

Ormiston Academies Trust

# Edward Worlledge Ormiston Academy

## Health & Safety Policy of Roles and Responsibilities, Organisation and Arrangements

Policy version control

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## 1. Introduction

- 1.1. This policy is intended to be read in conjunction with the Health & Safety Policy: Statement of Intent by all trust staff.
- 1.2. The policy has been split into two sections to highlight individual roles and responsibilities for all trust wide staff (within section 2) and highlight (within section 3) arrangements provided by Ormiston Academies Trust to support the safety and welfare of its employees, pupils, and visitors
- 1.3. Those staff that have specific roles as detailed within section 2. Roles and Responsibilities must read through to ensure they understand and ensure that they have received adequate training and instruction to undertake their role/s

## 2. Roles and Responsibilities: Leadership

2.1. The **OAT Board of Trustees** have the following responsibilities

- Ormiston Academies Trust Board of Trustees have overall responsibility for health and safety providing overall leadership on all health and safety matters
- Providing a general statement on Health & Safety Policy and for agreeing the arrangements for the implementation and monitoring of the effectiveness of the policy
- Reviewing the policy at least every three years
- Annually reviewing the health and safety performance
- Ensuring that there are adequate resources allocated for effective management of health and safety and the implementation of policy and procedure
- Ensuring that board decisions are consistent with the objectives of the Health & Safety Policy
- Reviewing the policy at least every three years

2.2. The **OAT Chief Executive Officer** has the following responsibilities:

- The Chief Executive Officer (CEO) has overall executive accountability for health and safety matters within Ormiston Academies Trust and has delegated authority for operational health and safety planning, coordination, and monitoring across

2.3. The **OAT Executive team** has the following responsibilities:

- The Executive Team has overall responsibility for ensuring that there is clear visible leadership on health and safety matters, and that there are effective systems in place for managing and monitoring standards for health and safety within Ormiston Academies Trust and that relevant decisions of the Board are consistent with the Health & Safety Policy of developing and maintaining high standards of health and safety.
- The Executive Board will review health and safety arrangements at least annually

2.4. The **National Director of Estates and Technology** has the following responsibilities

- The National Director of Estates and Technology has overall responsibility for effective health and safety strategy within their area of responsibility and can call on expert assistance to assist them in the discharge of these obligations
- Ensuring that there is organisation and arrangements, identifying the health and safety responsibilities of staff under their control and arrangements for managing health and safety, ensuring that it is consistent with the health and safety policies and procedures.
- Ensuring that systems developed include arrangements that ensure Ormiston Academies Trust always consider health and safety issues as part of normal business planning.
- Ensuring that risk assessment is undertaken for all areas of the trust to minimise risk and meet statutory requirements and that such risk assessment is effectively documented.
- Continuously developing the arrangements for the management, monitoring and review of health and safety throughout the trust.
- Ensuring, that health and safety standards and standards of staff training meet legal requirements and recognised standards of good practice for the activity involved.

2.5. The **Academy principal** has general responsibility for health and safety of staff, pupils, contractors, and visitors under their control.

- Principals are expected and required to comply with Ormiston Academies Trust's health and safety policies and procedures and to promote through their leadership a culture which is consistent with high standards of health and safety performance. They are also responsible for monitoring their direct report to ensure they fulfill their responsibilities under health and safety. In this role the academy Principal can call on assistance of the OAT Health & Safety Team.
- Where serious deficiencies in health and safety standards are identified, the academy Principal has responsibility for ensuring that corrective action is taken.
- Policies and procedures are communicated and adopted within the academy, and the decisions of the Academy Senior Management Team, take account of, and comply with, the Health & Safety Policy and legal requirements relating to health and safety.
- Each member of the academy Senior Management Team is aware of their allocated health and safety responsibilities, and these are reviewed with them on an annual basis.
- There is effective communication on health and safety matters across all departments.
- There is an appointed Academy Safety Officer for the academy who receives relevant training and is able to attend briefing sessions. They are expected to work closely with the central trust team and sufficient and dedicated time is allocated to Academy Safety Officers in order to manage health and safety effectively.
- Where changes are planned, adequate arrangements are put in place to ensure that health and safety is maintained and managed during and after the change.
- Monitoring, in consultation with Health & Safety Committee, the progress made in implementing policies, procedures and positive health and safety culture.

