations must not be brought on site without written permission. Uses of such sources must operate strictly in accordance with the Ionising Radiation Regulations 1985.

14.3 All containers that have held hazardous substances must not be left unattended on site. They must be disposed of in a safe manner by the contractor in accordance with The Special Waste Regulations 1996 and Special Waste (Amendment) Regulations 2001.

14.4 Where stripping, delagging, or disturbance of thermal lagging, boarding, tiles, or cladding operations involving asbestos is identified, extraction must be performed in accordance with the appropriate statutory Regulations for working with Asbestos. Notification must be forwarded to the Client Department.

15. *Entry into Vessels and Confined Spaces (e.g. tank, duct, flue, pit, pipe or similar enclosed area)*

15.1 Before entry into a confined space the Contractor(s) must contact the Academy representative to provide evidence that the atmosphere has been checked, or to arrange checking.

15.2 A safe entry procedure must be employed and include a "Permit to Work" system that should be applied on a daily or shift basis.

15.3 Where portable tools or headlamps are to be used in pressure vessels or hazardous conditions, such tools or lamps shall be suitable for operation at extra low voltages.

16 *Services and Operating Processes*

16.1 Where any work to be done by the Contractor(s) is likely to affect any operational process, machinery or service the permission of the Academy representative must first be obtained.

17 *Personal Protective Equipment*

17.1 The Contractor(s) is responsible for the provision and maintenance of fit for purpose protective clothing and equipment as the statutory Regulations and circumstances demand and must make sure that employees make full use of such equipment and clothing. They must also provide any training.

17.2 Contractor(s) working in areas subject to high noise levels must wear approved hearing protection. Particular reference to Noise at Work Regulations 1989.

17.3 Contractors who perform work involving a risk of head injury should refer to the Construction (Head Protection) Regulations 1989, and wear suitable head protection.

18. *Plant, Tools and Equipment*

18.1 Contractors **must not** borrow, or use any of the Academy's plant, tools or equipment, either fixed or portable without prior written permission obtained from the Academy representative, such written permission will include a disclaimer and any unauthorised use of equipment will also invoke the disclaimer clause.

18.2 Items of plant and equipment that need to be hired must be done so by the Contractor. Plant and equipment **will not** be hired by the Academy for use by Contractors.

18.3 No cartridge tool may be used on site without the permission of the Academy Representative.

19. Window Cleaning

- 19.1** All ladders and other equipment used by the Contractor(s) must be of sound construction, adequate strength and properly maintained, such ladders must be secured or footed as appropriate.
- 19.2** Where it is not possible to clean windows from a ladder the Contractor(s) must make alternative safe arrangements in consultation with the Academy Representative. It is the Contractor(s) responsibility to make provisions to ensure a safe system of work.
- 19.3** Acids or other chemical products used for window cleaning must be brought to the attention of the Estates Manager for approval before use, and where appropriate COSHH Assessments must also be submitted to the Academy Representative.

20. Drains, Downspouts and Sewers

- 20.1** No sand, soil, cement, mortar, plaster or other substances may be deposited down any of the Academy's drains, downspouts or sewers. Any remedial work to remove such deposits and repair damages caused etc will be paid for by the Contractor.

21 Housekeeping

- 21.1** All Contractor(s) must maintain the facilities on site in accordance with The Construction (Health, Safety and Welfare) Regulations 1996.
- 21.2** Contractors and employees of Contractors **must not** take their own food and drink into the Academy Refectory or Restaurant areas.

22 Storage of Materials (includes tools and waste materials)

- 22.1** Materials in any form must be stored and where appropriate secured in a safe manner, access to such materials by unauthorised persons must be prevented, so far, as is reasonably practicable, by the Contractor(s).
- 22.2** Materials must not be left or stored on site in such a manner that would restrict access or egress anywhere within the Academy site or premises.
- 22.3** Materials that can be blown by wind must, as far as is reasonably practicable, be made safe and secure particularly if stored on roofs.

23 First Aid and Welfare Facilities

- 23.1** The Contractor(s) in accordance with the Health will provide First Aid and welfare facilities and Safety (First-Aid) Regulations 1981. Where it is necessary for Contractors to use the Academy's facilities, the Academy Representative will designate these.

24. Reporting of Accidents, Injuries, Dangerous Occurrences and Occupational Illness

- 24.1** Any Contractor or Contractor's employee involved in a reportable accident or dangerous occurrence or who sustains a reportable injury must report it first to their supervisor, and then to the Academy Representative.

- 24.2 A copy of the report forwarded to the Academy Representative will be the subject of an accident/investigation where appropriate, details will then be forwarded to the Health and Safety Advisor as quickly as possible.
- 24.3 The Contractor(s) remains responsible for the statutory requirements of notification to the Health and Safety Executive.

