



**PORTICO**  
ACADEMY TRUST

opening doors, unlocking potential

# Health and Safety Policy

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Signature of Chair of Trustees  _____ Date  _____	Signature of Chief Executive Officer  _____ Date  _____
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# School Health and Safety Policy

## 1. Introduction

This policy contains two sections, the policy statement and the organisational arrangements for managing health, safety and wellbeing.

The **policy statement** is the mission statement of the school with respect to health and safety. It sets out the approach of the school to its health and safety responsibilities. It demonstrates the commitment of the Trust and its members, and the individual Head of School/Headteacher/Principal to the effective management of health and safety. This document will be reviewed regularly, and amended where necessary, to ensure it remains relevant.

The **organisational arrangements** set out the effective management of health, safety and wellbeing within the schools, including the allocation of responsibilities for health and safety.

## 2. Background and Legislation

The writing of a health and safety policy is a legal obligation ([The Health and Safety at Work etc. Act 1974](#), section 2(3)) for any organisation employing five or more people. Its purpose is more than satisfying a statutory duty, it communicates the beliefs and the commitment of the school to the principles of protecting and promoting health, safety and wellbeing amongst its workforce. Below is a list of other pieces of legislation that have helped shape this policy.

- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), ([Amendments from 2002](#)) which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), ([Amendments from 2018](#)) which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

### 3. General Policy Statement

As CEO, I am responsible, with the Chair of Trustees, to the Board of Trustees and all employees for the trusts schools operating within the requirements of our health and safety management policies.

My Senior Staff within the trust and the individual schools will ensure that a management system has been developed and implemented to:

- meet the school's health, safety and wellbeing responsibilities for Safeguarding for our pupils
- ensure the health, safety and wellbeing of all our staff and others who could be affected by the school's activities as well as controlling the environmental impact of our work activities.

To meet these aims we will ensure that health and safety management objectives are an integral part of all the schools activities and school improvement programmes.

To support this commitment, we will regard current legal or statutory requirements as setting the minimum standard we must achieve. Whenever required, these will take precedence over all other school activities, which will be suspended until appropriate control actions are implemented.

We recognise that the minimisation of all work related accidents, which result in injury, illness or damage to premises, material or the environment is a major contribution to the quality and efficiency of the school's performance. For this reason, all aspects of health, safety and wellbeing are management activities and this policy will be formally reviewed, on an annual basis, and enhanced whenever appropriate. Additional management reviews will be carried out whenever we have reason to believe that our arrangements or the level of resources provided may be inadequate to meet our responsibilities.

It is a principal duty of all managers to actively maintain, and improve, the health, safety and wellbeing of all persons in their area of accountability. I expect the full co-operation of employees at all times in this endeavour.

In order to meet these commitments, we will ensure that we will:

- Systematically use risk assessments to ensure that we provide and maintain a safe place of work.
- Provide and maintain management, operational and maintenance procedures and systems of work designed to protect individuals and the environment.
- Design and maintain suitable and sufficient safety arrangements for the use, handling, storage, transport and disposal of all substances and articles.
- Ensure that workplace standards are regularly monitored by a system of planned inspections and whenever required that suitable remedial actions are implemented.
- Encourage the reporting of accidents and ensure that all reported accidents are thoroughly investigated (commensurate with the seriousness of the consequences of the accident) and suitable remedial actions are promptly and effectively implemented.
- Ensure that systems are in place to provide suitable and sufficient information, instruction and supervision.

- Regularly consult with our employees in order to monitor health, safety and environmental management performance and aid the ongoing improvement of existing standards.
- Ensure that employees have clearly assigned health, safety and environmental responsibilities.
- Ensure employees are competent to carry out delegated tasks by identifying training needs and providing suitable and sufficient training.
- Ensure the health of all employees, pupils and visitors by controlling their exposure to hazardous substances (e.g. chemicals) and physical agents (e.g. noise).
- Devise and implement appropriate risk assessment based proactive monitoring systems supported where appropriate by employee health surveillance via our Occupational Health provider.
- Positively consult with all employees to ensure that they can fully participate in the identification of hazards, assessment of risks, the development and use of suitable control measures.
- Ensure that competent technical advice is available to support the management team and staff by providing health, safety, environmental and emergency management assistance.
- Ensure that adequate financial provision is made available to ensure that the school is able to comply with its statutory health and safety duties.
- Capture and co-ordinate near miss information so that it can be used to strengthen and enhance health and safety throughout the school.
- Take all reasonable steps within its power to ensure the health and safety of pupils and other persons not in its employment are not at risk of injury arising from its activities.

