

# HEALTH AND SAFETY POLICY

**The OHC&AT Board of Directors has agreed this Policy and as such, it applies across the organisation – 29<sup>th</sup> June 2018.**

Jay Mercer  
Chair of OHCAT Board



Darren Coghlan  
Chair of OHC Board



# Health & Safety Policy

## INTRODUCTION

Orchard Hill College and Academy Trust (OHC&AT) is committed to providing outstanding educational opportunities for all our pupils and students and has adopted the 'plan, do, check, act' approach as advised by HSE (please see Appendix 2 for details). The purpose of this policy is to ensure a safe and healthy environment for pupils and students, staff, visitors, contractors and the general public, in all OHC&AT settings, at all times; to provide information, training and supervision necessary to ensure the above as well as robust health and safety within all OHC&AT-related activities; and to ensure full compliance with the Health and Safety at Work Act 1974 and other relevant legislation.

## Statement of Policy

In pursuance of our responsibility to maintain a safe and healthy environment, OHC&AT will, so far as reasonably practicable:

1. provide and keep plant and equipment and systems of work that are safe and suitable;
2. provide such information, instruction, training and supervision as is necessary to promote the health and safety of pupils/students, staff and visitors;
3. provide and maintain OHC&AT premises in a condition that is safe and with minimal risks to health, including means of safe access and exit from workplace, as well as adequate facilities and arrangements for staff and students' welfare at work;
4. ensure that significant workplace hazards have been assessed for risk and suitable controls and safe systems of work have been put in place;
5. support and encourage staff involvement in the continuous improvement of health and safety throughout OHC&AT's activities, as staff make an invaluable contribution to reducing risks.

All staff, pupils/students, parents/carers, governors and visitors are expected to abide by OHC&AT health and safety policies and practices.

While this policy covers many aspects of health and safety management, OHC&AT recognises that health and safety considerations intertwine with many other working practices including safeguarding/child protection, lone working, health and wellbeing, learning outside the classroom etc. The reader is therefore strongly advised to read this policy in conjunction with all those listed under Related Policies and Procedures, and to be aware of the regulations as listed under Additional Information (links).

## **RESPONSIBILITIES**

### **Within OHC&AT**

#### **Directors will:**

- Ensure that this policy is reviewed annually by the Board.
- Ensure that health and safety remains a key consideration in any strategic planning across OHC&AT.
- Monitor organisational health and safety performance via Health and Safety reports, Incident & Accident reports and feedback to the Board from the Health & Safety, Child Protection and Safeguarding Portfolio Directors.

#### **The Executive Senior Leadership Team (ESLT) will:**

- Ensure that comprehensive health and safety procedures are in place throughout the organisation, and that procedures are regularly updated in response to new and emerging information around health and safety.
- Ensure that all relevant policies, procedures and information are communicated to senior leadership teams at each OHC&AT provision for dissemination to staff.
- Ensure that adequate resources are made available to meet new and emerging risks.
- Monitor health and safety performance at each OHC&AT provision through the monthly monitoring system.
- Regularly report to the Board of Directors on health and safety performance across OHC&AT.
- Receive and act upon information relating to health and safety from Principals, portfolio governors, Corporate Health and Safety Unit and other relevant OHC&AT stakeholders.
- Monitor corporate risk assessments.

#### **The Facilities Manager will:**

- Work closely with the ESLT and with facilities staff at each OHC&AT provision to ensure that:
  - all maintenance and minor work arrangements are suitable and minimise the risk of accidents or ill health;
  - contractors are suitably monitored and have access to relevant information;
  - regular health and safety works e.g. inspection of play equipment or fire alarm tests are carried out and recorded adequately.

### **Within each OHC&AT provision**

#### **Governors will:**

- Monitor health and safety performance within the College or Academy via Health and Safety reports, Incident and Accident reports and feedback from the designated Health & Safety, Child Protection and Safeguarding Portfolio Governor.

**Principals will:**

- Ensure that the induction and training of staff is comprehensive and up to date.
- Ensure that appropriate equipment is in place and in good working order.
- Regularly report to Governors on health and safety within the College or Academy.
- Ensure that staff are kept informed of health and safety matters through regular internal communication such as briefings, bulletins and training.
- Monitor pupil/student risk assessments.
- Ensure the safety and care of visitors whilst on the premises.