25. Fire Precautions

- 25.1 Contractors working on sites and premises shall familiarise themselves with the Academy's fire Precautions, fire alarms, means of escape and the evacuation procedure.
- 25.2 The Contractor(s) will be responsible for ensuring appropriate first-aid fire fighting equipment is allocated to the Contractor(s) area of work.
- 25.3 Except for the specific purpose of fighting fire Contractors or their employees **must not** interfere with fire fighting equipment or relocate fire extinguishers from other locations within Academy sites.
- 25.4 Before welding, flame or arc cutting of metals, burning of paint, or other processes involving heat or naked flame are carried out, fire precautions must be agreed with the Academy representative or the Estates Manager. Following any hot work, the area must be checked 1 hour after work finished by the contractor for any signs of heat, smouldering.
- 25.5 When using welding equipment, approved screens must be installed to protect other persons (Reference Provision and Use OF Work Equipment Regulations 1998).
- 25.6 No fires of any kind will be allowed on Academy's sites without permission of the Academy Representative.
- 25.7 Before leaving the Academy's sites, Contractor(s) shall ensure that all ignition sources have been extinguished and electrical apparatus where applicable have been switched off and immobilised.

26. Fire/Smoke stop Doors

- 26.1 Fire/smoke stop doors **must** be kept closed when not in use.

Liquefied Petroleum Gases(LPG)

- 27.1 LPG's are to be used and stored in accordance with "The Liquefied Petroleum Gas Technical Association Codes of Practice " and all other relevant statutory requirements with particular reference to: -
Fire prevention.
Safe operation of LPG fuelled appliances.
Safe Storage.

28. Lifts

- 28.1 Lifts **must not** be overloaded.
- 28.2 Safety devices must not be overridden.

28.3 Goods (materials, liquids, equipment or machinery) must not be carried in passenger lifts without prior authorisation of the Academy Representative.

28.4 All goods to be secure and packed accordingly to prevent breakage or spillage.

28.5 Lifts must not be used during a fire alarm.

29. Security

29.1 The Contractor(s) must ensure that plant, tools, equipment and any vehicles brought on site are identified and if requested by the Client Representative provide a list of such prior to bringing on site.

29.2 The Contractor may be required to make use of a vehicle pass if removing materials, plant or equipment from the Academy site.

30. Safety and Child Trespassers

30.1 Contractors must ensure, so far as is reasonably practicable the safety of child trespassers below the criminal age of responsibility. Particular regard should be given to open excavations, fencing of sites and safe stacking of materials. Reference the **Occupiers Liability Acts 1957 & 1984**.

31. Smoking Policy

31.1 Smoking is prohibited inside all Academy buildings

32. Acknowledgement

32.1 The Contractor and his Representative must sign the Acknowledgement agreement before work commences and return to the Properties and Facilities Department.

The Co-operative Academies Trust

LONE WORKING POLICY FRAMEWORK CODE OF PRACTICE

1 INTRODUCTION

- 1.1 The Manchester Creative and Media Academy, the Education Department and the Governing Body has a legal duty to ensure the health, safety and welfare of its employees while they are at work. At any given time there are numbers of employees who are working alone, whether as a substantial part of their working life or on an occasional basis. The School, the Education Department and the Governing Body has a responsibility to assess the risks to lone workers and take steps to avoid or control the risks where necessary; and the employees have responsibilities to take reasonable care of themselves and others in lone working situations. Lone working is not inherently unsafe and proper precautions can reduce the risks associated with working alone.

2 PURPOSE

- 2.1 The aim of this policy is to outline the School's, Education Department and Governing Body's responsibilities towards staff working alone by:
- Defining what "lone working" is
 - Taking action to reduce risk to lone workers
- Ensuring that all employees are aware of their responsibility to use Council systems introduced to assist lone workers.

3 SCOPE

- 3.1 This policy applies to all Manchester Creative and Media Academy employees, including temporary workers and those employed on a casual basis.
- 3.2 Detailed guidelines and working practices consistent with this framework may exist within departments particularly where lone working is common, and these should also be followed. In addition, this policy should be read in conjunction with advice and information provided by the Corporate Safety Advisers.

4 DEFINITION

- 4.1 The Health and Safety Executive (HSE) defines lone workers as those "who work by themselves without close or direct supervision". They may include:
- People working separately from others in a building
 - People who work outside "normal" hours
 - People who work away from their fixed base without colleagues, e.g. visiting people in their homes.
 - People who work at home
- 4.2 The definition can cover employees in situations with varying degrees and types of risk. It is important to identify the hazards of the work and assess the risks involved before applying appropriate measures. This policy will refer to high risk and low risk activities.
- 4.3 Some employees spend most of their working lives working with others, but find themselves working alone occasionally, for example, when working late. Others will work alone on a daily basis. This policy will refer to frequent lone workers and occasional lone workers.