2.6. All **Head of Departments** have responsibility for their staff and areas of their control:

- Ensuring that the standards of operation and facilities within their area of management control, or influence, are consistent with OAT health and safety standards, recognised good practice and legal requirements.
- Ensuring good standards of cleanliness and tidiness are maintained in areas under their control.

- Ensuring that where staff are recruited, consideration is given to the health and safety competence of such staff, copies of relevant certification are obtained, and any required initial health and safety training provided.
- Identifying any specific health and safety training needs of new and existing staff which are not otherwise addressed, and, in consultation with the Academy Safety Officer, making arrangements for such training.
- Make staff available for required health and safety induction training and any ongoing mandatory training.
- Ensuring that there is adequate supervision of staff working under their control, so that health and safety standards are maintained.
- Adopting OAT policies and procedures within the department.
- Ensuring that the Academy Safety Officer is promptly informed of any accidents, dangerous occurrences, or work-related employee ill health issues.
- The staff selection process includes an assessment of suitability of the candidate's health and safety experience, attitude, and training. Records of health and safety training are maintained.
- Arrangements are in place for protecting new and expectant mothers, including arrangements for risk assessments.
- Where persons under the age of 18 are employed, or accepted on work experience placements, a specific risk assessment is undertaken before the person begins work or takes part in work placement.
- Specific risk assessment is conducted for those below the minimum school leaving age taking part in work placements and are copied to the parent or guardian prior to start of placement.
- Ensuring that specific arrangements are in place for specialist subjects – Management of Radioactive sources for Science, Food Safety for Catering.

### 3. Roles and Responsibilities: Head Office Team

3.1. The Estates team has overall responsibility for ensuring that there are adequate arrangements for the provision of competent health and safety operational support throughout the organisation and ensuring that all operational functions comply with all Health & Safety Policy and Procedures.

- The Estates Team are responsible for ensuring that there are adequate resources made available.
- Ensuring there are adequate arrangements for maintenance of plant, facilities, and buildings to ensure they are in safe condition, and a programme of planned preventative maintenance; undertaken in accordance with safe systems of work.
- Ensuring there are adequate arrangements for statutory inspection and periodic testing to be undertaken on plant and equipment to include (but not limited to) f-gas, fixed electrical installations, and portable electrical equipment, and for the correction of any defects identified as well as the retention of required inspection records.
- There are procedures in place to identify construction or maintenance works that fall within the requirements of The Construction (Design & Management) Regulations 2015, and for the appointment of a Principal Designer and a Principal Contractor to oversee and manage such projects and fulfil any required duties. No work must start without a suitable construction phase plan being in place.
- Adequate arrangement for facilities management of every premises, including the management of the day-to-day health and safety issues.

3.2. The Health & Safety team has overall responsibility for ensuring that there are adequate management systems in place to manage health and safety and safety operational support is provided through the organisation and that all operation functions comply with health and safety policies and procedures

- Ensuring that health and safety policies and procedures are developed, updated, and communicated across the Trust
- Ensure that new legislation is adopted into policies and procedures and communicated across the Trust.
- Monitoring health and safety across the Trust.
- Providing expertise, guidance and support in all health and safety matters across the Trust.

## 4. Roles and Responsibilities: Academy Team

4.1. **Estate Managers** with support from the Academy Safety Officers have particular responsibility for ensuring:

- The maintenance of the fabric of the building and building services, plant and equipment used within the academy operate effectively as detailed within the trust wide compliance specification and system
- Assisting the Principal in ensuring that details are obtained from all relevant Head of Departments on dangerous substances used on the premises, together with up-to-date SDS (Safety Data Sheets
- Attending OAT Health & Safety briefings and working closely with trust estates team in all matters of health and safety.
- An asbestos register and asbestos management plan, with details of the location and conditions of any asbestos present and arrangements for its regular inspection, unless the academy is one where it is known that no asbestos is present.
- Estates managers and estates staff are adequately trained in their role and understand their specific responsibilities and have clear written safe systems of work for any work which may involve significant risk.
- Any structural and physical fire safety measures specified in the fire safety risk assessment for the academy are put in place.
- Where alterations to the activities undertaken, or the layout of the premises are proposed, the Fire Safety Risk Assessment for the premises is updated with the assistance of the OAT approved provider.
- That contractor management and permit to work system is adopted.
- Any potential contract work which may fall within the requirement of the Construction (Design and Management) Regulations 2015 is identified and only undertaken under the control of the OAT Estates Team.
- That monitoring, inspection and maintenance arrangements are in place for fire alarm and detection systems, emergency lighting, fire doors, fire extinguishers and sprinkler systems and ensuring that there is an adequate and accessible record of such inspections and maintenance as detailed within the trust wide specification and system
- That high standards of housekeeping are maintained at all times and in particular when maintenance work is undertaken.
- To report any health and safety concerns to the Health & Safety Committee of Facilities Management issues.

4.2. The **Academy Safety Officer** has responsibility for:

- Advising the Principal, Senior Management Team and the Health & Safety Committee on general health and safety matters, seeking further information from the OAT Health & Safety team, as necessary.

- Reviewing, at least annually, the implementation of policies and procedures that have been provided by the OAT central estates team
- Monitoring the health and safety standards of any contract work undertaken on the academy premises and advising the relevant managers of any defects identified.
- Assisting the Principal and Senior Management Team in conducting the SLT – Health & Safety Checklist.
- Assisting the Principal in ensuring that there are adequate induction health and safety training arrangements in place for staff employed at, or routinely working at the academy.
- Assisting the Principal in ensuring the requirements of the Fire Safety Risk Assessment, relating to practice fire evacuation drills and staff training, are implemented.
- Assisting the Principal and Senior Management Team, that there are adequate arrangements for the provision of ongoing health and safety training and information for staff members.
- To support Head of Department with the implementation of policy and procedures.
- To ensure that all risk assessment is completed as per the trust wide Risk Management template system and any additional or individual risk assessments are produced and recorded as per the Risk Management procedure.
- Consulting with other Academy Safety Officers as required.

4.3. The **First Aider/Medical Officer** with support from the Academy Safety Officers has responsibility for ensuring:

- First Aid needs assessment is completed for the academy
- First Aid rooms are setup, clean and clear with appropriate first aid equipment, bed, and rest area.
- First Aid signage is in place around the academy with names and location on a first aid sign.
- First aid containers and equipment are readily available to ensure that they are stocked and replenished as appropriate.
- All First aid incidents are reported at the time of the incident and where possible within the OAT accident and incident reporting form
- All procedures are followed.

## 5.Roles and Responsibilities: All Employees

5.1. All employees of Ormiston Academies Trust have the following responsibilities for:

- Acting with due regard to health and safety of themselves and others who may be affected by what they do, or fail to do, whilst they are at work.
- Complying with instructions and procedures relating to health and safety and making full and proper use of any protective or safety equipment provided.
- Reporting to their manager any serious danger to health and safety, or defects in structures or equipment, or safety procedures that come to their notice and which cannot immediately be rectified.
- Reporting to their manager any incidents which have led, or might have led, to injury or damage, in addition to following the require local incident reporting or recording procedure.
- Only using equipment or substances in accordance with information, instruction, and training provision



## 6. Role of the Governing body

- 6.1. The academy governing body provides guidance, support, and monitoring to ensure academies are meeting their legal obligations
- 6.2. The link governor's role for Health & Safety is to maintain an awareness and understanding of legislation around health and safety and provide regular monitoring and support to the academy through meetings, academy visits and audits of process and paperwork (policies, risk assessments, procedures etc.)
- 6.3. It is important that any findings are reported to the principal, ASO and academy safety committee to ensure any issues are raised and dealt with
- 6.4. The link governor's role descriptor can be found within OATnet

## 7. Arrangements for Health & Safety

### 7.1. Standards and Guidance

- 7.1.1. Mandatory common standards and guidance are contained in the Health & Safety Policy and procedures. The policy gives information and requires standards of several health and safety issues of relevance to Ormiston Academies Trust. Where internal policies or procedures do not cover a specific issue, the practices and standards recommended in Health & Safety Executive publications will be adopted plus regulatory bodies such as Department for Education
- 7.1.2. Policies and safety information will be communicated throughout the organisation from the OAT Health & Safety Team through internal communication platforms and stored with easy access from the Premises Handbook
- 7.1.3. Policies and safety information will be communicated throughout the organisation from the OAT Health & Safety Team through internal communication platforms and stored within OATnet