#### **4. Organisational Arrangements for Health and Safety**

The purpose of this document is to describe and define the responsibilities of individuals and groups in the organisation, planning, implementation and review of the health and safety management system.

For detailed, specific arrangements for Accident Reporting, First Aid and Emergency Evacuation Procedures please refer to the school's respective procedure.

#### **5. Responsibilities for Health and Safety Management**

##### **The Trustees**

The trustees have ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to Facilities Manager. The board of trustees have a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises. The academy trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The Chair of Trustees have responsibility for ensuring the local health and safety procedure for their school complies with this Health and Safety Policy Document. In consultation with the Head of School/Headteacher/Principal and Facilities Manager, will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of their local document ensuring that any necessary revisions are made to determine the policy and monitor its implementation

Where necessary, they will ensure that they take competent advice when considering matters relating to health and safety matters.

Trustees are legally responsible for health and safety matters. Failure to comply with the requirements of current health and safety legislation will render them liable to prosecution under section 37 of the Health and Safety at Work etc. Act 1974.

The trustee who leads on Health and Safety is Alan Murkin.

## **CEO**

The Chief Operating Officer (CEO) delegates her responsibility of Health and Safety to the multi academy trusts Facilities Manager.

## **Facilities Manager**

The Facilities Manager is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring that the school buildings and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the trustees' board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- Ensuring the development, implementation, monitoring and review of the school's health and safety management systems through clearly defined:
  - Structures
  - Procedures
  - Resources
- Allocate responsibilities to individuals and or groups to achieve health and safety objectives, and ensure these have been agreed with each designated individual and or group.
- Ensure that there are arrangements to ensure the health and safety competency of all employees and contractors, and to nominate suitably qualified persons to carry out the duties of the school's "Health and Safety Co-ordinator".
- Ensure there are arrangements in place for the systematic auditing of the health and safety management system.
- Ensure the establishment of a proactive risk assessment system and the development and implementation of required risk control systems.

## **Improvement Plans**

In the Facilities Managers absence, Cheryl Woolf, CEO will revert and assume the above day-to-day health and safety responsibilities.

## **Head of School/Headteacher/Principal**

The Head of School/Headteacher/Principal is legally responsible for health and safety matters at the school site when staff and pupils are engaged on school activities off site. Failure to comply with the requirements of current health and safety legislation will render them liable to prosecution under section 37 of the Health and Safety at Work Act 1974.

Their responsibilities include:

- Providing leadership and direction so that the health, safety and wellbeing of all employees, pupils and other persons affected by school activities is assured and ensuring that all management decisions reflect the principles of the school's Health and Safety Policy.

They must establish detailed plans and strategies to implement the school's health and safety plans, policies and procedures. These will:

- Meet the school's health, safety and wellbeing responsibilities for Safeguarding pupils
- Cover both normal activities and foreseeable emergency situations.
- Identify priorities.
- Ensure the allocation of resources.
- Set deadlines.
- Ensure there are formal arrangements for consultation with employees or their representatives on health and safety issues that may affect them.

Members of staff have a duty to inform the Head of School/Headteacher/Principal of any decisions by the Trust, or any other significant contraventions, that may constitute a contravention of health and safety legislation or is not in accordance with the principles of the school's Health and Safety policy.

## **Senior Leadership and Line Managers**

Senior Leadership Team (SLT) and Line Managers must ensure that all new employees are made aware of the school's Health and Safety Policy and relevant procedures at their induction briefing. This information must include the name(s) of the employees who have specific health and safety duties. Line managers are also responsible for:

- Ensuring all activities for which they or their staff are responsible meet the school's health, safety and wellbeing responsibilities for Safeguarding pupils
- Ensuring that health and safety matters brought to their attention (whether these are their/their staffs' responsibility or not) are dealt with expediently and appropriately.
- Ensuring adequate supervision of employees within their area of responsibility.
- Ensuring that risk assessments are undertaken for the area and activities for which they have responsibility.
- Personal participation and accountability in planned inspections and accident investigation activities.
- Ensuring that adequate provision has been made for first aid and emergency evacuation within their area of responsibility.