**Staff will:**

- Ensure they are aware of this and other related policies and procedures and put them into practice at all times.
- Report and record any incidents or accidents promptly and thoroughly.
- Report any damage to equipment promptly.
- Understand that all OHC&AT employees have a responsibility to help maintain a healthy and safe workplace and to take reasonable care of themselves and others.
- Carry out risk assessments in accordance with the OHC&AT Risk Assessment Policy.
- Participate in health & safety training as identified and agreed with their line manager

**Visitors**

On arrival all visitors, including contractors and/or their workers and volunteers, must sign a record of the date and time of their arrival and, on leaving, record their time of departure in the log book found in reception. The member of staff who has organised the visit will ensure a representative is available to escort them and take responsibility for the visitor(s)/volunteer(s) whilst on site which includes assisting in evacuation from the building during an emergency or arranging help in the event of an accident.

Visitors, volunteers and/or contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the OHC&AT representative as designated on posters within the main reception area of each building, who will investigate and report as appropriate.

**Other Responsibilities**

Annual Safety Audits are routinely commissioned for OHC&AT provisions, assisted by the caretaker and the Principal of the College or Academy. All reports are sent to the Director of Business Services, the Facilities Manager and the relevant Principal. Following the report, the Facilities Manager compiles an action plan containing action points, people responsible for carrying out the actions and time frames.

## **HEALTH AND SAFETY**

### **Accident, Incident, Violence, Near Miss reporting**

Accidents/Incidents are to be reported as soon after the event as possible using the appropriate reporting form. Any injury or near miss suffered by staff/students/visitors/contractors in the course of employment or whilst on OHC&AT premises must be recorded, however slight.

Accident and Incident Reports are monitored by Principals and submitted to the Corporate H&S Department within their Local Authority for auditing purposes, as well as the OHC&AT Director of Learning Support Services. A summary of the Accident and Incident Reports is reviewed by the OHC&AT Executive Senior Leadership Team and reported on a monthly basis to the CEO. A termly summary is also submitted to the OHC&AT Board.

OHC&AT provisions will keep a record of all incidents occurring within their jurisdiction. Routine reporting of incidents will be made via monthly monitoring meetings between Principals and the Executive Head, Quality & Development/Deputy CEO, and on a termly basis by Principals to local governors.

OHC&AT provisions will investigate and record all accidents, incidents and near misses as appropriate, following Corporate Health and Safety guidance.

Where a serious accident or incident happens, the relevant Local Authority Corporate Health and Safety Unit must be informed immediately by telephone, who will then advise and/or report to the HSE as necessary.

The Principal will ensure the Corporate Health and Safety Unit receives the report within seven days of the incident.

Records of accidents/incidents involving children must be kept until the young person reaches the age of 25. Records may be kept for longer in line with other legislation (e.g. child protection, students with SEN). Report forms will be destroyed after these time scales.

### **Asbestos**

OHC&AT has a number of trained Asbestos Duty Holders who oversee asbestos records at their allocated OHC&AT provision to ensure asbestos management is robust and adhered to at all times. The process is monitored by the Director of Business Services and the Facilities Manager.

The Caretakers/Premises Managers have received asbestos awareness training and are responsible for ensuring Asbestos Registers at their respective provisions are read and signed by all contractors and staff prior to starting any work on the premises that may damage or disturb asbestos and suspected asbestos conditioning materials.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from a member of the site staff or the OHC&AT Facilities team.

Staff must report any damage to asbestos materials immediately to the OHC&AT Facilities Manager (07467 145769) or, when unavailable, to the Director of Business Services (07471 904184).

Where damage to asbestos (or suspected asbestos) material has occurred the area must be evacuated and secured. The Head of Department/ Head of Centre/ Principal will immediately notify the OHC&AT Facilities Manager who will in turn notify the appropriate Corporate Health & Safety unit and the Director of Business Services.

OHC&AT holds an asbestos register at each Academy and College centre which is monitored by site staff and audited annually by the Facilities Manager.

OHC&AT will ensure that Asbestos Duty Holder checks of asbestos containing materials that are safely accessible are carried out annually. OHC&AT will also ensure the Asbestos Register is kept up to date by each provision's Asbestos Duty Holder and Asbestos Surveys carried out where required, such as before major renovations.

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

The OHC&AT Director of Business Services holds overall responsibility for the control of substances hazardous to health (COSHH), procedures relating to COSHH within OHC&AT settings and all relevant documentation.

All COSHH issues relating to external contractors will be carried out in accordance with the Policy on the Safety Arrangements for Building Contractors.

All chemicals and harmful substances will be suitably risk assessed and stored to minimise the risk. These assessments will be stored at the relative site alongside the safety data sheet and communicated to staff who are working with the chemicals/substances.