### 7.2. Employee Consultation

- 7.2.1. It is the policy for Ormiston Academies Trust to ensure that there are adequate and effective consultation arrangements with employees. Ormiston Academies Trust have a legal duty to consult with employees on health and safety matters. It is an essential part of the effective management of health and safety and of ensuring employee engagement on health and safety matters. Ormiston Academies Trust recognises the importance of the knowledge employees can provide in relation to actual working practices
- 7.2.2. Ormiston Academies Trust provides consultation to employees via a Local Health & Safety Committee. Reports from Health & Safety Committees and significant issues arising will be considered by the OAT Health & Safety Team where appropriate

### 7.3. Training

- 7.3.1. All new employees will receive relevant instruction and induction training on health safety and welfare matters from their line manager

- 7.3.2. The National College training platform mandatory health and safety training is completed as part of an induction process and as mandated annually by the trust
- 7.3.3. All members of staff are to ensure that health and safety training is updated when required.
- 7.3.4. The OAT Training Matrix identifies specific training needs per role which can be found within the premises handbook.

#### 7.4. Monitoring and Review

- 7.4.1. It is the policy of Ormiston Academies Trust to conduct internal and external monitoring of the standards set out in policy and procedure. Monitoring will be used to form overall health and safety strategy to reduce and minimise risk in all areas cross the trust and ensure continual improvement
- 7.4.2. A Health & Safety Action Plan should be created for any areas which identify health and safety concerns. A Health & Safety Action Plan can be found within the Academy OATnet page.

#### 7.5. Asbestos Management

- 7.5.1. The Control of Asbestos Regulations 2012.
- 7.5.2. Ormiston Academies Trust will minimise any risk arising from the asbestos in its premises by ensuring that any asbestos present is identified and managed to avoid danger. Ormiston Academies Trust is responsible for the maintenance and repair of the premises.
- 7.5.3. Procedure Link – [Asbestos Management](#)

#### 7.6. Catering and Kitchens

- 7.6.1. Ormiston Academies Trust ensures it meets environmental and food standards as outlined within the standalone policy.
- 7.6.2. Procedure Link – [Catering and Kitchens](#)

#### 7.7. Contractor Management

- 7.7.1. Ormiston Academies Trust aims to provide a healthy and safe environment for all staff, pupils, contractors, and visitors whilst on the premises. It is the policy of Ormiston Academies Trust to minimise any risk arising from the work of contractors by ensuring that only competent contractors are selected, and that their work is planned, controlled, and monitored.
- 7.7.2. Procedure Link – [Contractor Management](#)

#### 7.8. Control of Substances Hazardous to Health

- 7.8.1. Control of Substances Hazardous to Health 2002 (COSHH).

- 7.8.2. Ormiston Academies Trust aims to provide a healthy and safe environment for all staff, pupils, and visitors. To minimise the risk arising from the hazardous substances used, or created, in its premises by ensuring that any hazardous substances are identified, risk assessments are conducted, and measures are introduced to prevent or control, the exposure to substances hazardous to health arising from work.
- 7.8.3. The Control of Substances Hazardous to Health Regulations (COSHH) and the Dangerous Substances and Explosive Regulations (DSEAR) impose requirements relating to work with substances hazardous to health and safety, respectively.
- 7.8.4. Both sets of regulations cover a requirement for the risks to be assessed and controlled, for less hazardous materials to be used where possible, and the requirements relating to employee information, training and, in some cases, environmental monitoring and employee health surveillance
- 7.8.5. Regulations apply to hazardous materials, exposure of employees, to others, to work related risks arising incidentally by a task or process such as wood dust generated. In addition, COSHH will cover work related biological risks, legionella from water systems.
- 7.8.6. Procedure Link – [Control of Substances Hazardous to Health](#)

## 7.9. Departments and classroom safety

- 7.9.1. Ormiston Academies Trust recognises the importance of health and safety arrangements across all departments. However, specific departments within Education are defined as higher risk when comparing to the general teaching environment. Due to this, Ormiston Academies Trust have highlighted specific departments where additional health and safety measures need to be adopted. These health and safety measures are to coincide with third party service providers for a specific discipline or subject matters

