



# **Health and Safety Policy – Wigan**

2023/2024


## Policy issue and updates

<b>Pages</b>	<b>Issue No.</b>	<b>Date</b>
Whole Document – new template implemented	1	January 2016
Cover page – Change of logo	2	February 2016
Whole document – checked and revised where necessary	3	August 2016
Whole document – annual review and adjustments where necessary	4	September 2017
Whole document – annual review	5	August 2018
Whole document – annual review	6	August 2019
Whole document – annual review and logo change	7	August 2020
Whole document – annual review	8	August 2021
Whole document – annual review	9	August 2022
Whole document- annual review, revision where necessary and logo change, Covid 19 updates removed	11	August 2023

The following policy has been approved by the Senior Leadership Team and the Executive Team.

The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Approved by Executive Team: August 2023

Board signatory: 

Planned review: August 2024

## 1. Policy overview

1.1 Progress Schools Wigan attaches great importance to the health, safety and welfare of our staff and students and all who use facilities provided by and who are involved in activities organised by us. To this end we aim to ensure that all activities carried out or undertaken by our staff are managed in a manner to avoid, reduce or control foreseeable risks to the health and safety of any person who may be affected by those activities as far as reasonably practicable whilst providing an environment that is supportive of our activities. We will adopt and implement policy and procedures that are compatible with and acknowledge the duties imposed by the provisions of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations and other Regulations that apply to our activities. We will achieve this by:

- Ensuring that our staff, students, and anyone who may be affected by our activities are not exposed to health and safety risks.
- Carrying out suitable assessments of the health and safety risks to which staff, students and others participating in our activities may be exposed and minimise those risks as far as is reasonably practicable.
- Establishing clear arrangements to effectively carry out our duties.
- Providing a safe working environment for staff and students.
- Providing equipment that is always maintained in a safe condition.
- Establishing emergency procedures for actions to be taken in the event of fire, accidents, behaviour incidents, dangerous occurrences, and illness.
- Ensuring the safe storage, handling, and labelling of any hazardous materials.
- Providing relevant information, advice, training, instruction, and supervision.
- Consulting with staff and students on health and safety matters.
- Implementing appropriate procedures for the effective monitoring and review of our organisational arrangements and our health and safety policies and procedures.
- Maintaining health and safety records.
- Encouraging a positive attitude to health and safety and ensuring that all leaders and staff, by example, promote safe practices.

### **Pandemics and Public Health Specific Updates on Policy Overview**

Progress Schools Wigan is committed to ensuring all health and safety policy and arrangements reflect any international pandemic or public health concerns.

## 2. Organisational responsibilities for the management of health and safety

### 2.1 Introduction

Progress Schools Wigan endeavour to achieve the highest standards of health and safety reasonably practicable and ensures that all staff and students carry out their activities in a safe and healthy manner. However, whilst it is a leadership responsibility to ensure that appropriate health and safety management systems, policies and procedures are established and implemented, this cannot be achieved without the full co-operation and support of our staff. The Directors and Leaders endeavour to promote a positive safety culture by a visible and active commitment to health and safety and by helping to motivate staff and students to work safely. We expect all staff and students to take an active part in ensuring that they work safely and do not put others at risk.

To demonstrate our commitment and to comply with health and safety regulations and best practice, we ensure that each member of staff receives a copy of our Health and Safety Policy and Organisational Arrangements. The Policy is reviewed annually, and updates are provided as and when necessary. Students are instructed in our health and safety arrangements copies of the Health and Safety Policy provided where appropriate to the needs of the student.

Our policy may be provided to outside organisations on request and as approved by the Chief Executive Officer. It must be provided to enforcing authorities such as the Local Authority, Health and Safety Executive or other relevant organisations on request.

All staff and students are briefed on health and safety issues on induction and at regular intervals thereafter, when exposed to new risks or if new equipment or work practices are introduced. Appropriate training and instruction is provided.

We ensure that staff and students are made aware of the risks to their health and safety whilst at work, measures taken to minimise the risks, emergency procedures and organisational responsibilities. We also consult staff and students on matters affecting their health and safety.

The following sections outline responsibilities for health and safety matters within our current structure and provide information on the roles of staff with specific safety duties.

