



## VENN ACADEMY TRUST

# HEALTH & SAFETY BOOKLET

Reviewed September 2017

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## Health & Safety Policy Statement of Intent

1. VENN Academy Trust recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation, and the Executive Head Mr S. Witham and Chair of Governors recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
2. VENN Academy Trust, so far as is reasonably practicable, proposes to pay particular attention to:
  - a) The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
  - b) The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
  - c) Ensuring the safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances and equipment
  - d) Making regular assessments of risks to employees
  - e) Taking appropriate preventative/protective measures as identified by risk assessment.
  - f) Appointing Stallard Kane Associates Ltd to secure compliance with statutory duties.
3. In order that the Academy can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Academy or anyone else concerned, to ensure that their obligations are performed or complied with.
4. VENN Academy Trust will ensure adequate resources both time and money are made available to the necessary people to ensure that the items listed above are implemented and all employees are provided with the necessary instruction, information, training and supervision to enable them to carry out their work without risk to themselves or others. An annual review of the Health and Safety Policy will also be undertaken to ensure it is relevant to the work being undertaken by the Academy and all legislation quoted is up to date, where necessary the policy will be developed and expanded.
5. VENN Academy Trust is also committed to the continuous development and improvement of the Academy's health and safety management system. The Academy will ensure that the health, safety & welfare of any employee or subcontractor is not compromised for financial or commercial gain.
6. All employees of the Academy agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation, and to generally co-operate with the Academy so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.
7. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

Signed:

Mr S. Witham  
Executive Head Responsible for Health and Safety  
January 2017

Chair of Governors  
January 2017



## **Health and Safety Policy**

### **Responsibilities of the Academy**

Our policy is to provide and maintain safe and healthy working conditions for all personnel employed by the Academy.

In addition we will seek to ensure that the work we carry out does not affect the health and safety of others, e.g. our clients, contractors, visitors and members of the public.

The Executive Head of VENN Academy Trust recognise and accept their responsibilities under the Health and Safety at Work Act 1974, for ensuring that all aspects of the health and safety policy are complied with.

It is the responsibility of Mr S. Witham, Executive Head to ensure that health and safety arrangements are implemented on a day to day basis. Employees are free to contact him regarding any health and safety matter.

### **Responsibilities of all Employees**

It is the responsibility of all employees to co-operate in the implementation of this health and safety policy within their areas of influence. All employees have a legal duty to ensure their own safety and the safety of others (for example a duty of care to themselves, their fellow workmates, clients and visitors) under the Health and Safety at Work Act 1974.

Employees must therefore

- take reasonable care for the health and safety of themselves, and others who may be affected by their acts or omissions at work
- know and keep to the rules and procedures relating to their work and report all difficulties or hazards liable to endanger them or other persons
- co-operate with the management team with regard to agreed health and safety arrangements and procedures
- if involved in an accident resulting in, or which may have resulted in injury, report the details to the nominated person as soon as possible
- arrange for any spillage of liquid to be dealt with immediately having due regard to the nature of such spillage
- use equipment only when authorised and properly trained to do so
- report any defects in equipment to the nominated person
- develop a personal concern, a duty of care, for themselves and for others, particularly new starters, young people, visitors and contractors
- avoid improvisation which entails unnecessary risks
- warn new employees/visitors of known hazards

## **Health and Safety Policy Communication**

Employees, contractors and visitors will be made aware of the Academy Health & Safety Policy by the following means

- a copy of the Health & Safety Policy will be available in the office
- when appropriate instructions will be posted on notice boards; these instructions will alert all employees to new legislation and the procedures to follow in order to avoid risks
- all employees will be provided with a copy of the Academy health and safety handbook on an annual basis

## Safe Working Procedures

### Housekeeping

Remember at all times that a tidy workplace is generally a safe workplace.

- help keep your workplace clean and tidy
- see that walkways are kept clear of materials and rubbish that may trip you or your workmates
- stack materials in a tidy manner
- help keep toilets, kitchens etc. clean and tidy

### Safety Tips

- **don't** ignore risks such as spillages, by assuming they are someone else's responsibility
- **don't** just think of your own safety consider the well-being of others
- **never** assume accidents happen to others
- **short** cuts can change safe situations into dangerous ones
- **consider** the consequences before taking the action
- **just** because you've done it before without incident doesn't mean its safe
- **always** point out potential risks to others before they learn the hard way
- **and** finally nothing is so important that we can't take the time and do it safely

### Visiting Other Locations

Academy employees are required to take all reasonable precautions to ensure their own health & safety when visiting other locations. They are required to observe the safety procedures of the host organisation, and to avoid any hazardous situations. Ensure you sign the visitor's book when you arrive and leave as this is normally how sites keep a record of visitors on site in the event of an emergency.