- Animal Welfare
- Art & Design
- Design & Technology
- Drama & Performance
- Food Technology
- Forest School
- Physical Education
- Science

- 7.9.2. Procedure Link – [All Department Handbook](#)

## 7.10. Driving at Work

- 7.10.1. Ormiston Academies Trust aims to protect employees and others who may be affected by their work activities, including the requirement to assess occupational risks to staff and to control those risks as far as reasonably practicable, this includes the risk associated with

driving at work. Drivers are legally responsible under the Road Traffic Act for their own safe conduct and the condition of their vehicle whilst driving

7.10.2. Procedure Link – [Driving at Work](#)

## 7.11. Display Screen Equipment

7.11.1. Health & Safety (Display screen Equipment) Regulations 1992 Ormiston Academies Trust aims to protect employees who may be affected by their work activities, including the requirements to assess occupational risks to staff and to control those risks as far as reasonably practicable, this includes the risk associated with the use of Display Screen Equipment

7.11.2. The Health & Safety concerns of the Display Screen Equipment (DSE) work arise from the risk of musculoskeletal disorders and visual fatigue. These can occur if there is a failure to adjust the workstation correctly and a failure to follow sensible work practices.

7.11.3. The HSE (Health and Safety Executive) has clearly stated that infrequent or short periods of use are not covered by their DSE regulatory framework, and that this is no increased risk from DSE work for those working at home temporarily

7.11.4. All staff who work with computers as a regular part of their job, are required to complete a DSE assessment and will be trained in the risks and use of DSE equipment including the appropriate use of laptop and tablet computers.

7.11.5. Work stations provided by OAT will meet the minimum requirement as prescribed in the schedule to the Health and Safety (Display Screen Equipment) Regulations 1992.

7.11.6. Procedure Link – [Display Screen Equipment](#)

## 7.12. Electrical Safety

7.12.1. Electricity at Work Regulations 1989.

7.12.2. Ormiston Academies Trust recognises that electricity is a familiar and necessary part of everyday life and simple precautions should be followed when working with, or near electricity that can be taken to significantly reduce the risk of electrical injury to staff and those within the location.

7.12.3. Electrical safety is documented within the Contractor Management and Permit process.

7.12.4. Procedure Link – [Electrical Safety](#)

## 7.13. Fire Safety

7.13.1. Regulatory Reform (Fire Safety Order) 2005.

- 7.13.2. Ormiston Academies Trust aims to minimize risk to staff, pupils, contractors, and visitors who may be affected from fire occurring in the premises. The objective would be achieved by minimising the risk of fire starting and by ensuring that there are adequate physical precautions, fire detection systems, fire safety and extinguisher equipment, fire evacuation procedures and training to address a fire emergency should it occur.
- 7.13.3. Ormiston Academies Trust ensures that compliance with the legal requirements and that there is an adequate process of fire risk assessment and management at each of its academies.
- 7.13.4. Fire Safety has its own dedicated policy which can be found on the link below.
- 7.13.5. Procedure Link – [Fire Safety](#)

## 7.14. First Aid

- 7.14.1. The Health & Safety (First Aid) Regulations 1981
- 7.14.2. Ormiston Academies Trust ensures provisions are in place. This is documented within the standalone First Aid Policy.
- 7.14.3. Procedure Link – [Accident, Incident, First Aid & RIDDOR \(Reporting of Injuries Diseases and Dangerous Occurrences Regulations\)](#)

## 7.15. Gas Safety

- 7.15.1. Gas Safety (Installation and Use) Regulations 1998.
- 7.15.2. Ormiston Academies Trust aims to provide a safe environment including the management of gas boilers and appliances.
- 7.15.3. Procedure Link – [Gas Safety](#)

## 7.16. Health Surveillance

- 7.16.1. Health Surveillance is a scheme of repeated health checks which are used to identify ill health caused by work. Health & Safety law requires health surveillance when your workers remain exposed to health risks even after you have put controls in place. This because control measure may not always be reliable, despite appropriate checking, training, and maintenance. Health risk which requires health surveillance include noise, vibration, and substance to hazardous health and exposure to particles (i.e., wood dust). The law also requires that health surveillance includes medical surveillance for certain hazards such as asbestos, lead and ionising radiation.
- 7.16.2. Procedure Link – [Health Surveillance](#)

## 7.17. Health & Welfare

7.17.1. Workplace Health, Safety and Welfare Regulations 1992.

7.17.2. Ormiston Academies Trust aims to provide a safe environment including the provision of welfare arrangements for its employees and other who may use its premises.