## 2.2 The Managing Director (MD) and Proprietor

The MD carries ultimate responsibility for health and safety and ensures that our Health and Safety policies and procedures are properly discharged. The MD with the Proprietor will therefore:

- Regularly review health and safety performance.
- Ensure that the Health and Safety Policy reflects current organisational priorities, company circumstances and management structures.
- Ensure that an effective Health and Safety Management System is in place and that it provides for effective monitoring and reporting of health and safety performance.
- Receive information on any significant safety failures and the outcomes of any investigations.
- Ensure that periodic audits are undertaken.

## 2.3 The Directors and Senior Leadership Team (SLT)

On behalf of the MD, the Directors, Executive Team and SLT are responsible for ensuring that:

- All elements of the Health and Safety Management System are implemented.
- The Safeguarding and Safer Recruitment Policies are managed.
- Risk and COSHH assessment programmes are implemented.
- Fire arrangements are implemented.
- Health and safety induction and training needs are met.
- Health and safety reviews and audits are carried out.
- Access to competent health and safety advice is in place.
- The implications of changes in legislation and/or guidance are identified.
- Progress reports on health and safety matters are reported to the MD.

The Directors will work closely with the Health & Safety Manager on all aspects of health, safety, hygiene, and welfare.

## 2.4 Health & Safety Manager

The Health & Safety Manager is responsible for co-ordinating the implementation of health and safety policies and procedures across Progress Schools. The Health & Safety Manager is therefore responsible for:

- Ensuring that the Safeguarding and Safer Recruitment Policies are adhered to.
- Maintaining and updating the Health & Safety documents.
- Supporting schools to ensure that health and safety policies and procedures are implemented.
- Developing risk and COSHH assessments and ensuring that risk assessments and safe systems of work are implemented.
- Supporting implementation of the accident reporting and investigation procedure including ensuring that accidents and injuries are reported and that accident investigations are carried out.
- Submitting reports as required by RIDDOR.
- Enforcing PPE requirements.
- Ensuring that staff are adequately trained for the tasks they perform.
- Identifying and reporting safety related problems.
- Ensuring that all health and safety monitoring activities, including workplace and fire safety inspections, are carried out.
- Ensuring that appropriate maintenance is carried out.
- Ensuring access to competent health and safety advice.
- Carrying out School health and safety audits and reviews.
- Setting a good example on health and safety issues.
- Supporting the work of the MD and Directors/SLT in health and safety matters.

## 2.5 School Seniors

School Seniors are responsible for:

- Implementing Progress Schools Hamilton Square's health and safety policies and procedures in their schools.
- Allocating mentors and supervision of new staff.
- Implementing the Safeguarding and Safer Recruitment Policies.
- Carrying out relevant risk and COSHH assessments and associated safe systems of work.
- Enforcing PPE requirements.
- Ensuring that staff are adequately trained for the tasks they perform.
- Identifying and reporting safety related problems to the Health & Safety Manager.
- Ensuring that accidents, injuries, and behaviour incidents are reported.

- Supporting accident investigations.
- Maintaining the school Health & Safety documents.
- Providing required health and safety returns.
- Setting a good example on health and safety issues.
- Supporting the work of the MD, Directors/SLT and Health & Safety Manager in health and safety matters.

## 2.6 Staff Teams

Whilst overall responsibility for health and safety rests with the MD and Directors, Executive Team and SLT, all staff have a duty to understand and implement our Health and Safety Policies and Procedures. It is everyone's duty to:

- Comply with Progress Schools Hamilton Square' health and safety policies, procedures, and guidance.
- Understand and implement the risk assessments and safe systems of work for their schools.
- Take reasonable care of themselves and anyone else that may be affected by the way in which they carry out their duties.
- Co-operate with senior staff on health and safety matters.
- Mentor and support new staff as required.
- Report any faults, defects, hazardous situations or working practices to the Head of School.
- Report accidents, near misses and behaviour incidents.
- Report child protection issues.
- Use, and not misuse, any protective clothing, equipment or materials provided.
- Use equipment only with the appropriate safety devices in position.
- Set a good example to students on health and safety issues.

Failure to comply with our health and safety policy and procedures could result in disciplinary action.

## 2.7 Students

Students are managed by school staff, and they will confirm specific risk assessments for the tasks and activities being undertaken and identify any hazards that may be encountered together with appropriate safety controls.



## 2.8 Work Experience Placements

The Directors, Executive Team and SMT will determine whether work experience placements will be appropriate. If placements are approved, School Seniors will supervise students in consultation with the relevant School, College or organisation. To ensure that work placements meet our safety standards, a Health & Safety Checklist will be completed.