### Procedure for Reporting Accidents

All accidents must be reported to a member of the management team, who will carry out an initial investigation on the appropriate form. This must be filled in for every accident, near miss or damage incident, in order that a proper investigation can take place. This is not to apportion blame but to aid in identifying and preventing a re-occurrence.

Every reported accident will be recorded in the accident book. This includes contractors and visitors.

Following an accident where the person is absent from work for 7 consecutive days, the internal Academy accident report form must be completed in every detail and passed to Stallard Kane Associates Ltd.

It is vital that all accidents are reported, even if they are considered to be small or insignificant. In this way the Academy can look for trends appearing such as unsuitable tools being used or a piece of equipment with sharp edges etc.

## **Safety Information and Training**

The Academy recognises the value of training as an essential and effective means of helping to create a safe working environment. We will provide mandatory training i.e new employee induction, plant training for fork lift trucks etc. Other training is dependent on the scope of work to be undertaken. We will undertake periodic reviews of all training requirements to ensure all our employees are provided with the necessary instruction, information and training to allow them to undertake their work safely without risk to themselves and other who may be affected by their work activities. In addition, safety information is provided in the form of this periodically updated health & safety booklet, which is circulated to all employees.

Periodic refresher training will also be provided for employees where necessary such as asbestos awareness or following an accident or near miss incident.

## **Smoking**

The Academy operates a strict 'No Smoking' policy and smoking is prohibited throughout the entire workplace with no exceptions. This includes Academy vehicles. This policy applies to all employees, contractors and visitors.

Employees are reminded that smoking in Academy vehicles is illegal as directed in the Smoke-free (Premises and Enforcement) Regulations 2006. If you don't comply with the smoke free law, you will be committing a criminal offence.



## **Drugs and Alcohol**

The Academy's policy on alcohol and drugs recognises that it is a health hazard with implications for safety by impairing the ability of an individual to make decisions and to work effectively. Alcohol or drug abuse by an employee can adversely affect the safety and health of not only themselves, but the safety of all other personnel who work with them.

Employees must not consume alcohol or non-prescription drugs on the premises or attend work whilst under the influence of them. Employees taking prescription medication that may affect their ability to undertake their work safely must inform their immediate supervisor who will make alternative work arrangements until the course of medication is complete and the employee can resume their normal role.

Consumption of alcohol or none prescription drugs in breach of this policy may result in immediate dismissal.

## Fire Prevention

Employees should seek to ensure good standards of housekeeping at all times. A clean and tidy workplace is less likely to be a source of a fire. Any acts or omissions that you believe may constitute a fire risk should be reported immediately to your manager.

- obey “No Smoking” signs
- know the location of fire exits and break glass points
- keep fire fighting equipment, fire exits and passageways clear and ready for immediate use
- report all fire hazards
- do not put clothes on or near heating appliances

### If you discover a fire

- immediately raise the alarm
- only tackle the fire if it is necessary to aid your means of escape. Do not take any unnecessary risks
- proceed to the designated fire assembly point
- report to a fire warden or your manager

### If you hear the fire alarm

- leave the premises by the nearest available exit
- proceed to the designated fire assembly point
- ensure that there is clear access for the emergency services
- report to a fire warden or your manager
- do not re-enter the building until you have been told that it is safe to do so

Make yourself aware of the location of the fire extinguisher nearest your working area. Know how to operate each kind. Know the type of fire on which each kind should be used. Use of improper types of extinguishers can cause fire to spread.

**Water Fire Extinguishers** - are good for tackling fires involving burning paper, wood and soft furnishing, as the water soaks into the materials and cools them, while extinguishing the fire. However water is an electrolyte and conducts electricity. Care must be taken with regards to accidental use on exposed power cables.

**Powder Fire Extinguishers** - are good for tackling fires involving burning paper, wood and soft furnishing, petrol, diesel, thinners, oils, paints, wax and plastics that melt, flammable gasses. Care must be taken that you do not inhale the powder.