Where required OHC&AT provisions will follow CLEAPSS guidance in relation to the use and storage of chemicals.

In OHC&AT provisions where the curriculum includes the use of radioactive materials in science classes, the Academy or College will adhere to CLEAPSS guidance document 'L93: Managing Ionising Radiations and Radioactive Substances in Schools and Colleges' (2013).

### **Curriculum safety**

OHC&AT recognises that some curriculum areas represent an increase in risk; these areas hold specific health and safety policies and arrangements, which are regularly reviewed and communicated to the relevant staff. Although not exhaustive, the principal subject areas are:

- Design and Technology
- Drama and Theatre Arts
- Physical Education
- Science
- Outdoor Education
- ICT

Where these subjects are practised, the subject teacher/leader will be responsible for ensuring risk assessments are in place and a safe working environment is maintained. This is regularly monitored by the Principal via learning walks/observations.

All staff are encouraged to ensure that pupil/student health and safety, and the transferable skill of risk assessment and control, forms an integral part of the curriculum. The curriculum in this context will cover risks to mental and physical health and physical safety.

### **Display screen equipment**

Every DSE user will have a risk assessment completed to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of line managers to ensure relevant staff complete assessments but it is encouraged for all DSE users to complete the online training to carry out their own workstation assessment, forwarding the completed assessment to their line manager. Information on completing DSE training is available from the OHC&AT Training Department.

Principals will periodically organise within their respective provisions a review of DSE user risk assessments, at least annually, or when there have been any significant changes to the workstation. A review of the original assessment must be undertaken as soon as is practicable by the line manager when an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE.

Further information and support on this subject can be obtained from OHC&AT HR.

### **Equipment (including electrical equipment)**

All equipment and apparatus will be suitably installed, inspected and maintained. Staff members will check equipment before use, and any faults will be reported to the Principal or senior manager. Equipment known to be faulty must not be used, even for short durations.

Pupils/students will be instructed on the safe use of equipment and suitably supervised dependent on the task and the equipment being used.

All staff have a responsibility to visually check electrical equipment before use and to report damage or failure. Damaged or faulty electrical items should be removed from use immediately and made known to the caretaker at the relevant setting and/or the OHC&AT Facilities Manager and/or, in the case of IT equipment, to the OHC&AT IT team.

No member of staff should attempt to repair an electrical item, including changing fuses or plugs.

All electrical equipment will receive portable appliance testing (PAT) on an annual basis in accordance with Electricity at Work Regulations (1989). The onsite staff have been suitably trained to carry out portable appliance testing. Plugs of all appliances, except computers are checked, labelled and signed. If site staff do not carry out PAT, then a competent contractor is used.

PAT testing is carried out as appropriate for the equipment and its usage. Electrical appliances from staff homes should not be used in College/Academies unless they have been PAT tested and approved by the site staff.

College/Academy electrical installations are tested every five years.

### **External contractors**

Contractors will only be admitted to OHC&AT premises in accordance with the Safety Arrangements for Building Contractors (see Appendix 1). This procedure adheres to Regulation 9 of the Management of Health and Safety at Work Regulations (MoHSWR).

### **Fire**

OHC&AT operates a Fire Log at each Academy/College centre, containing all fire related documentation which is held and monitored by the Caretaker/Premises Manager for the site on a daily basis. The log will include records on all fire safety checks including alarm tests, maintenance, emergency lighting and risk assessments. Checks are done on a daily/weekly/monthly/termly or annual basis and are audited by the OHC&AT Facilities Manager annually.

The fire risk assessment will be reviewed annually or in the event of significant changes to the premises or work arrangements and action plans for improvement will be completed in a timely fashion.

The Principal at each OHC&AT provision is responsible for ensuring, as part of staff training/induction, that everyone is aware of procedures in the event of a fire threat or other need to evacuate the premises.

A Fire Evacuation Plan is in place for each Academy and College centre and details the procedures to be followed in the event of a fire. The plan is in place to ensure the safe evacuation of the premises and is reviewed annually or in the event of structural change to the premises.

Fire drills are carried out termly and their effectiveness monitored. If necessary, an action plan is created to address any issues arising from the drill and is applied in a timely manner. Staff are given the opportunity to feedback on the drill in the



subsequent staff meeting. An emergency bag/box containing site relevant information for emergency use is kept in the main reception area of each centre/school.

Each OHC&AT provision has a minimum of two Fire Wardens/Marshalls who are trained to sweep the building when the fire alarm goes off, to ensure everyone has left the building. A list of Fire Wardens/Marshalls can be obtained from the administrator/school officer at the relevant provision.