## 2.9 Visitors

All visitors report to school reception on arrival where they sign in and are briefed on our Visitor Information which includes fire evacuation and first aid procedures.

## 2.10 Contractors

All contractors report to the school reception on arrival where they will sign in and be briefed on our Visitor Information and a Contractor Induction completed.

Contractors are expected to carry out their duties under the provisions of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations and other relevant legislation.

Safe means of access/egress, safe working places, plant and equipment must be maintained, and work must be carried out under competent supervision. Contractors must comply with Progress School safety arrangements, including the completion of a Permit to Work where required. They must also provide copies of their Health and Safety Policy and School specific risk assessments and method statements prior to work commencing (see *Contractor Permit to Work, Asbestos Permit to Work, Contractor Induction, School Visitor Information*).

## **Pandemic Updates on Organisational Responsibilities for the Management of Health and Safety**

Although specific duties and expectations are outlined above, every student and staff member of Progress Schools Wigan now has an additional duty to be vigilant regarding new processes created to prevent the spread of infection.

## **3. Organisational arrangements**

### 3.1 Accident reporting and investigation

The primary purpose of reporting accidents and incidents is to identify the underlying cause(s) of the accident and incident and any contributing factors in order to prevent a similar occurrence. All accidents and injuries, however trivial they may appear, must therefore be reported immediately to the relevant Manager. An Accident Report should be completed and submitted to the Head of School as soon

as possible. Completed forms should be uploaded and saved to a student's Arbor account. If an incident is potentially RIDDOR reportable a copy must also be shared with The Director of Business. The Director of Business will deal with any incidents to be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) and will ensure that investigations are carried out. School Seniors will conduct investigations to ensure that, wherever possible, a repeat event is prevented.

### 3.2 Alcohol and drugs

The consumption of alcohol and use of drugs whilst on school premises or activities will not be tolerated. Any member of staff or student found to be under the influence of alcohol or drugs will be disciplined.

Staff and students should also be aware of the side effects from prescription and non-prescription medication (i.e. drowsiness). If taking prescription medication, staff and students should inform the School Senior.

### 3.3 Asbestos management

Asbestos containing materials (ACMs) may be present in school buildings but will be managed appropriately to ensure that any risk to health remains very low.

In accordance with the Asbestos Management Plan, all premises built prior to the year 2000 will have an Asbestos Management or Refurbishment Survey in place to enable the school to know the type and condition of any ACMs found.

Progress Schools Wigan will ensure that:

- ACMs are monitored and maintained in good condition.
- Contractors are made aware of any risks.
- A suitable risk assessment and method statement is provided for contractor activities.
- Any asbestos in poor condition is removed safely by a licensed contractor.

### 3.4 Child protection

We fully recognise our responsibilities to have arrangements in place to safeguard and promote the welfare of children. Through our contact with young people and work with families and relevant agencies, staff have a crucial role to play in noticing indicators of possible abuse or neglect (*see Safeguarding and Child Protection Policy*).

### 3.5 Communication and consultation

We ensure that all staff and students are made aware of the risks to their health and safety whilst at work, measures taken to minimise the risks, emergency procedures and organisational responsibilities. We consult staff and students on matters

affecting their health and safety by cascading information via line leaders, notice boards and one-to-one discussion, by email and through induction and training.

Health and safety is discussed in meetings at all levels of the organisation and staff and students are encouraged to report any safety concerns to their School Senior or the Health & Safety Manager.

- 3.6 Control of substances hazardous to health (COSHH)  
COSHH assessments are carried out at each school and the assessments, together with material safety data sheets and COSHH Register, are held in the School Health & Safety Manual. Staff and students are notified of the outcomes and COSHH assessments are regularly reviewed (see ***COSHH Policy & Procedure, COSHH Register and COSHH Assessment Forms***).
- 3.7 Dealing with aggression, threats and violent behavior  
All staff are offered training in control and conflict resolution and are encouraged to follow our guidelines to keep themselves safe. Incidents of violent or aggressive behaviour must be reported immediately to the School Senior (see Behaviour and Anti-bullying policy).
- 3.8 Disabled access  
We aim to provide a full and fair opportunity for the employment of disabled persons and to ensure their employment and promotion. Staff who become disabled will be accorded every possible opportunity for maintaining their job role or for retraining if required. Where appropriate, an individual risk assessment and personal evacuation plan will be completed (see Accessibility Plan).
- 3.9 Display screen equipment (DSE)  
A self-assessment checklist and guidance on safe working with DSE have been provided so that all staff defined as DSE users can review their own work layout, furniture, and best practice. Each checklist will be reviewed, and any actions discussed with the Head of School. Progress Schools Wigan will pay for eyesight tests and the cost of basic frames and lenses if spectacles are required for DSE work (see *DSE Self-Assessment Checklist*).
- 3.10 Drinking water  
Drinking water is available in all school buildings and water coolers are provided in certain locations.
- 3.11 Electricity  
Only electrical equipment or appliances supplied and tested or approved for use by Progress Schools Wigan should be used. Under no circumstances should staff make alterations or adaptations to electrical equipment or the electrical supply unless qualified to do so. Only qualified and competent electricians will be used when undertaking work on electrical systems and equipment.