**Foam Fire Extinguishers also called AFFF FOAM** - are good for tackling fires involving flammable solids, liquids including petrol, diesel, thinners, oils, paints, wax and plastics that melt. Foam extinguishers can conduct electricity; care must be taken with regard to accidental use on exposed power cables

**CO2 (Carbon Dioxide) Fire Extinguishers** - are suitable for use on fires involving burning liquids but is also an excellent solution for quenching fires involving computer equipment and other electrical appliances. It is important to remember that when using CO2 extinguishers there is a possibility that once the smothering CO2 gas has floated away the fire may re-ignite if the source of the fire is not removed (e.g. switching off the power supply) or if the materials are still very hot.

## Manual Handling

Manual handling includes any transporting or supporting of a load including lifting, putting down, pushing, pulling or carrying by hand or bodily force.

Manual handling injuries can be avoided if lifting is carried out in the correct manner, i.e. with leg and arm muscles rather than back muscles. Employees should be mindful of their own capabilities, and should not lift anything that they believe to be too heavy. Where provided employees must make full and proper use of mechanical lifting equipment, e.g. forklift trucks, pallet trucks etc.

Under the Manual Handling Operations Regulations 1992, the Academy has to carry out assessments on activities that pose a risk due to manual handling. We have identified such activities and carried out subsequent assessments. As a result of these assessments we have implemented control measures to reduce the risk of injury, including the provision of lifting aids and training.

Remember the following rules



**Plan the lift** e.g. where is the load to be placed, can handling aids be used, do you need help with the load. Remove obstructions such as discarded wrapping materials. For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench in order to change grip.



**Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.



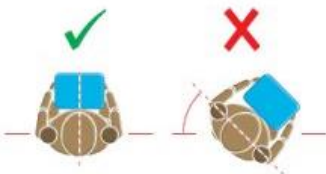
**Get a good hold.** Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

**Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

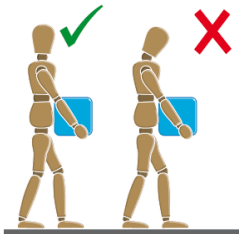
**Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.



**Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.



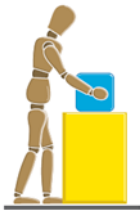
**Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.



**Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.

**Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

**Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.



**Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

The table below shows the HSE lifting guidelines. Use your own judgement when assessing whether you can lift more or less than indicated in the table. It is important to recognise your personal limitations as well as any restrictions imposed by the environment in which the lift is to take place.

	Women		Men		
Shoulder height	3 kg	7 kg	10 kg	5 kg	Shoulder height
Elbow height	7 kg	13 kg	20 kg	10 kg	Elbow height
Knuckle height	10 kg	16 kg	25 kg	15 kg	Knuckle height
Mid lower leg height	7 kg	13 kg	20 kg	10 kg	Mid lower leg height
	3 kg	7 kg	10 kg	5 kg	

## Slips, Trips and Falls

Slips and trips are the most common cause of major injuries at work and can happen almost anywhere. 95% of major slips result in broken bones and they can also be the initial cause for a range of other types of accident such as a fall from height.

Slips and trips are responsible for, on average

- over a third of all reported major injuries including 2 fatalities per year
- 50% of all reported accidents to members of the public that happen in workplaces

Common hazards

- poor floor conditions, damaged or uneven surfaces and or poor lighting levels in the area
- poor cleaning practices i.e. floors left wet, spillages not cleaned up immediately or incorrect cleaning products used for the job
- obstacles - trailing cables, boxes, equipment, rubbish bags and other waste left in walkways and in work areas
- wearing unsuitable footwear for the task being carried out
- poor ground conditions due to bad weather such as standing water, ice and snow, wet and decaying leaves

If you identify any of the above please report it to your manager immediately. Where possible put up warning signs until the hazard has been eliminated.



## Safe Use of Plant and Machinery

It is the responsibility of employees to use all work equipment in the correct manner. Employees must report any damages or defects to their immediate manager.

- employees must not operate any machinery that they are not trained or authorised to use
- employees should switch off machinery when not in use and remove keys (where possible)
- employees must not interfere with any guards or other safety devices fitted to plant and machinery
- checks should be carried out prior to using any machinery to ensure the plant in good order and safety devices are working
- any defects or missing guards must be reported to your immediate supervisor without delay so the plant/machinery can be removed from service & isolated until it is repaired
- we will ensure that all plant and machinery provided for employees and contractors to use is maintained in good order and where necessary we will ensure statutory inspections are undertaken by a competent person and records maintained

## Portable and Transportable Tooling

Portable tools are those which can be carried in the hands. Transportable tools are those that can be manually moved around on wheels, sleds or other similar means.