The OHC&AT Facilities team carries out regular inspections of the site and the relevant borough Corporate Health and Safety team carries out an annual health & safety audit which includes fire safety.

Competent contractors are used to inspect and maintain fire related equipment and systems.

Personal Emergency Evacuation Plans (PEEPs) are developed for those staff and/or pupils/students who require additional assistance to evacuate the premises and are filed in the Fire Log.

All staff should take responsibility for ensuring there are no general fire hazards around the building. Fire doors must not be propped open unless an appropriate Dorgard or equivalent system is in effect, combustible items must be kept in appropriate fire resistant storage, fire exit routes must be kept clear, electrical items should be switched off where practical at the end of the day and hazards reported to the health & safety representative on site.

### **First aid – general**

OHC&AT will ensure there is a sufficient level of first aid coverage for the activities being carried out by staff and students. This will include suitably trained first aiders and adequate first aid supplies which are regularly checked and stocked.

A list of trained first aiders can be obtained from the administrator/school office of the relevant OHC&AT provision.

### **Food Hygiene**

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and especially after using the lavatory;
- Tell your line manager of any skin, nose, throat, or bowel problem, prior to handling food;
- Ensure cuts or sores are covered with correct waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Never cough or sneeze over food;
- Clean as you go. Keep all equipment and surfaces clean;
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);

- Ensure waste food is disposed of properly. Keep the lid on rubbish bin and wash your hands after putting waste in it;
- Avoid handling food as far as possible;
- Tell your line manager and report to a member of the facilities team of any defects or concerns regarding the facilities – e.g. uncleanness, refrigeration malfunction, cracked food preparation surfaces.

### **Gas leak/bomb threat**

In the event of a gas leak, bomb threat or other critical incident, the Critical Incident Business Continuity Plan should be followed.

### **Glazing**

The OHC&AT holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. The Premises Manager/Caretaker at each provision are responsible for monitoring glazing and for bringing areas of concern to the attention of the Principal and the OHC&AT Facilities Manager. The Facilities Manager is responsible for glazing management for the whole family.

### **Housekeeping and caretaking**

All cleaning, housekeeping and caretaking activities undertaken by caretakers will be supervised by the Principal of each provision and monitored by the Facilities Manager/Office Manager/School Business Manager.

Internal and external premises will be inspected at regular intervals by the Premises Manager/Caretaker. Health & safety issues will be monitored, recorded and reported to the OHC&AT Facilities Manager if recurring or not possible to rectify.

All OHC&AT premises are to be kept clean, tidy and free from hazardous obstacles. All defective equipment will be repaired or removed and reported to the OHC&AT Facilities Manager and the appropriate Head of Finance.

All staff have a responsibility to keep equipment shared by students/pupils (e.g. iPads, tablets, phones, chairs etc.) clean and free of infectious bacteria using the cleaning resources available. All shared resources are to be wiped clean after each use to prevent the passing of infection.

All contract cleaning by external contractors will be managed by the Facilities Manager/Office Manager/School Business Manager.

The Facilities team will oversee any additional housekeeping requirements.

### **Hygiene and Waste Disposal**

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

## **Mobile phones**

The Management of Health & Safety at Work Regulations 1999 require OHC&AT to ensure all information and instruction is provided to conform to the appropriate Health & Safety legislation and associated regulations.

Staff **must not** use a mobile phone while operating a moving vehicle, unless using a suitable hands-free kit. Staff are strongly advised to only use the phone when their vehicle is safely parked.

Guidance may be issued to mobile phone users from time to time regarding health & safety in relation to their use e.g. legislation on mobile phones and driving guidance notes, and must be observed at all times.

Staff must ensure that when they carry an OHC&AT mobile phone, they have included in the contacts the number of their line manager, departmental manager and Emergency Services.

## **Play equipment**

External and internal play and physical education (P.E.) equipment is regularly serviced by external contractors. P.E. equipment is checked prior to every use by the lead person for the activity and any defects are reported immediately to the Premises Manager/Caretaker for the location. The Premises Manager and/or Caretakers regularly monitor external play equipment and defects are reported immediately to the Principal and the OHC&AT Facilities Manager/Office Manager/School Business Manage. Faulty equipment is immediately decommissioned.

## **Risk assessment**

No activity should be carried out with pupils/students, or venue visited, without an appropriate risk assessment being carried out.

All staff should familiarise themselves with the OHC&AT Risk Assessment Policy and adhere to their responsibilities in this regard.