As part of the school's staff Performance Management arrangements, line managers will make a suitable and sufficient appraisal of every employee, (who reports directly to them) to ensure that they are able to undertake their work without undue risk to themselves and others.

Line managers will attend such training as is considered necessary for them to carry out their duties effectively.

They will also provide or contribute to reports on health and safety performance where required, including successes and failures, at specified intervals to senior management to help the review of the school's health and safety management system. This will include information concerning any deficiencies in health and safety plans, standards, procedures and systems and any action taken to rectify these. Where an issue poses an immediate serious risk to persons or property this feedback will be provided by the swiftest possible means.

Line managers will ensure active participation of their staff (and as appropriate other persons in health and safety activities) and that health and safety is a standing agenda item on all team/departmental/staff meetings.

They will also ensure that all their staff are competent to carry out their assigned duties in a safe manner.

### **All Employees**

The school recognises that employees are a key resource and no health and safety policy is likely to be successful unless it actively involves the employees of an organisation. Although the main responsibility for ensuring the health and safety of all persons who could be affected by school activities lies with managers, each and every employee must play their part, otherwise satisfactory levels of safety will not be achieved. In the context of this document the reference to employees should be regarded to include all employed individuals including temporary workers and trainees. All employees must be aware of health and safety requirements relevant to their work and comply with these.

The general duties of employees include:

- Taking reasonable care for the health and safety of themselves, pupils and other persons (including members of the public) who may foreseeably be affected by their acts or omissions whilst at work. This includes ensuring the school's health, safety and wellbeing responsibilities for Safeguarding pupils are met.
- Not to intentionally or recklessly interfere with or misuse anything provided for the purpose of health, safety and wellbeing in pursuance of a statutory requirement.
- Effectively supervise all activities of the children under their charge.
- Observe all safety procedures and instructions issued by the school/line management.
- Co-operate with their managers or any other person, (e.g. contractors working on site) to enable duties or requirement imposed on them to be complied with to the required standard. This requires employees to follow established safe systems of work and any verbal work instructions given by their immediate line manager.
- Not to use machinery, equipment, substances, transport or other work equipment or safety device except in conformity with training and instruction provided by the school.

- Reporting accidents to their line manager by the swiftest possible means and co-operating in any investigation, in order that remedial actions can be developed to prevent a re-occurrence.
- Notifying their manager immediately of any situation at the school or when working off site of which they become aware that has the potential for serious and imminent danger to health and safety including Safeguarding risks.
- Notifying their manager of any shortcomings in protective measures of which they become aware.
- Receive sufficient health and safety instruction to enable them to carry out their duties with the minimum of risk to themselves or others.
- To consider and, where necessary, comment on information provided to them when consulted on the measures taken by the school to reduce the risks to the health and safety of employees whilst at work.
- Employees who visit other places of work as part of their duties are required to comply with the requirements of any Safety Policy relating to those premises which are over and above those of the school.

Where necessary specific additional roles will be defined and formally communicated to the relevant persons.

### **Contractors Working on Site**

The Facilities Manager/site teams along with the individual Head of School/Headteacher/Principal are responsible for ensuring that procedures are in place for ensuring all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work.

All contractors must be informed of any known hazards which might affect them whilst at work. Contractors in turn should notify the Facilities Manager/site teams or Head of School/Headteacher/Principal (or person designated by him/her to monitor contract work) of any hazards arising from their activities which may affect the occupants of the school.

### **Visitors**

All visitors **must report to the School/Main Office** where a signing in system is in operation. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the School. Contractors working in the school's premises will be made aware of the health and safety arrangements applicable to them by the **Health and Safety Co-ordinator, a designated Appointed Person for H&S or the Site Manager/Caretaker.**

### **School Health and Safety Co-ordinator**

The Head of School/Headteacher/Principal will be responsible for co-ordinating Health and Safety work within their school or, where appropriate, they will designate a suitable member(s) of staff as the school's Health and Safety Co-ordinator(s). Where there is more than one Health and Safety Co-ordinator, there will be a clear division of responsibilities between them to ensure no issues are missed. Below is a list of the school's Health and Safety Co-ordinators

- **West Leigh Junior School:** Mrs Candy London, Assistant Headteacher
- **Friars Primary School and Nursery:** Mr Chris McClay, Principal
- **Porters Grange Primary School and Nursery:** Miss Debbie Henley, Principal
- **Hamstel Infants School:** Mrs Debbie Morris, Deputy Headteacher
- **Hamstel Junior School:** Mr Tim Goddard, Assistant Headteacher