- wherever possible portable & transportable tooling must operate on 110v supply. In the event that 240v tooling is required this MUST be protected with a RCD device
- we will ensure portable appliance testing (PAT) is undertaken in line with industry best practice/HSE guidance
- employees are reminded to check all portable & transportable tooling before use checking for damage to cables, plugs and the main body of the tooling
- electrically powered tooling must not be tampered with. Any repairs required will be undertaken by competent electricians only
- hand tools must be maintained in good order and checked before use, for example loose hammer heads pose a risk of injury to not only the user but others close by

## Display Screen Equipment

Some employees may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a combination of factors

The following may help

### Getting comfortable

- forearms should be approximately horizontal and the user's eyes should be the same height as the top of the screen
- make sure there is enough work space to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements
- arrange the desk and screen to avoid glare, or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights
- adjust curtains or blinds to prevent intrusive light
- make sure there is space under the desk to move legs
- avoid excess pressure from the edge of seats on the backs of legs and knees. A footrest may be helpful, particularly for smaller users

### Keyboards and keying in (typing)

- a space in front of the keyboard can help you rest your hands and wrists when not keying
- try to keep wrists straight when keying
- good keyboard technique is important – you can do this by keeping a soft touch on the keys and not overstretching the fingers

### Using a mouse

- position the mouse within easy reach, so it can be used with a straight wrist
- sit upright and close to the desk to reduce working with the mouse arm stretched
- move the keyboard out of the way if it is not being used
- support the forearm on the desk, and don't grip the mouse too tightly
- rest fingers lightly on the buttons and do not press them hard

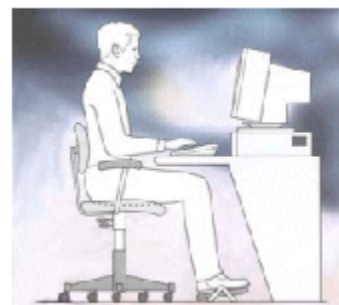


## Reading the screen

- make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the DSE may need servicing or adjustment
- adjust the brightness and contrast controls on the screen to suit lighting conditions in the room
- make sure the screen surface is clean
- when setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position
- select colours that are easy on the eye (avoid red text on a blue background, or vice versa)

## Stress

- take regular breaks, at least 5 minutes away from your screen every hour, ideally with exercise or movement
- try not to have lunch at your desk
- do some different types of work during the day
- take control of the order in which you do tasks
- limit pressure to meet deadlines to what is realistic
- try to limit sudden changes in workload
- communicate effectively with people who affect your work
- if stress becomes a problem, consult your manager
- if there is distracting noise, get it seen to



## Office Safety

Working in an office may present fewer risks than working on a construction site, but that's not to say there are no risks. You must act sensibly and responsibly to keep yourself safe whilst at work.

### General safety

You are provided with a clean, comfortable, place in which to work. You can help by keeping your personal workspace clean & tidy and treat other areas considerately. Report any hazards to your manager so action can be taken to address them.

### Computer workstations

A display screen assessment will be undertaken for your workstation please let your manager know if you experience discomfort which you feel may be attributed to using your computer whilst at work or if you have any issues with any part of your workstation or working environment.

### Work equipment

You should not use work equipment unless you are competent to do so. Some equipment may require training. Before using any equipment check for any obvious faults and any safety devices are present and working.

### Electrical safety

All electrical equipment will be PAT tested in line with HSE guidance for office environments. For portable electrical equipment check the cable, plug and body of the equipment for any obvious signs of damage. Report any defects to your manager without delay and do not use the equipment.

### Slips, trips and falls

Ensure you maintain a neat and tidy work station at all times. Avoid trailing cables across walkways and ensure boxes etc. are stored safely and do not pose a risk to others or obstruct emergency exits and signage. Ensure you wear suitable footwear for the office environment.

### Accidents and fire

Make yourself familiar with the location of your nearest first aider, the location of the fire alarm call points or other means of raising the alarm in the event of a fire and finally the location and type of fire extinguishers available in your office. Report any fire hazards or missing extinguishers to your supervisor immediately.

## Entering production or yard areas

Ensure before you leave the office and enter any production or yard area that you are wearing the necessary personal protective equipment. Stay within designated walkways at all times and do not operate plant or equipment you are not trained & authorised to use.

## Academy Vehicles

Only persons authorised by a member of the management team and in possession of a current driving licence are allowed to operate Academy vehicles.