Risk assessments are undertaken by the appropriate member of staff e.g. teacher/lecturer or team manager, and discussed with relevant staff. Risk assessments are reviewed annually but must also be reviewed when there is a change in circumstance (e.g. a change in activity, a change in a pupil/student's support requirements) or a major incident relating to the risk assessment. The Principal or relevant senior manager is responsible for approving control measures and ensuring the action required is implemented.

Staff who may need to complete a risk assessment can discuss it with the senior leadership team at their provision. Where required, staff will receive risk assessment training from OHC&AT Services.

## **Safety tours**

The Facilities Manager/Office Manager/School Business Manager shall actively monitor health & safety performance and promote a positive culture by carrying out annual tours and inspections of their respective premises and reporting back to the OHC&AT Director of Business Services. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the Accident File.

## **Security**

Each OHC&AT provision has a designated contractor or staff member who is responsible for the opening and closing of the site.

Visitors to all OHC&AT premises will be requested to sign in upon entry and sign out upon exit. While on the premises, visitors must wear a Visitor badge and be accompanied by a member of OHC&AT staff.

All stakeholders, especially staff, are encouraged to be aware and to report where they believe visiting adults may not have the correct or appropriate ID.

OHC&AT does not tolerate violence towards staff. Please refer to the Families and Visitors Code of Conduct for further details.

## **Smoking and e-cigarettes**

Smoking anywhere on OHC&AT premises and grounds is not permitted.

Staff, volunteers and visitors are not allowed to smoke in any OHC&AT vehicle.

The use of E-cigarettes is banned onsite. There is not enough medical evidence to confirm that the use of E-cigarettes is safe and as they are designed to look like real smoking, it makes it difficult to enforce a normal smoking ban.

## **Stress**

OHC&AT is aware that stress can be an issue for all professions.

There is an OHC&AT stress risk assessment that is reviewed annually. The assessment gives details of the controls put in place to help all staff manage stressful situations and provides information on where further help and guidance can be obtained.

Where an individual member of staff has been identified as suffering from stress, an individual stress risk assessment will be carried out with them with support from the OHC&AT HR Team.

## **Suspicious packages**

If a member of staff is suspicious of a bag or package they should immediately inform their line manager or a member of senior management who will make a decision about evacuating the building.

If no one is available to report to and a member of staff has concerns, they should contact the police immediately.

Please refer to the Critical Incident Business Continuity Plan for further details.

## **Training**

OHC&AT ensures that all staff are provided with adequate information, instruction and training to perform their roles. Training requirements are discussed during induction, professional development reviews and one to one supervision. Training records are kept and reviewed by the Training and HR Department.

## **Transport**

The designated drivers check OHC&AT's vehicles prior to any journey, recording mileage and maintenance checks as appropriate. All vehicles are maintained and serviced in accordance with the law with the support of the OHC&AT Facilities team. Records are maintained to provide evidence of training and maintenance checks. Only staff that have completed MIDAS training are permitted to drive OHC&AT vehicles and are made aware of OHC&AT's Driving Policy.

## **Water quality**

The Premises Manager/Caretaker is responsible for monitoring and recording water temperatures at all College centres/Academies to ensure water quality is maintained. Where contaminated pipework has been identified, risk assessments are completed and additional checks are applied. External water specialists are regularly consulted to check water quality and control levels.

The OHC&AT Facilities Manager monitors all water checks to ensure these are carried out at each location, liaising with Principals to ensure practice is kept to a high standard.

## **Working at height**

Staff who have not received ladder training are not permitted to work at height (i.e. using ladders/step-stools/chairs) to put up displays. Ladders, step-stools and other access equipment are kept on a ladder register and regularly inspected and maintained. Records on who has received ladder training is kept by the Training Department.

## **POLICY REVIEW DETAILS**

|                                    |                                 |
|------------------------------------|---------------------------------|
| <i>Version:</i>                    | 1.2                             |
| <i>Reviewer:</i>                   | Stephanie Hill, Janet Sherborne |
| <i>Approval body:</i>              | Family Board                    |
| <i>Date this version approved:</i> | 29 <sup>th</sup> June 2018      |
| <i>Due for review:</i>             | Summer 2019                     |