The person(s) responsible for Health and Safety Co-ordination will:

- Act as the school's liaison officer on all health and safety matters, working with the school's Health and Safety advice provider and assisting senior staff, the Head of School/Headteacher/Principal and Facilities Manager
- Where appropriate, arrange in consultation with the Head of School/Headteacher/Principal for suitable persons from within the school to be appointed as "Appointed Person for H&S". Arrange for those so appointed to receive adequate training and instruction to enable them to carry out, where necessary, risk assessments as required by health and safety regulations. Liaise with the school's appointed "Appointed Person for H&S" on health and safety matters.
- Ensure that proper records of accidents and incidents are maintained in accordance with the school procedures.
- Bring any serious incident, or significant breach of any health and safety legislation, to the immediate attention of the Head of School/Headteacher/Principal and Appointed Person for H&S.
- Assist the Head of School/Headteacher/Principal or Facilities Manager to prepare an annual Health, Safety and Wellbeing summary report for submission to the Trust.

### **Health and Safety "Appointed Person for H&S"**

Employees appointed as Appointed Person for H&S will be required to: -

- Undergo such training as is necessary to provide them with the knowledge required to carry out the specific health and safety duties assigned to them.
- Assist the school's Health and Safety Co-ordinator(s) to carry out the duties assigned to them in respect of health and safety matters.
- Assist managers/supervisors to carry out risk assessments.
- Co-operate with other employees appointed as an Appointed Person for H&S on health and safety matters.
- Report any significant and uncontrolled hazard or any serious breach of health and safety legislation to the appropriate line manager or direct to the Head of School/Headteacher/Principal.
- Provide information or instruction, where qualified to do so, to any person who may be at risk from the work area or work activity within their area of responsibility.
- Prepare, and submit to the Trust, an annual report that provides an overview of the significant Health, Safety and Wellbeing issues that have arisen during the preceding year.

## **6. Health and Safety Arrangements**

### **Health and Safety Advice**

The School's Health and Safety Advice provider will:

- Advise on all health and safety matters at the school or advise where specialist support may be obtained.
- Advise on an overall Health and Safety Policy for the school and on health and safety policies, procedures and documentation which ensure that the school complies with current health and safety legislation.
- Advise on possible training for all staff to assist them to understand and carry out their Health and Safety related duties effectively.
- For Community Schools or as appropriate, liaise with relevant external bodies on behalf of the school.
- For Community Schools or as appropriate, investigate and report on accidents and incidents involving either the workplace or work activity of the school.
- Provide advice and guidance to the Head of School/Headteacher/Principal and/or Trust and Trustees on all health and safety matters.
- Advise on procedures to ensure that the school fully meets its obligations to carry out risk assessments as required by current health and safety legislation.
- Advise on or, if appropriate, undertake audits of the school's health and safety arrangements to ensure they are adequate and procedures are being fully implemented.

### **Consultation with Recognised Trade Unions**

The school recognises that under the "Safety Representatives and Safety Committee Regulations 1977" (as amended) and the "Health and Safety (Consultation with Employees) Regulations 1996" (as amended) it is required to consult with employees and their elected representatives on health and safety matters.

Representative of recognised trades unions can be consulted on health and safety matters via the forum that has been convened by Southend on Sea Borough Council (regular meetings with Professional Associations and Trade Unions) or by arrangements set up by the school.

### **Health and Safety Representatives**

Health and safety representatives will be appointed by the recognised trade unions.

The school will provide all elected health and safety representatives with reasonable time off on paid leave to enable them to attend health and safety training and undertake their duties.

As part of their duties a health and safety representative may be made aware of, or discover, a condition or action that may constitute a risk to health. The representative should then ensure that the employee or employees, considered to be at risk, are made aware of the situation and also notify the appropriate supervisory staff of any action or condition that they consider constitutes a risk to health and safety.

Health and safety representatives will be given assistance when carrying out workplace inspections according to The Safety Representatives and Safety Committees Regulations 1977.

## Critical Incident Lead

The lead for Critical Incidences will assist the SLT in carrying out the School Emergency Management and Business Continuity Plan (SEMBCP). They will need to ensure they follow section 5.4 of the SEMBCP.