Fixed and portable electrical equipment must not be used unless it has first been inspected. When an appliance has been tested, a label will be fixed showing the test date, the identity of the competent person and the date of the next test. Periodic fixed wiring inspections are required every 5-10 years (as determined by the previous inspection) and PAT testing should be carried out annually as good practice.

Records of PAT and fixed electrical installation testing will be held centrally. Faults or defects must be reported immediately to your line manager. Faulty equipment must be labelled immediately and isolated from the energy supply.

Staff should carry out a visual check of their electrical equipment regularly checking for damage to the equipment, cables, plugs and sockets. Extension leads must not be overloaded and there should be no 'daisy chaining'.

Visitors or contractors providing their own portable electrical equipment will be asked to provide appropriate electrical test certification

### 3.12 Equality, diversity, and inclusion (EDI)

We do not differentiate between staff on the grounds of status, and we believe in equal opportunity for all irrespective of gender, marital status, parental status, colour, race, ethnic origin, nationality, religion, disability, sexual orientation, or age.

We believe that the performance of our staff is central to our success, and we depend on their skills and motivation to promote and develop the ethos of the organisation. We recognise that positive reinforcement of equal opportunities for our staff and students is essential to our continued success and prosperity.

Bullying and harassment will not be tolerated at Progress Schools Wigan and any member of staff who feels they are being bullied or harassed must report it to the School Senior.

All claims of bullying or harassment will be thoroughly investigated, and disciplinary action taken as necessary (*see Equality, Diversity and Inclusion (EDI) Policy and Transgender Equality Policy*).

### 3.13 Equipment and maintenance

We endeavour to provide equipment and furniture to ensure the safety and comfort of staff and students. Furniture and equipment is maintained in good and efficient working order but anyone who experiences discomfort or who discovers faulty equipment or damaged furniture should inform the Head of School as quickly as possible.

### 3.14 Fire safety

Fire arrangements have been implemented in each school to ensure the safety of staff and students. All staff undertake effective Fire Marshall training. Fire Marshals are appointed to take control during a fire emergency and to assist with fire safety inspections, testing and monitoring. Fire marshals will ensure controlled evacuations and assembly a Fire Assembly points, take roll calls and prevent re-entry into the workplace until the Fire & Rescue Service confirms it is safe to do so.

Emergency evacuation procedures are displayed on notice boards and at fire points in all schools. Each school also displays a Fire Plan which notes the location of fire exits, escape routes and fire extinguishers etc.

Fire safety inspections are carried out each term and testing regimes are in place for fire alarm systems, smoke detectors and emergency lighting. Fire drills are carried out each term.

Fire risk assessments are carried out annually and information of fire procedures will be given to/obtained from landlords where applicable.

Staff are asked to note the following general fire prevention guidance:

- Fire exits and fire exit routes must be kept clear of obstructions and flammable materials;
- Rubbish, waste paper and other materials must not be allowed to accumulate;
- Flammable materials and substances must not be left near a heat or ignition source;
- Electrical equipment should be checked regularly and switched off when not in use;
- Make sure you know which extinguisher to use on which sort of fire.

Staff should make themselves aware of Fire Evacuation Procedures when working off site.

### 3.15 First aid

Each School is supplied with standard First Aid kits. School Seniors ensure that kits are regularly checked and replenished, and that medication is not being kept in them.

Details of qualified First Aiders and the locations of First Aid kits are displayed on notice boards in all schools. All members of staff are offered the opportunity to attend First Aid training.

Staff should make themselves aware of First Aid facilities when working off site (see First Aid Policy for specific details).