## **RELATED POLICIES & DOCUMENTATION**

Administration of Medication and Prescribed Substances in College Policy  
Child Protection, Adult Protection and Safeguarding Policy  
Critical Incident/Business Continuity Plan  
Educational Visits/LOtC Policy  
Emergency Procedures  
Family and Visitors Code of Conduct  
Fire Policy  
Health and Wellbeing Policy  
Infection Control Policy  
Lone Working Policy  
Moving and Handling Policy  
Missing Child Procedure (Academies)  
Missing Student Procedure (OHC)  
Positive Behaviour Policy (Academies)  
Positive Behaviour Policy (OHC)  
Risk Assessment Policy  
Safety Arrangements for Building Contractors  
Staff Code of Conduct  
Supporting Pupils in Schools with Medical Needs Policy  
Whistle Blowing Policy  
Lockdown Policy

## **ADDITIONAL INFORMATION (links)**

Health & Safety Executive (HSE) – <http://www.hse.gov.uk/>  
Health & Safety at Work act – <http://www.hse.gov.uk/legislation/hswa.htm>  
RIDDOR – <http://www.legislation.gov.uk/ukxi/2013/1471/contents/made>  
RIDDOR – A Brief Guide - <http://www.hse.gov.uk/pubns/indg453.pdf>  
Construction (Design and Management) Regulations (CDM) –  
<http://www.hse.gov.uk/construction/cdm/2015/index.htm>  
Control of Substances Hazardous to Health (COSHH) –  
<http://www.hse.gov.uk/coshh/>

## **APPENDIX 1: SAFETY ARRANGEMENTS FOR BUILDING CONTRACTORS**

Contractors and/or sub-contractors will be required to read this document and to sign and return the attached undertaking, confirming that they have read and understood the content and undertake to comply with all rules and requirements therein. This procedure will form part of the contract between OHC&AT and the Contractor.

On OHC&AT premises, safety in relation to Contractors is a dual responsibility:

- a) the Contractor's liability is to carry out all works in a safe and efficient manner which does not put any person or the environment at risk or harm. Compliance with all statutory and non-statutory regulations, Approved Codes of Practice and standards is essential.
- b) OHC&AT's liability is to ensure that no activity is undertaken and that no substance is used in such a way as to put any person at risk. OHC&AT will inform the Contractor of any hazard or potential hazard in the relevant area.

Regulation 9 of the Management of Health and Safety at Work Regulations (MoHSWR) makes specific the duty of OHC&AT and the Contractor to co-operate in order to ensure that the health and safety of their own and each other's employees and compliance with all relevant statutory obligations.

To achieve maximum safety the Contractor must comply with the rules set out below. Failure to do so may result in the cancellation of the contract.

1. All contract works will be carried out at times when pupils/students are not in the building except in the event of emergency.
2. Contractor's staff working at times when pupils/students are present will be escorted at all times by a member of the OHC&AT Facilities team or another staff member, if they have not produced a valid evidence of enhanced CRB clearance and/or OHC&AT believes it is in the interest of the health and safety of the pupils/students, Contractor's staff and OHC&AT staff.
3. The Contractor must supply a list of their staff to the Project Manager.
4. The Contractor's staff must book in daily at Reception.
5. Loan of any keys may only be authorised by the Facilities Manager and/or Principal and the key issue sheet must be signed.
6. All accidents involving personal injury, dangerous occurrences, damage to OHC&AT property and the use of fire extinguishers must be reported immediately to the Facilities Manager.
7. Dangerous hazards caused by the Contractor (e.g. electrical cable damage, gas leaks etc.) must be reported immediately.
8. The Contractor must report immediately any damage to doors or windows which renders them unsafe or which might affect the security of the building.
9. Dust, fumes, smoke etc. emitted during operations must be properly contained and extracted. The procedure for dealing with such emissions must be agreed in advance.
10. Particularly noisy works may need to be scheduled so as to minimise disruption to the work of OHC&AT.