The lead will be assigned by the school and documented within the SEMBCP.

## 7. Site Security

The following people are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems:

- **West Leigh Junior School:** Mr Steve Silver, Caretaker
- **Friars Primary School and Nursery:** Mr Roy Cornwell, Site Manager
- **Porters Grange Primary School and Nursery:** Mr Wayne Lawrence, Temporary Caretaker; Gary Hudson, Caretaker
- **Hamstel Infants School:** Mr Paul Matthews, Caretaker; Mr Philip Bailey, Caretaker
- **Hamstel Junior School:** Mr Neil Manley, Site Manager; Mrs Jakki Coles-Smith, Caretaker

Jason Moles has been appointed by the trust to the role of Assistant Facilities Manager this will include in covering sites for sickness or annual leave. Otherwise he will be distributed throughout the trusts sites to assist with the day to day running.

The following people are key holders and will respond to an emergency:

- **West Leigh Junior School:** Mr Steve Silver, Caretaker; ; Mr Jason Moles, Roaming Caretaker; Mr Russell Sampson, Facilities Manager; Mr John Lear, Head of School; Mrs Cheryl Woolf, CEO
- **Friars Primary School and Nursery:** Mr Roy Cornwell, Site Manager; Mr Jason Moles, Roaming Caretaker; Mr Russell Sampson, Facilities Manager
- **Porters Grange Primary School and Nursery:** Mr Wayne Lawrence, Temporary Caretaker; Mr Jason Moles, Roaming Caretaker; Mr Russell Sampson, Facilities Manager
- **Hamstel Infants School:** Mr Paul Matthews, Caretaker; Mr Phil Bailey, Caretaker
- **Hamstel Junior School:** Mr Neil Manley, Site Manager; Mrs Jakki Coles-Smith, Caretaker

## 8. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed annually or where there has been a change of purpose.

- Emergency evacuations are practised at least once a term.
- The fire alarm is a loud continuous bell.
- Fire alarm testing will take place once a week, see site specific policy for further details
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. See site specific evacuation plans for further details on assembly points
- Form tutors'/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The incident controller for the school will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. This will be separate to this policy due to the individuality of the needs of the student.

A fire safety checklist can be found in appendix 1.

## **9. COSHH**

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Russell Sampson, Facilities Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

All chemicals will be stored in appropriate COSHH cabinets with associated Material Safety Data Sheets (MSDS) available. These cabinets shall be stored with either mechanical ventilation in the form of a fan and natural ventilation in the form of a door with a lower level grill.

No students should have access to these chemicals at any point. The COSHH store will be easily identifiable on the school plan for the local fire brigade in an emergency. Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

## **10. Gas Safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

## **11. Legionella**

- A water risk assessment will be available on request from the individual schools, the date of completion and the company should be plainly visible for the requester. The site manager/caretaker is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every 2 years or when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of showers

## **12. Asbestos**

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

## **13. Equipment**

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

## **14. Electrical Equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the site manager or caretaker of the school immediately, should they not be available the potential hazard should be reported to the health and safety lead
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine

- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

### **15. PE Equipment**

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the site manager/caretaker

### **16. Display Screen Equipment**

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

### **17. Specialist Equipment**

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs. Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

### **18. Lone Working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone.

### **19. Working at Height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The site manager/caretaker retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height

- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

## **20. Manual Handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feel that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## **21. Off-site Visits**

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

Should one of the academy trusts schools be without Early Years Foundation Stage provision:

- There will always be at least one first aider on school trips and visits

Any school within the trust with Early Years Foundation Stage provision:

- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## **22. Lettings**

Please see school specific policy that contains more site-specific information. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it.

## **23. Violence at Work**

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager or Head of School/Headteacher/Principal immediately. This applies to violence from pupils, visitors or other staff.

## **24. Smoking**

Smoking is not permitted anywhere on the school premises.

## **25. Infection Prevention and Control**

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### **Risk Assessment**

We accept it is a management responsibility and statutory duty, in accordance with The Management of Health and Safety at Work Regulations 1999, to undertake suitable and sufficient risk assessments in respect of all significant hazards.

Each school has produced a comprehensive risk assessment in respect to the risk and management of the COVID-19 pandemic. Due to dynamic changes in knowledge and understanding of the virus, all risk assessments will be reviewed at least monthly, or when any significant update on knowledge, understanding and/or government guidance is applicable. Risk Assessments will be made available by each of the schools by request or online.