### 3.16 General housekeeping

Whilst our offices and schools are cleaned regularly, all staff should ensure that their own work area or classroom is kept clean and tidy to minimise any unnecessary hazards. Welfare facilities and vehicles must also be kept clean and tidy.

### 3.17 Hazard identification and risk assessment

The hazards and risks associated with all our activities will be identified and risk assessments carried out. Hazards will be identified through inspections and walk rounds and from accident data. School Seniors ensure that risk assessments for all activities or organised by Progress Schools Wigan are carried out and reviewed annually. Staff are notified of the outcomes of risk assessments. Copies of risk assessments are held in the school Health & Safety file.

Staff encountering unforeseen safety hazards should report them to their line manager immediately.

It is the responsibility of the MD, Directors, Executive Team, SLT to ensure that an assessment of business risk is carried out and reviewed on an annual basis.

Any member of staff who works alone with students or participates in home visits in relation to their work must follow the guidelines for lone working and home visits.

### 3.18 Hygiene and welfare facilities

Toilets are provided in the building with hot and cold running water, soap and paper hand towels. Please ensure that these facilities are left as you would wish to find them.

Kitchens areas are provided with kettles, fridges and microwaves. Staff and students are asked to ensure that kitchen equipment and crockery are kept clean and that food waste is disposed of appropriately.

### 3.19 Key holders

The School Administration Team (Head Office) holds a list of authorised key holders for each school.

### 3.21 Legionella

Each school will be surveyed to assess the risk from legionella. Where risks are identified, the premises will be managed accordingly and water systems regularly checked.

### 3.22 Lone working

Lone workers are defined as staff, student, visitors and contractors who work by themselves without close or direct supervision, often outside normal working hours.

An assessment will be undertaken to identify any activities presenting a special risk to the lone worker and guidance is provided in the Lone Working Policy (see *Lone Working Policy*).

### 3.23 Mobile phones

Where appropriate, staff are provided with a mobile phone. Personal use of this mobile phone is allowed for emergencies or occasional necessary use (i.e. informing a relative that you are working late) and use of the phone will be monitored.

Personal mobile phones must be kept on vibrate only during working hours and staff must use personal phones with discretion.

Hand held mobile phones for calls or texting should not be used whilst driving.

Staff should note that although research into adverse health risks has so far proved inconclusive, the use of mobile phones for prolonged periods is discouraged.

### 3.24 Monitoring

Audits, inspections and checks will be carried out in all schools and the outcomes reported to the Health & Safety Manager using the Health & Safety Returns form. In addition, accidents and behaviour incidents will be analysed and monitored.

All school health and safety documentation will be reviewed annually.

Health and safety is a standing item on the agendas of Board meetings, SLT and staff meetings.

### 3.25 Moving and handling

Whilst all staff are provided with instruction and training in safe moving and handling techniques, the following general guidance applies:

- If an object is heavy or bulky, assistance should be sought rather than risk injury.
- Staff suffering from a physical complaint or condition that may put them at risk of injury should not lift or carry heavy equipment or materials.
- If moving and handling cannot be avoided, staff should assess the load and take action to minimise the risk of injury.

To assess loads and lift correctly, you should consider the following:

- Survey the load and your environment (i.e. is the load heavy, awkward, hard to grasp, cold or hot? Do you need to bend, twist, stretch or stoop? Is the floor level? Are there any steps or stairs to negotiate? Is the route clear?)
- Relax before lifting - tension can lead to a rigid lifting technique that in turn can cause damage.
- Plant your feet close to the load and comfortably apart to aid your balance.

- Bend your knees not your back.
- Maintain your balance through the lift.
- Keep your back as straight as possible and maintain the natural curve in your back.
- Grip the load properly by taking its weight in your palms, not on your fingers alone.
- Lift your head to straighten your back just before you lift.
- Lift using your thigh and calf muscles.
- Keep the load close to your waist as you carry it.
- Avoid jerky movements.
- Reverse the process when you set the load down.

All staff are expected to complete the training module 'Moving and Handling' on EduCare.

### 3.26 Noise

Noise levels are considered to be below action levels in most schools. However, some specialist schools may use noisy equipment or machinery. Where required, a noise survey will be carried out to determine noise levels and any actions required. If ear defenders are required, these will be provided by the school.

### 3.27 Personal protective equipment (PPE)

We provide all PPE identified through the risk assessment process. Head of Schools will ensure its efficient provision, use, storage, and maintenance.