If you use a Academy vehicle please remember the following

- smoking is prohibited in Academy vehicles
- ensure that you have regular eye checks
- report any faults with the vehicle immediately to the office
- you must report all accidents or incidents to the office, no matter how minor
- if you are prosecuted for a driving offence you must inform the Academy immediately
- check the condition of the vehicle before you use it.

Whilst driving please remember

- under no circumstances are you permitted to use handheld mobile phones whilst driving
- you must never drive whilst under the influence of alcohol or non prescription drugs. Tell your manager if you are taking prescription drugs that might impair your ability to drive
- driving whilst tired is very dangerous, if you feel tired take a break
- in poor weather / road conditions reduce your speed
- allow plenty of time for your journey, particularly in poor weather conditions
- carry a mobile phone so that you can contact the Academy in an emergency. Make sure it is fully charged
- drive with consideration for other road users and always observe the speed limit.
- never leave a vehicle unattended unless the engine is stopped, keys removed from the ignition and the vehicle is locked
- the carrying of third parties is only permitted with the authorisation of the Academy and where a suitable seat and seat belt is provided in the vehicle

## Personal Protective Equipment (PPE)

PPE stands for Personal Protective Equipment - it is defined in the Personal Protective Equipment at Work Regulations as:

*‘All equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work which protects them against one or more risks to their health and safety’.*

Typical examples of PPE you may be required to wear/use within your workplace include

- ear plugs or ear defenders to protect against noise
- safety boots to protect against slippery surfaces and heavy/sharp objects which may fall onto feet
- overalls to protect against contamination of clothing from substances such as paints, oils etc.
- safety glasses or goggles to protect against flying particles and debris
- dust masks or respiratory protection to protect against dust, fumes and vapours
- various gloves to protect against contact with substances, hot/cold or sharp objects etc.

### When to use PPE

PPE must always be regarded as a ‘last resort’ to protect against risks to safety and health. Engineering controls and safe systems of work must always be considered first. For example, it may be possible to do the job using methods that will not require the use of PPE. If this is not possible, more effective safeguards should be put in place, for example, fixed screens could be provided rather than individual eye protection.



If your employer instructs you should wear PPE during a task, because it has been identified by risk assessment, then you must comply with these requirements. In addition, where you see any blue mandatory signage showing an image of PPE, this means the particular PPE must be worn in this area.

## **Maintaining PPE**

An effective system of maintenance of PPE is essential to make sure the equipment continues to provide the degree of protection for which it is designed. Therefore, the manufacturer's maintenance schedule (including recommended replacement periods and shelf lives) must always be followed.

Maintenance may include; cleaning, examination, replacement, repair and testing.

The initial selection of respiratory protective equipment (RPE) should include fit-testing. RPE should have a tight-fitting face piece.

## **Occupational Health and Health Surveillance**

### **Responsibility**

The person responsible for health and safety shall ensure that employees shall be asked about their general health in relation to the work tasks they will undertake. Where necessary reasonable adjustments will be made with employees who have any existing health conditions that may be aggravated or made worse by any work activities undertaken by the Academy.

### **Procedure**

If you have a health problem which could affect your safety while at work, inform your immediate manager.

The Academy will, where work activities could cause health problems, regularly check on the welfare of personnel as regards conditions such as dermatitis from oils, greases and fluids, audiometry checks from noise at work and repertory tests for employees working with solvents, paints or chemicals.

Medical Practitioners shall be approached whenever assessments/pre-contract information identifies possible health risks. Where necessary a health surveillance programme will be introduced and suitable records maintained.

### **First Aid**

A first aid box, or boxes, of sufficient size to cater for the number of persons employed is provided in each department and signs displayed around the premises indicating where they are located.

Information about who the nominated first aiders are and how they can be contacted is also displayed.

## **Control of Substances Hazardous to Health (COSHH)**

Many of the substances used or created could be harmful to your health if not properly managed.

For example the following everyday substances have the potential to harm you

- cement/concrete
- adhesives
- solvents/thinners
- oil based paints
- timber dust
- dust from the cutting of bricks, blocks, stone, tiles.
- infected water (weils disease)
- discarded sharps (needles/syringes)
- oils

The Academy will apply the hierarchy of control measurers outlined below before any substances are introduced.