### **Handwashing**

- Wash hands for 20 seconds with liquid soap and warm water, and dry with paper towels or hand dryer
- Where possible, provide hand sanitiser at locations in addition to washrooms
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### **Coughing and Sneezing**

- Cover mouth and nose with a tissue (catch it, bin it, kill it)
- Wash hands after using or disposing of tissues
- Spitting is discouraged at all times

### **Personal Protective Equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles, face covering/face shield if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

### **Cleaning of the Environment**

- Clean the environment, including toys and equipment, frequently and thoroughly
- Set clear guidance for the use and cleaning of toilets, showers and changing facilities to make sure they are kept clean and social distancing is achieved as much as possible
- Clean work areas and equipment between uses
- Frequently clean and disinfect objects and surfaces that are touched regularly
- If equipment like tools or vehicles are shared, then clean them after each use

## **Cleaning of Blood and Body Fluid Spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

## **Social Distancing**

When central Government reintroduce distancing measures the schools will where possible, keep people 2m apart. If this is not viable, keeping 1m apart with risk mitigation is acceptable.

These are some of the things you can do:

- Use floor tape or paint to mark work areas
- Provide signage to remind people to keep a 2m distance
- Use screens to create a physical barrier between people
- Have staff/pupils working side-by-side rather than face-to-face
- Limit movement of people
- Rotating between jobs and equipment
- Using lifts and work vehicles
- In high-traffic areas like corridors, turnstiles and walkways
- Allow only essential trips within buildings and between sites

## **Laundry**

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

## **Clinical Waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

## **Animals**

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

## **Pupils Vulnerable to Infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

## **Exclusion Periods for Infectious Diseases**

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 3. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## **26. New and Expectant Mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant by the appropriately trained line manager.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

## **27. Occupational Stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

## **28. Accident Reporting**

### **Accident Record Book**

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. **(Appendix 3)**
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 14 years (student reaches 25), in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

## Reporting to the Health and Safety Executive

Each school will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The appointed person for first aid at each school will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)  
(<http://www.hse.gov.uk/riddor/report.htm>)

## Notifying Parents

The school office will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. This will be on the authorisation from a member of the Senior Leadership Team (SLT)

## Reporting to Local Authority

The Head of School/Headteacher/Principal will notify the trustees and the local authority (Southend Borough Council) of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

## **Child Protection Agencies**

The Head of School/Headteacher/Principal will also notify Local Safeguarding Children Board (LSCB) Southend of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **29. First Aid**

Each academy school will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and pupils should they be injured or become ill. A risk assessment should have been undertaken to ensure the provision is suitable for the school at all times including out of normal working hours and on visits and journeys.

### **First Aid Facilities**

Each first aid box should contain a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. Contents of the box will be replenished, by the first aider or person responsible for first aid in the schools, as soon as possible after use in order to ensure there is always adequate supply of all materials.

Notices should be posted in prominent positions throughout the schools giving locations of first aid equipment and the names of the first aiders. The names of persons nominated to deal with first aid should be displayed in a staff area within the schools.

### **Recording First Aid Treatment**

Records of all incidents treated will be made in the accident/incident book for pupils/students for all events. See section **28** for further information on accident reporting.

### **Administration of Medicines**

First Aid does not include administering medicines to children. Staff will require additional training and consent to administer medicines e.g. insulin, use of an epi-pen etc. This will only be after full consultation with the parents and the school nurse.

Staff can be with the child as the child administers their own medicine. Any member of staff witnessing the child taking their medicine must sign a book to confirm this. Where ever possible 2 members of staff will be present especially when having to administer the medication.

Parents/guardians must be made aware they will be responsible for making sure the medicine is kept within date.

## **30. Training**

Our staff are provided with health and safety training as part of their induction process. Staff who work in high risk environments, or required specific knowledge/assessment to complete their work such as in site staff (manual handling, PAT testing etc.), or work with pupils with special educational needs (SEN), are given additional health and safety training.

## **31. Monitoring**

This policy will be reviewed by the Facilities Manager every 2 years.