PPE and clothing provided must be used appropriately and staff must immediately report any damage or defects in the protective clothing or equipment issued to them. The use of safety shoes is job specific and as identified in the risk assessments.

### 3.28 Safety signs

Where risks cannot be controlled by any other means, safety signs will be displayed to highlight potential hazards. Fire exit and directional signs will be displayed in all buildings to highlight safe exit routes. Each school will display the following:

- Employers Liability Insurance Certificate
- Health and Safety Law Poster
- Emergency Fire Evacuation Procedures
- Fire Plan
- Actions to be taken in the event of a Serious Accident

### 3.29 Slips, trips and falls

Floor surfaces must be kept free of obstructions (i.e. cables, boxes, equipment etc.). Walkways and stairs are fire escape routes and must be kept clear so that access and



gress are not impeded during an emergency. Trailing cables must be secured away from walkways and steps and from under desks.

Liquid spills and broken glass or crockery must be swept up and the area dried immediately. Body fluids should be handled in accordance with the First Aid Policy and body spills kits are provided in each school and minibus.

### 3.30 Smoking and vaping

To reduce the risk of fire and to protect the health of staff, smoking and/or vaping is not allowed in school or on activities organised by the school.

### 3.31 Storage

Materials and equipment must be stored or stacked neatly in such a way that they are not likely to fall and cause an injury or damage to property. Heavy or sharp objects should not be stored above head height.

Storage units and shelves must be fixed, stable and strong enough for the loads placed on them and will be checked regularly for damage.

### 3.32 Temperature, lighting and ventilation

As far as possible, appropriate heating and ventilation will be provided to ensure that temperature and humidity are maintained within the recommended comfort range and to provide a comfortable working environment. The minimum temperature in an office environment is 16°C. Whilst there is no maximum temperature, fans or adjustable blinds are provided for use in hot weather.

Adequate lighting, whether natural or artificial, is provided. If required, local lighting will be provided in places of particular risk. If staff have a concern about temperature, lighting or ventilation, the issue should be raised with the School Senior.

### 3.33 Training and instruction

All staff and students are briefed on health and safety matters at induction, when exposed to new risks and on the introduction of new equipment or work practices. Training in other activities is regularly assessed and provided where necessary. Records of safety related training are maintained.

### 3.34 Trips and education visits

All trips and educational visits must be pre-planned and appropriate arrangements put in place, including completion of Parent/Carer Medical Consent forms (see trips and outdoor education policy).

### 3.35 Vehicle safety

Staff driving their own vehicles on school business should ensure that:

- Vehicles are in a roadworthy condition, serviced regularly and have a current MOT certificate, Business insurance and road tax;
- They hold a current driving licence;
- They adhere to the Highway Code and Road Traffic Act;
- Vehicles are not driven whilst under the influence of alcohol or drugs;
- If taking medication, this is discussed with your School Senior;
- Mobile phones are not used for calls or texting whilst the vehicle is in motion;
- All accidents and road traffic incidents are reported to School Seniors;
- Vehicles are loaded and unloaded safely using safe manual handling techniques;
- Driving offences and endorsements are reported to School Seniors as soon as possible.

School Seniors will review driving licences annually or after a Road Traffic Collision.

Staff that drive Progress School vehicles are required to adhere to the Minibus Procedure and Transport Policy.

### 3.36 Waste disposal

We try to recycle paper, cardboard, and toner and suitable receptacles for waste collection are provided throughout the workplace. All staff should ensure that they dispose of waste in the receptacles provided. Waste disposal arrangements are regularly reviewed, and recycling initiatives adopted where reasonably practicable.

Clinical waste must be disposed of in yellow waste bags. Body spills kits are kept in each school.

### 3.37 Work related stress

We are committed to protecting the health, safety and welfare of our staff and recognise that workplace stress could be health and safety related. We accept the HSE's definition of work-related stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". We acknowledge that any member of staff could experience stress and understand that whilst it is not an illness, if it is prolonged or very intense, it can lead to health problems. We believe that seeking help and support is a positive action and not a sign of weakness. Our procedure reflects the HSE's Stress Management Standards and we will provide the resources necessary to effectively monitor and manage work related stress. We aim to reduce harmful levels of stress by:

- Identifying workplace stressors and, where necessary, carry out stress risk assessments to eliminate or control the risks by reasonably practicable means;
- Monitoring workplace stress indicators;
- Consulting with staff on any proposed actions relating to the prevention of workplace stress;
- Intervening early to deal with problems and providing staff support if required;

- Encouraging sensitive management and providing instruction in work related stress.