5 POTENTIAL HAZARDS OF LONE WORKING

- 5.1 People who work alone will of course face the same risks in their work as others doing similar tasks. However, additionally they may encounter the following:
- Accidents or sudden illnesses may happen when there is no-one to summon help or first aid.
 - Violence or the threat of violence.
 - Fire.
- Attempting tasks which cannot safely be done by one person alone, e.g. heavy lifting, or use of certain equipment.
- Lack of safe way in or out of a building (e.g. danger of being accidentally locked in).
 - Steps can be taken to reduce the risks of all these events.
- 5.2 The perception of these hazards or the actual risks may be different for different people. For example the inexperienced or young workers may underestimate the risks of an activity; some workers may feel particularly vulnerable to violence away from the workplace or after dark; or a medical condition may make it unsafe for an individual to work alone.
- 5.3 The Principal must consider these factors when doing risk assessments. If there are lone workers within an area the manager must take appropriate steps to reduce the risk, particularly for frequent lone workers or lone workers engaged in high-risk activities. They should consider:
- Does the workplace present any special risk to a lone worker?
 - Can all the equipment, substances and goods used on the premises be safely handled by one person? Is any manual handling involved safe for a single person?

Is there a risk of violence or the threat of violence? Is the nature of a visit or the person being visited likely to increase the risk? Will the employee be alone in a dark or remote location?

6 MEASURES TO REDUCE THE RISK OF LONE WORKING

6.1 SUPERVISION

Lone workers are by definition not under constant supervision. However, supervisors can ensure that the employees understand the risks associated with their work and the relevant safety precautions. They can put into place arrangements for the individual to contact a supervisor if they need additional guidance. Occasional site visits may be appropriate, particularly if there are high-risk activities. Employees new to a job or undergoing training may need to be accompanied initially. Regular contact by phone or radio may be appropriate. The Principal should assess what level of supervision is required.

6.2 REPORTING BACK

- 6.2.1 A system should be in place to ensure that a lone worker returns to their base or their home at the completion of a task away from the normal workplace full risk assessments should be in place
- 6.2.2 For occasional lone workers or low risk lone workers. In these cases managers may wish to implement an alternative method of ensuring the lone worker returns safely from a lone visit away from the workplace. This may be as simple as telling a colleague where they are going and when they are expected back; arranging to ring the office at the conclusion of a visit or call; issuing a mobile phone to enable the office to contact the employee if the employee's return is overdue. Use of diary

systems or noticeboards to indicate whereabouts will perhaps form part of this system. However, the system should ensure that the return of the worker or a call from them is actively expected and waited for, and that action is taken to contact them if they do not return or the call is not made. All employees involved share a responsibility to maintain such informal systems for safe lone working.

- 6.2.3 The Principal should also consider the members of staff who meet with customers or clients on a one to one basis on council premises. Whilst they are not alone in the building, they may be alone with the client in a place where other colleagues cannot see them. Principal should consider systems for ensuring that they have emerged safely from such a meeting and systems for raising an alarm if necessary (e.g. panic alarms).

6.3 ACCIDENTS AND EMERGENCIES

Lone workers should be capable of responding correctly to emergencies. This should include being made aware of special arrangements for out of hours incidents. First aid may be available from building officers, or it may be prudent for an individual frequently working away from the base to carry a basic first aid kit if there is a foreseeable risk of injury. It is also necessary for employees working alone in a building or part of a building to let the building security know they are there, so they can be accounted for in case of fire.

6.4 TASKS NOT SUITABLE FOR LONE WORKING

Risk assessment will identify the hazards of work. When risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back up should be put in place, or the work reassigned to another worker or done in hours when the worker is not alone. For example, a worker who arrives before other colleagues may be instructed not to attempt heavy manual lifting until other colleague arrive to assist.

6.5 VIOLENCE AT WORK

- 6.5.1 A separate detailed policy on violence at work details ways to identify the risks of violence and suggests methods to reduce the risk. The InCheck system provides a method of sharing information about properties where potentially dangerous situations have previously been noted, so that appropriate measures can be taken. Employees who undertake home visits must use this system to check addresses they are due to visit so they can take advice on how to reduce the risk (e.g. not visiting alone, meeting the person at another location). Employees must ensure that violent incidents are reported to ensure that the risk can be communicated to employees in other areas of the Council who may visit the same address for an unconnected reason. Full details of the Incheck system are available (on the Intranet).
- 6.5.2 The risk of violence may not be directly related to a particular property. It may be associated with environmental issues like working alone outside after dark, or a situation may arise where there was no previous history of incidents. Employees likely to be lone workers in such situations should be trained in dealing with difficult people, in ways to recognise a risk and in behaviours which may reduce the risk (up to and including terminating the visit). Please refer to the Violence at Work policy for further information.

7 CONCLUSION

Establishing safe working for lone workers is no different from organising the safety of other employees, but the risk assessment must take account of any extra risk factors. Headteachers must ensure that they have not only introduced measures to reduce any risk but must also ensure that they have communicated their expectations to lone workers and trained them appropriately. All employees,

including lone workers, are responsible for following safe systems of work and all employees can take simple steps to reduce the risks associated with their normal working life.