At every review, the policy will be approved by the Cheryl Woolf, CEO and the Trustees

### **32. Links with Other Policies**

This health and safety policy links to the following policies:

- First aid (school specific)
- Risk assessment
- Accessibility plan (school specific)
- Lettings

## Appendix 1. Fire Safety Checklist

Issue to check	Yes/No
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	



## Appendix 3. Accident Reporting From

### 1. Details of injured person or who was nearly injured (i.e. near miss accident).

Full Name:		Age: (if known)	
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Contact Number:		Male		Female	
-----------------	--	------	--	--------	--

Address (if not an employee)

Was the injured person:

Employee		Contractor	
----------	--	------------	--

Service User		Member of the Public	
--------------	--	----------------------	--

Student/Pupil		Work Experience	
---------------	--	-----------------	--

Volunteer		Other (please state)	
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If injured person is an employee of Southend on Sea Borough Council:

Service Area / Department / School:	
-------------------------------------	--

Team:	
-------	--

Job Title: (if applicable)	
----------------------------	--

Training & qualifications that may be applicable:	
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### 2. About the Incident

Where did the incident occur

In which department, or where on the premises did the incident happen?

Date of Incident:

Time of Incident:

	am/pm
--	-------

Date Reported :

Time Reported:

	am/pm
--	-------

Reported to:

Reported By:

Details of all other persons involved in accident, (name & position held and contact number)

**Describe what happened, give as much detail as you can**

- The name of any substance involved
- Weather conditions (where appropriate) and the underlying causes of the incident.
- Describe any action that has since been taken to prevent a similar incident
- The name and type of any machine involved
- The events that led to the incident
- If it was a personal injury, give details of what the person was doing

**Brief description of any injuries and state whether injury is suspected or actual.**

### 3. Details of damage, injury or ill-health

Was First aid administered?	Yes		No		If yes by whom?	
Was the person sent to hospital?	Yes		No		Other	
Was injured person sent home?	Yes		No			
First aid treatment given:						

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

Is the accident/incident RIDDOR reportable? <a href="https://www.hse.gov.uk/riddor/reportable-incidents.htm">https://www.hse.gov.uk/riddor/reportable-incidents.htm</a>	Yes		No	
Accident/incident form and RIDDOR report (if possible), sent to Facilities Manager? <a href="mailto:facilitiesmanager@porticoacademytrust.co.uk">facilitiesmanager@porticoacademytrust.co.uk</a>	Yes		No	

### 4. About the kind of accident

Please tick the one box that best describes what happened

Contact with moving machinery or material being machined		1
Hit by a moving, flying or falling object		2
Hit by a moving vehicle		3
Hit something fixed or stationary		4
Injured while handling, lifting or carrying		5
Slipped, tripped or fell on the same level		6
Fell from a height, How high was the fall?		7
Exposed to, or in contact with, a harmful substance		8
Contact with electricity or an electrical discharge		9
Injured by an animal		10
Physically assaulted by a person		11
Another kind of accident (Please describe in part 2)		12
Near Miss		13

### 5. Results of the investigation and any actions necessary to prevent a similar occurrence

Witnesses Details: Name, Address and Telephone	
1.	2.

**6. Details of the person completing this form**

Print Name:	<input type="text"/>	Job Title:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

Comments of Headteacher/Principal/Head of School			
Print Name:	<input type="text"/>	Job Title:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

#### Appendix 4. Recommended Absence Period for Preventing the Spread of Infection

This list of recommended absence periods for preventing the spread of infection is taken from [non-statutory guidance for schools and other childcare settings](#) from Public Health England (PHE).

#### Rashes and Skin Infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chickenpox	Until all vesicles have crusted over	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to chickenpox. Chickenpox can also affect pregnancy if a woman has not already had the infection.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.
German measles (rubella)*	Four days from onset of rash (as per " <a href="#">Green Book</a> ")	Preventable by immunisation (MMR x2 doses). If a pregnant woman comes into contact with German measles she should inform her GP and antenatal carer immediately to ensure investigation.
Hand, foot and mouth	None	
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.

## Diarrhoea and Vomiting Illness

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
E. coli O157 VTEC Typhoid* [and paratyphoid*] (enteric fever) Shigella (dysentery)	Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting	Further exclusion is required for children aged 5 years or younger and those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance. Please consult your local PHE centre for further advice
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

## Respiratory Infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Flu (influenza)	Until recovered	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
Tuberculosis*	Always consult your local PHE centre	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
Whooping cough*	Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local PHE centre will organise any contact tracing necessary.