- avoid using the substance altogether
- replace it with a less hazardous substance
- introduce control measures/training on how it is used, handled and stored
- limit the time employee's work with the substance
- provide PPE if other control measures are not reasonably practicable

You should comply with any instructions given to you on how to work safely with any hazardous materials. COSHH assessments will be undertaken for all hazardous substances used by the Academy to identify the necessary control measurers required to ensure your health is not affected. If you have any adverse reaction to any substance used such as dizziness, headaches, reddening, broken or itchy skin you must inform your supervisor without delay. Where necessary health surveillance will be provided for employees and records maintained in line with date protection legislation.



## **Asbestos**

Where intrusive work is to be undertaken in any building a risk assessment needs to be undertaken for the likelihood of asbestos or asbestos containing materials (ACM's) being present so as to avoid all inadvertent exposure. The most commonly adopted control measure in this instance, is to have an asbestos survey undertaken and always before the designated works commence.

A copy of the asbestos survey or other suitable information for the building must be available and communicated to any persons who may be affected and before all intrusive work begins. When intrusive work is to be undertaken and there is no risk assessment in place, no asbestos survey has been undertaken or other suitable information has not been adequately consulted regarding the potential presence of asbestos, then work must not start until suitable and sufficient control measures have been implemented.

At the site induction all operatives will be made aware of the location of asbestos in the building and particularly any known asbestos products in any areas where they may be undertaking work.

Where Asbestos and ACM's have been identified and need to be removed then removal and disposal will only be undertaken by Licensed Asbestos Removal Contractors.

In the event of materials being suspected to be asbestos and being found, all work will immediately stop in the affected area and the matter should be reported immediately to the Management Team or Site Supervisor, assuming they are not already aware of the circumstances at that point. Under normal circumstances the suspected asbestos materials should not be disturbed and appropriate measures should be taken to keep all persons away from it. Specialist advice will then be sought to determine the next course of action including if necessary taking a sample of the material for laboratory analysis and the creation of an Asbestos Management Plan for the situation at hand.

In compliance with the Control of Asbestos at Work Regulations 2012, adequate information, instruction and training will be given to employees to enable them to be aware of the health hazards of asbestos which may arise from being inadvertently exposed; how risk assessment controls and safe working procedures can reduce these hazards so as to prevent all exposure to asbestos. The Academy will provide annual refresher training in this respect for all employees.

## Lone Working

Lone working will be avoided where possible at all times (see separate policy). In the event that lone working has to be undertaken a site specific risk assessment will be undertaken before work commences. A suitable means of communication will be provided to make contact with the lone worker on a regular basis and on completion of the task.

Certain tasks should not be avoided by lone workers, for example

- working at height
- live electrical work/testing
- working in confined spaces
- working above water
- working in extreme heat or cold
- working on/with hazardous machinery or substances
- any other activity deemed too dangerous by the site specific risk assessment

Only competent employees will be allowed to undertake any lone working. New starters and apprentices are not permitted to undertake any lone working. Any additional training or equipment required for lone workers will be provided by the Academy. A member of the Senior Leadership Team must be aware of any employee wish to work alone especially during school holidays.

## **Noise at Work**

Noise is part of everyday life, but loud noise can permanently damage hearing. Conversation becomes difficult or impossible; your family complains about the television being too loud and you have trouble using the telephone.

Is there a noise problem where you work? Probably, if you can answer 'yes' to any of these questions about the noise where you work:

- is the noise intrusive – like a busy street, vacuum cleaner or a crowded restaurant – for most of the working day?
- do you have to raise your voice to have a normal conversation when about 2m apart for at least part of the day?
- do you use noisy powered tools or machinery for over half an hour a day?
- do you work in a noisy industry, e.g. construction, demolition or road repair or woodworking?

You are also at risk if you have muffled hearing at the end of the day, even if it is better by the next morning.

Noise levels greater than 80dB(A) are potentially harmful and we will provide you with information, training and hearing protection to all employees and contractors exposed to this level of noise. Where noise levels reach 85dB(A) the wearing of hearing protection will become mandatory and we will establish hearing protection zones and inform you of these at induction. Where noise has been identified as a potential hazard we will aim to reduce the level of noise generated by engineering controls before issuing hearing protection to employees.

### **How do you protect yourself**

Make sure you use properly any noise control devices (e.g. noise enclosures), and follow the working methods that are in place, you need to take some responsibility for your hearing.

Wear any hearing protection you are given. Wear it properly, you should be trained how to do this, and make sure you wear it all the time when you are doing noisy work, and when you are in hearing protection areas. Taking it off even for a short while means that your hearing could still be damaged. Remember that there is no cure for deafness.