11. The Contractor must notify the Project Manager well in advance of any planned interruptions to services such as power, water, gas etc.
12. Provision of welfare services and arrangements for use of toilets and washrooms must be agreed in advance.
13. Location for heavy plant (compressors, cranes etc.) must be agreed with the Project Manager and whenever necessary with the Local Authority.
14. The Contractor must supply all necessary protective equipment.
15. Fire doors, escape routes, access to fire extinguishers and fire alarm call points must be kept clear at all times. If this is not possible, then alternative arrangements must be agreed in advance.
16. Appropriate fire equipment must be provided by the Contractor whenever required by the type of work.
17. All waste must be cleared off premises and not allowed to accumulate inside the building. Flammable liquids must be stored in approved containers.
18. COSHH regulations must be adhered to at all times.
19. If the work to be carried out is likely to trigger any automatic fire detectors in situ, alternative arrangements must be agreed.
20. Any service ducts open or fire barriers breached, must be replaced or sealed as soon as possible after each period of work.
21. Use of cutting, welding and other hot process equipment by the Contractors must be agreed in advance and may require a Permit to Work.
22. Spillages of oil or water on floor or other surfaces must be cleaned up immediately.
23. The Contractor will not use OHC&AT plant, machinery, equipment or apparatus unless given written permission from the Facilities Manager.
24. All gas supplies and appliances must be installed by engineers who are members of the Gas Safe Register. The Contractor must check that those carrying out the work are so registered.
25. Only low voltage tools should be used and they must be supplied from a suitable transformer.
26. The safety of member of the public is paramount. Obstruction by materials and plant on footpaths and access ways should be avoided.
27. All electrical works must be undertaken by NICEIC contractors in accordance with latest edition of IEE Wiring Regulations and in compliance with the Electricity at Work Regulations. A NICEIC completion certificate to be issued for all works.
28. The Contractor must not disturb the building fabric before checking first the Asbestos register with the Facilities Manager or the designated person for the provision.
29. The Contractor and his staff should acquaint themselves with the fire and emergency evacuation procedures, which are displayed around all OHC&AT buildings, and should carry out the instructions should the need arise.

If there is any doubt as to whether it is safe to commence work, the Facilities Manager must be contacted.



**ACKNOWLEDGEMENT AND UNDERTAKING**

I/We confirm receipt of a copy of the OHC&AT Safety Arrangements for Contractors. I/We have read and understood the contents and undertake to comply with all the stipulated rules and requirements.

Name of Contractor/Company

.....

Name of Signatory

.....

Signature(s)

.....

Date

.....

**IMPORTANT**

**No contracted work on OHC&AT premises will be permitted to proceed in the absence of a signed acknowledgement and undertaking.**

**Completed Acknowledgement and Undertaking to be returned to the Facilities Manager.**

## APPENDIX 2: Plan, Do, Check, Act Approach

The HSE has moved away from using the POPMAR (Policy, Organising, Planning, Measuring performance, Auditing and Review) model of managing health and safety to a 'Plan, Do, Check, Act' approach. The move towards Plan, Do, Check, Act achieves a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system. The high-level descriptions may vary, but a summary of the actions involved in delivering effective arrangements and how they are frequently described is given in Table 1, under the headings of Plan, Do, Check, Act.

*Table 1: The read-across between Plan, Do, Check, Act and other management systems*

| <b>Plan, Do, Check, Act</b> | <b>Conventional health and safety management</b>                      | <b>Process safety</b>  |
|-----------------------------|---|--|
| <b>Plan</b>                 | Determine your policy/Plan for implementation                         | Define and communicate acceptable performance and resources needed                       |
| <b>Do</b>                   | Profile risks/Organise for health and safety/Implement your plan      | Identify and assess risks/Identify controls/Record and maintain process safety knowledge |
|                             |   | Implement and manage control measures  |
| <b>Check</b>                | Measure performance (monitor before events, investigate after events) | Measure and review performance/Learn from measurements and findings of investigations    |
| <b>Act</b>                  | Review performance/Act on lessons learned                             |  |

### Plan

- Think about where you are now and where you need to be.
- Say what you want to achieve, who will be responsible for what, how you will achieve your aims, and how you will measure your success. You may need to write down this policy and your plan to deliver it.
- Decide how you will measure performance. Think about ways to do this that go beyond looking at accident figures; look for leading indicators as well as lagging indicators. These are also called active and reactive indicators.
- Consider fire and other emergencies. Co-operate with anyone who shares your workplace and co-ordinate plans with them.
- Remember to plan for changes and identify any specific legal requirements that apply to you.

## Do

- **Identify your risk profile**
  - Assess the risks, identify what could cause harm in the workplace, who it could harm and how, and what you will do to manage the risk.
  - Decide what the priorities are and identify the biggest risks.
- **Organise your activities to deliver your plan.** In particular, aim to:
  - Involve workers and communicate, so that everyone is clear on what is needed and can discuss issues
  - develop positive attitudes and behaviours.
  - Provide adequate resources, including competent advice where needed.
- **Implement your plan**
  - Decide on the preventive and protective measures needed and put them in place.
  - Provide the right tools and equipment to do the job and keep them maintained.
  - Train and instruct, to ensure everyone is competent to carry out their work.
  - Supervise to make sure that arrangements are followed.