7.17.3. Procedure Link – [Workplace Facilities](#)

## 7.18. Lone Working (Personal Safety)

7.18.1. Ormiston Academies Trust aims to minimise risk to staff required to perform lone working within academies. Where lone working cannot be avoided, an adequate risk assessment must be undertaken.

7.18.2. Procedure Link – [Lone Working](#)

## 7.19. Manual Handling

7.19.1. Manual Handling Operations Regulations 1992.

7.19.2. Ormiston Academies Trust aims to ensure that suitable arrangements are made to protect, staff and other who may be at risk from the use of unsafe equipment by ensuring equipment provided is properly maintained and suitable for its purpose and is used correctly.

7.19.3. Ormiston Academies Trust recognises where manual handling activities present a risk of injury and cannot be avoided, a risk assessment must be conducted to ascertain any potential risk to the handler. A key part of the risk assessment process is identifying a safe method for the handling process. The risk assessment should consider: the task, the load, the environment, and the capability of the staff members involved.

7.19.4. Procedure Link – [Manual Handling](#)

## 7.20. Noise Management

7.20.1. Control of Noise at Work Regulations 2005.

7.20.2. Ormiston Academies Trust aims to identify activities and location where noise levels are at such a level that there may be a risk of hearing damage

7.20.3. Harmful levels of noise in this content are unusual but may be associated with plant rooms, swimming pool, standby, generators, grounds maintenance equipment, power tools, catering equipment, autoclaves, and technology work machines. In the majority of scenarios only prolonged and frequent exposure to the noise hazard would present a risk to health. However, where these noisy environments exist, a thorough assessment may be required.

7.20.4. The Control of Noise at Work Regulations 2005 includes requirements on the need to reduce harmful noise exposure, the provision of hearing protection, employee instruction, detailed risk assessments, audiometry checks and maximum exposure level of 87 decibels dB(A) averaged over an eight-hour day or for sporadic noise over a 40-hour working week.

7.20.5. Procedure Link – [Noise Management](#)

## 7.21. Off site visits

7.21.1. Ormiston Academies Trust recognises the importance of correct health and safety management when pupils and members of staff are attending off-site visits. Therefore, all academies must refer to the EVOLVE platform.

7.21.2. Procedure Link – [Evolve](#)

## 7.22. Permits

7.22.1. Management of Health & Safety at Work Regulations 1999

7.22.2. Ormiston Academies Trust aims to provide suitable arrangements to protect staff and contractors who may be at risk. The law requires, in all circumstances, adequate system of planning, organising, and controlling work to ensure health and safety. A permit to work system to control high risk activities is, therefore, regarded as an essential part of providing and maintaining safe system of work.

7.22.3. Procedure Link – [Permit to Work](#)

## 7.23. Personal Protective Equipment

7.23.1. Personal Protective Equipment at Work (Amendment) Regulations 2022

7.23.2. Ormiston Academies Trust aims to assess PPE (Personal Protective Equipment) needs of staff and provide suitable equipment in relation to the foreseeable risks at work and suitable for the users as part of risk/COSHH assessment process.

7.23.3. There is a duty to eliminate or control the risk, as far as reasonably practicable, by means other than use of PPE. PPE should be used as a last resort when other control measure cannot reduce risk.

7.23.4. Individuals are responsible for conducting pre-use visual inspections of PPE issued to them at each use. Staff issued with PPE must report any defects in the PPE so that it can be repaired or replaced. Individuals are responsible for wearing PPE should the risk assessment/COSHH assessment define it.

7.23.5. Ormiston Academies Trust will ensure that suitable PPE will be made available to the relevant staff. All equipment issued will meet the relevant standards and will be maintained and replaced, as necessary.