Look after your hearing protection. If you don't know how to look after it or where to get replacements - ask. Make sure you understand what you need to do.

Report any problems with your hearing protection or noise control devices straight away. If you have any ear trouble, let your immediate manager know.



## Vibration at work

Operating vibrating tooling has the potential to cause serious health problems. The most common problem arising from exposure to vibration affects the hands and arms and is known as hand-arm vibration syndrome (HAVS) and vibration white finger (VWF)

Permanent injury is most likely when contact with a vibrating tool or work process is a frequent and regular part of your job. Occasional or limited exposure is unlikely to cause ill health. Symptoms include

- tingling and numbness in the fingers
- not being able to feel things properly
- loss of strength in the hands
- fingers going white (blanching) and becoming red and painful on recovery (particularly in the cold and wet)



We will aim to minimise your exposure to vibration by avoiding the use of hand-held vibrating tooling, or where this is not possible, by telling you how long you can operate equipment without risk to your health.

Tooling will be maintained in good order as wear & tear and damage can substantially increase the vibration levels generated by tooling. When using tooling with blades fitted ensure these remain sharp and are replaced as necessary.

If you have any questions regarding how long you can use an item of tooling for speak to your supervisor before using it.

## Ladder Safety



Not every job can be done with just a ladder or by you on your own. So always check: -

### **Are you up to the job?**

Don't kid yourself by overestimating your abilities. If you're not completely certain that you can manage everything involved in doing the job properly, get help.

### **Is the ladder up to the job?**

Think ahead to what you'll have to do at every stage. If you will need to move around while you're up there, or carry lots of materials, or use heavy equipment, a ladder may not be sufficient. You might be better off using a mobile tower or scaffolding.

### **Checking ladders**

Before using a ladder carry out the following checks

- is it in good general condition
- are there any cracks in the metal work
- are there any rungs missing, loose or loose
- are the stiles damage or bent
- ensure there is no warping or splitting
- is there any sign of corrosion
- are there any sharp edges or dents
- are the footpads in good condition

### **Using ladders safely**



Place the ladder on a firm, level, dry surface. If this isn't possible e.g. on grass, tie the feet of the ladder to stakes in the ground and place a large flat wooden board underneath.

Position the ladder so that the base won't slip. Leaning ladders are designed so that their safest angle is with every 1 measure out from the wall there are 4 measures up the wall.



### **Remember the rule - "ONE OUT FOR FOUR UP"**



Secure the bottom and the upper part of the ladder by tying the stiles with rope to a fixed and stable object.

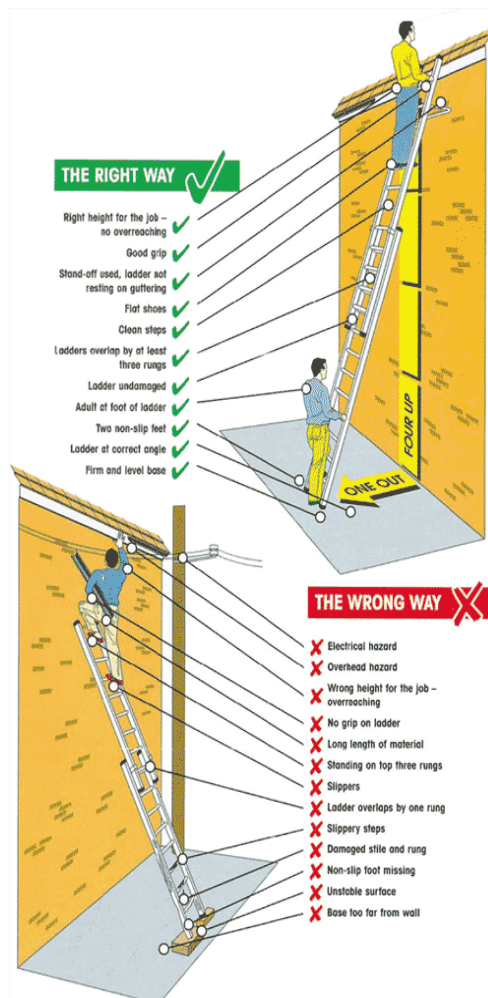
Rest the top of the ladder against a solid surface, never against guttering. If a surface is too brittle, use a stay or stand-off on a firm surface nearby.



Always have at least three rungs extending beyond a roof edge if you're using a ladder to get yourself up on to the roof.