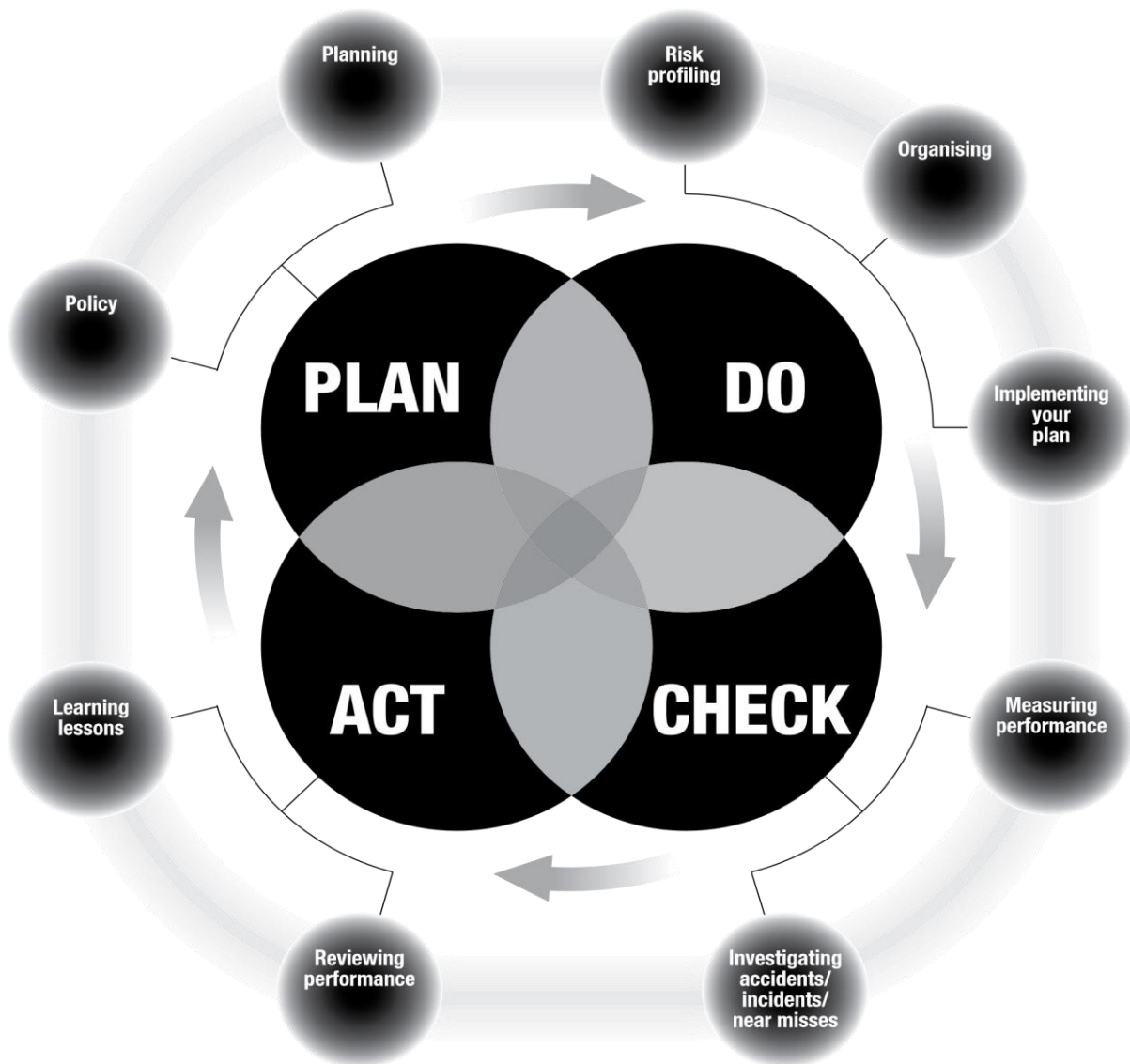
## Check

- **Measure your performance**
  - Make sure that your plan has been implemented – ‘paperwork’ on its own is not a good performance measure.
  - Assess how well the risks are being controlled and if you are achieving your aims. In some circumstances formal audits may be useful.
- **Investigate the causes of accidents, incidents or near misses.**

## Act

- **Review your performance**
  - Learn from accidents and incidents, ill-health data, errors and relevant experience, including from other organisations.
  - Revisit plans, policy documents and risk assessments to see if they need updating.
- **Take action on lessons learned, including from audit and inspection reports**

Plan, Do, Check, Act should not be seen as a once-and-for-all action:



You may need to go round the cycle more than once.