## Other Infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local PHE centre.
Diphtheria*	Exclusion is essential. Always consult with your local HPT	Family contacts must be excluded until cleared to return by your local PHE centre. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary.
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen.
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local PHE centre will advise on control measures.
Hepatitis B*, C*, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. All spillages of blood should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis C is preventable by vaccination There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close school contacts. Your local PHE centre will advise on any action is needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local PHE centre will give advice on any action needed.
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required.

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local PHE centre.
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination
Threadworms	None	Treatment is recommended for the child and household contacts.
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic.

\* denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). In addition, organisations may be required via locally agreed arrangements to inform their local PHE centre. Regulating bodies (for example, Ofsted/Commission for Social Care Inspection (CSCI)) may wish to be informed.

## Appendix 4. COSHH Assessment

Site Choose an item.  
 Site Location Choose an item.  
 RA ID \_\_\_\_\_

Trade Name \_\_\_\_\_ (Section 1 and 3)

Substance \_\_\_\_\_ EC No. \_\_\_\_\_ CAS No. \_\_\_\_\_  
 \_\_\_\_\_ EC No. \_\_\_\_\_ CAS No. \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

Safety Data Sheet Provided Yes  No

Quantity Used \_\_\_\_\_

Persons at risk Employees  Contractors  Public   
 Other (state who) \_\_\_\_\_

Workplace Exposure Limits (WELs) Long-term exposure level (8hrTWA) \_\_\_\_\_  
 (Section 8) Short-term exposure level (15mins) \_\_\_\_\_

<b>Approved Uses</b>									

**Risks to Health - HAZARDS - Prior to July 2015, hazards were symbolised by the following images: (Section 2)**

Corrosive	Toxic/Very Toxic	Harmful	Carcinogenic	Irritant	Dangerous for the Environment	Oxidising	Flammable	Highly Flammable	Extremely Flammable
									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

**As of July 2015, hazards are symbolised by the following images: (Section 2)**

Corrosive	Acute Toxicity	Health Hazard	Serious Health Hazard	Hazardous for the Environment	Oxidising	Flammable	Gas Under Pressure
							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

**Hazard Type (Section 2)**  
 Gas  Vapour  Mist   
 Fume  Dust  Liquid   
 Solid  Other (state) \_\_\_\_\_

**Route of Exposure (Section 11)**  
 Eyes  Skin  Ingestion   
 Inhalation  Other (state) \_\_\_\_\_

<b>Risks to Health from Identified Hazards</b> <i>(Section 11)</i>	
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**Recommended Control Measures** *(Section 8)*

Ensure cuts are covered	<input checked="" type="checkbox"/>	Avoid contact with eyes	<input checked="" type="checkbox"/>	Ventilation	<input type="checkbox"/>
Training	<input type="checkbox"/>	Supervision	<input type="checkbox"/>	Extraction	<input type="checkbox"/>

**Other** (Please state)

E.g. Use gloves to avoid prolonged or repeated skin contact. Avoid breathing in vapours or dust. Do not drink or smoke whilst using this product

Include special measures for vulnerable groups, such as disabled people and pregnant workers

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**Is Health Surveillance Monitoring in Place?** Yes  No

Protective Equipment to be Worn: <i>(Section 8)</i>										
Gloves	Respirator	Glasses	Face Shield	Boots	Face Mask	Protective Clothing	General	Ear Defenders	Hard Hat	High Visibility Clothing
										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

Specific Protective Equipment to be Worn: <i>(Section 8)</i>

**First Aid – ALWAYS REMOVE PERSON FROM SOURCE OF CONTAMINATION:** *(Section 4)*

**Inhalation** \_\_\_\_\_  
**Ingestion** \_\_\_\_\_  
**Skin** \_\_\_\_\_  
**Eyes** \_\_\_\_\_

Storage Requirements/Disposal Requirements: <i>(Section 7)</i>

Spillage Management: <i>(Section 6)</i>

Is Exposure Adequately Controlled?      Yes          No      
Risk Rating Following Control Measures?    Low          Medium          High      
Further Action Required?      Yes          No   

<b>Detail Action Required</b>
-------------------------------

Action Required By Who? \_\_\_\_\_  
Action Required By When? \_\_\_\_\_  
All Actions to be Completed By? \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Review Date: \_\_\_\_\_