## Other ladder safety tips

- keep your body facing the ladder at all times
- don't overstretch in any direction
- try to keep both hands holding the ladder when climbing and descending
- don't carry heavy items or long lengths up a ladder!
- always have one hand on the ladder while working
- make sure a door is locked if you're on a ladder in front of it
- don't use a ladder in strong wind
- don't use a ladder near any power lines
- don't be tempted to use a ladder if you aren't fit enough or aren't confident at heights



## Working at Height

Falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders and through fragile roofs. The purpose of the Regulations is to prevent death and injury from a fall from height. Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. A risk assessment must be completed for every task that needs to be done at height and appropriate control measures put in place.

Before working at height you must follow these simple steps

- avoid work at height where it is reasonably practicable to do so
- where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment i.e scaffolding, mobile access working platform (MEWP)
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated

You should also

- do as much work as possible from the ground
- ensure you can get safely to and from where you work at height
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- not overload or overreach when working at height
- take precautions when working on or near fragile surfaces
- ensure there is protection from falling objects
- know what the emergency evacuation and rescue procedures are

Any work at height should be

- properly planned
- appropriately supervised and
- not carried out in dangerous weather conditions

If you're going to work at height you should be competent enough to

- complete the task safely and
- use or erect/dismantle the selected access equipment
- If you are still being trained you should be supervised by a competent person



## Environmental Policy Statement of Intent

1. VENN Academy Trust recognises its environmental duties under the Environmental Protection Act 1990 and the Waste (England and Wales) (Amendment) Regulations 2012, the Executive Head and Chairman Responsible for Health, Safety and Environmental Issues recognise that they have a responsibility to take an environmentally (and socially) responsible approach both to existing activities and to possible new developments.
2. The Academy will, so far as is reasonably practicable, propose to pay particular attention to:
  - a) To minimise disturbance to the local and global environment, and to the local communities and wildlife.
  - b) Follow the waste management hierarchy as outlined in the Waste (England and Wales) (Amendment) Regulations 2012. The Academy will follow the hierarchy outlined below.
    - Prevention
    - Preparing for re-use
    - Recycling
    - Recovery
    - Disposal
  - c) To minimise use of energy and raw materials and to adhere to the principles of sustainability.
  - d) To consider the environment in the design of processes and products and the maintenance of equipment.
  - e) To provide information on the use and final disposal of products.
  - f) To ensure that all employees and suppliers are adequately informed about the Academy environmental policy.
  - g) To minimise the use of product related materials and services such as packaging or transport.
3. In order that the Academy can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care of the environment. Employees should also co-operate fully with the Academy or anyone else concerned, to ensure that their legal and moral obligations are performed or complied with.

Signed: Mr S. Witham

Executive Head Responsible for health, safety and environmental issues

Date: March 2016

## **Environmental Policy – Responsibilities**

The Academy recognises its environmental performance affects how we are perceived by our clients and the general public. We must therefore make efforts to prevent damage, harm or pollution to living organisms and their habitats.

The Academy will always aim to source materials from sustainable sources and ensure we follow the waste management hierarchy as outlined in Waste (England and Wales) (Amendment) Regulations 2012 below.

- Prevention
- Preparing for re-use
- Recycling
- Recovery
- Disposal.

Waste costs money to produce and even more money to dispose of. It is therefore important to minimise the amount of waste produced and ensure the waste hierarchy above is applied to all waste generated before finally being disposed of. The Academy will ensure that waste for disposal is done so in the most environmental friendly method possible.

As well as being an expensive, unwanted commodity, waste can be hazardous. Waste materials lying around the building in office, production areas and sites can lead to injuries by slips, trips and falls; pose a risk of fire and environmental damage.

### **Responsibility of all employees**

It is the responsibility of all employees to co-operate in the implementation of the environmental management policy within their areas of influence.

Employees must therefore

- Minimises the amount of waste you produce.
- Keep your work area clean and tidy and dispose of waste on a daily basis in to the correct bin or skip.
- Co-operate with the management team with regard to agreed environmental arrangements and procedures.
- if involved in an environmental accident resulting in, or which may have resulted in hazardous waste contaminating the environment, report the details to the nominated person as soon as possible so action can be taken to minimise the impact on the environment.

- Inform your supervisor if you have any ideas which may reduce the amount of waste generated by the Academy during production processes.
- When working on site or a client's premises ensure you dispose of any waste generated in line with their environmental procedures.
- Drive Academy vehicles with due consideration for the environment using green driving techniques will reduce our carbon footprint and fuel consumption.



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