7.23.6. Procedure Link – [Person Protective Equipment](#)

## 7.24. Risk Management

7.24.1. Management of Health & Safety at Work Regulations 1999.

7.24.2. Ormiston Academies Trust ensures that comprehensive arrangements are in place for undertaking risk assessments relating to general risks and specific risk areas. These arrangements are specified in the Risk Management section of the Premises Handbook.

7.24.3. The strategy for risk assessment is to ensure that the strategic general risk assessment is adopted at each academy with department general risk assessment completed for each individual department.

7.24.4. Specific Risk Assessments are required for Vibration, Security, Stress, Noise, COSHH, Manual Handling, Slips, trips and falls, Fire, lone working and any specific task.

7.24.5. Individual Circumstances Risk Assessments are required those who have a disability, those who have had an injury or those who have returned from surgery or illness.

7.24.6. Pregnant Workers and New Mothers risk assessment is to be carried out on those who are pregnant, have given birth in the last 6 months or are currently breastfeeding.

7.24.7. Young Person Risk Assessment should be completed for anyone under the age of 18 if they believe that there is a lack of experience, being unaware of existing or potential risks or a lack of maturity.

7.24.8. When a risk assessment is completed, a safe system of work should be developed to ensure that there is a safe process documented for staff members to use as part of training and instruction.

7.24.9. Procedure Link – [Risk Management](#)

## 7.25. Security Management

7.25.1. Management of Health & Safety at Work Regulations 1999.

7.25.2. Workplace (Health, Safety & Welfare) Regulations 1992.

7.25.3. Ormiston Academies Trust recognises that all academies need security arrangements in order to protect staff members, pupils and the premises. To ensure that security concerns are highlighted, a procedure on identifying different security types has been created with support on how to create a risk assessment to embed within academies.

## 7.26. Slips Trips and Falls

7.26.1. Management of Health & Safety at Work Regulations 1999



7.26.2. Workplace (Health, Safety & Welfare) Regulations 1992

7.26.3. Ormiston Academies Trust develops procedures for prevention of slips, trips, and falls to those who use the premises.

7.26.4. Procedure Link – [Slip, Trip & Falls](#)

## 7.27. Swimming Pools

7.27.1. HSG 179

7.27.2. Ormiston Academies Trust recognises the risk associated to managing swimming pool and associated plant equipment. A Swimming Pool Operating Plan should be creating for each swimming pool which highlights the normal operating procedures, and the emergency action plans.

7.27.3. Procedure Link – [Swimming Pools](#)

## 7.28. Violence and Aggression

7.28.1. The risk of violence to staff is assessed, taking account of activities and layout issues within the department, and documented within the general risk assessments for the department.

7.28.2. Appropriate environmental controls and systems of work are in place, as defined within the risk assessment, so that staff can readily summon help, considering any additional control measures needed for staff working at night, or in isolation.

7.28.3. Procedure Link – [Violence and Aggression](#)

## 7.29. Water Management

7.29.1. Approved Code of Practice L8

7.29.2. Ormiston Academies Trust has a structured management system for the control of legionellosis including legionnaires disease, to minimise risk to staff, and any other person on the premises to meet legal requirement.

7.29.3. Procedure Link – [Water Management](#)

## 7.30. Work Equipment

7.30.1. Provision and Use of Work Equipment Regulations 1998 (PUWER (Provision and Use of Work Equipment Regulations))

7.30.2. Lifting Operation and Lifting Equipment Regulation 1998 (LOLER).

7.30.3. Ormiston Academies Trust recognises its responsibility to ensure that all equipment is maintained, and that legislation is followed to ensure the safety of staff and any other person on the premises.

7.30.4. Procedure Link – [Work Equipment](#)

7.30.5. Procedure Link – [Lifting & Equipment](#)

## 7.31. Working at Height

7.31.1. Working at Height Regulations 2005.

7.31.2. 6.31.2 Ormiston Academies Trust aims to minimise risk arising from working at height by ensuring suitable arrangements are made to anyone who may be at risk and to ensure that those who work can be confident that there are clear procedures followed in practice, monitored, and reviewed which cover the identification, assessment, management, and review of risks from working from height.

7.31.3. Procedure Link – [Work Equipment](#)