### 3.38 Working at height

Working at height can be very hazardous, even when using small ladders or stepladders. Ladder failure (due to age, damage or overloading) can cause people and equipment to fall; contact with electrical supply can be lethal; people can fall due to over-reaching or stretching too far; and ladders can slip if not correctly secured. Only approved contractors will be authorised to carry out work at height.

We ensure that only trained and experienced staff and contractors use ladders and stepladders. Each school maintains a register of its ladders and records of inspection. Students are not permitted to use ladders or work at height unless training is being provided as part of a learning programme.

### 3.39 Work experience and work placements

All work experience placements and other work placements that are found for students are subject to pre placement checks.

### 3.40 Working outdoors and outdoor activities

There are particular hazards associated with working outdoors and outdoor activities and staff should note the following:

*The Sun* – the dangers of exposure to the sun are well known. Sunburn is both painful and there is a danger of long-term skin damage. If you are outside wear a hat, loose, long sleeved clothing and keep in the shade if possible. A high factor sun block should be used.

*Dehydration* – on hot and cold days, it is possible to become dehydrated. If you are away from the School, it is important that you take plenty to drink and drink regularly. Signs of dehydration include a headache and feeling thirsty.

*Heat Exhaustion* - maintaining your body temperature whilst outdoors can be difficult and suffering from heat exhaustion is not limited to hot, sunny days. It can be caused by the loss of salts and water due to excessive sweating and can be induced by hard physical activities and dehydration. Symptoms include feeling dizzy and sick, confusion, headache, pale sweaty skin and cramps in the limbs or abdomen. If you think you are suffering from heat exhaustion, let the person in charge know, move to a cool place and replace lost fluids and salts.

*Hypothermia* - this condition develops when the body temperature falls and can be caused by prolonged exposure to the cold and/or wet conditions. A high 'wind-chill factor' can also substantially increase the risk of hypothermia setting in. It is always important to take correct clothing with you and never underestimate the changeability of the British weather - plan for the worst and hope for the best - a

waterproof coat is essential! If you do get caught out and start to feel shivery and cold, let the person in charge know immediately. Symptoms include pale, dry skin, bluing around the lips and nails and disorientation. There will normally be somewhere that you can go to warm up and dry off and a warm drink and high-energy foods can quickly help you to feel better.

*Lyme Disease* - this is a rare bacterial infection, generally occurring in summer or early autumn, which is transmitted from animals to humans by the bite of a sheep or deer tick. It is characterised by a patch on the skin steadily increasing in size and gradually clearing in the School to form a series of concentric rings - known as a target lesion. It is treatable at this stage by antibiotics. Later stages of the disease are much more difficult to treat and quite diverse in their nature, affecting various body systems. If you have been bitten by a tick or suspect that you may have contracted the disease, seek medical treatment immediately. Protective clothing and insect repellent should be worn if you may come into contact with grazing sheep or deer.

*Tetanus* - this is a very prolonged and extremely unpleasant illness which can be fatal. It can be contracted through contact with soil via cuts, abrasions or puncture wounds. Immunisation should be kept up to date and booster jabs are required every 10 years in most cases. Talk to your GP for advice.

*Toxicara Canis* - this microorganism is found in dog faeces and one can encounter it on any outdoor activity. It can cause blindness in children although the risk to adults is not considered to be so great. If you get dog faeces on your skin or clothes, wash off immediately with soap and water.

*Leptospirosis (Weils Disease)* - is a rare bacterial infection carried in the urine of rats, foxes and domestic animals, which can contaminate water and wet banks. This infection can be contracted through outdoor activities. Infection usually occurs through cuts, abrasions and the lining of the nose, eyes and mouth. An incubation period of one to two weeks is followed by feverish flu-like symptoms, including redness of the eyes. The illness will usually last 4-9 days. In rare cases, where people are jaundiced, a second phase can develop and this is known as Weils disease and it can be severe.

When working in or near potentially contaminated water, cuts should be covered with waterproof plasters and contact with water should be avoided. Exposed skin should be covered and waterproof gloves worn whenever possible. Hands should be washed before eating, drinking or smoking. Seek prompt medical attention from your GP and tell them that you have been near water if symptoms appear.