



HEALTH AND SAFETY POLICY

**This policy applies to all the academies in The
Lionheart Academies Trust**

Approved by Trust Board

December 2020-2023



Table of Contents

1.0	Statement of Intent	3
2.0	Organisation - Roles and Responsibilities	4
3.0	Trust Organisational Arrangements for Health and Safety.....	22
5.0	Appendix 1 - Specific Responsibilities and Duties.....	24
6.0	Appendix 2 Additional Policies and Guidance for Reference.....	39



1.0 Statement of Intent

- 1.1 As a responsible employer, Lionheart Academies Trust (**LAT**) which incorporates Beauchamp College, Brocks Hill Primary, Sir Jonathan North College, Judgemeadow College, Beauchamp City 6th Form, The Cedars Academy, Humphrey Perkins School, Martin High School, Hallam Fields Primary, Highcliffe Primary and Riverside Primary (and any additional schools joining the trust during the lifetime of this policy) will honour its legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.
- 1.2 **The LAT** recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students, visitors and any persons affected by its activities so far as is reasonably practicable.
- 1.3 In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken, and arrangements will be made, where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.
- 1.4 The **LAT** is committed to the prevention of accidents and ill health.
- 1.5 The **LAT** will work towards continual health and safety improvement.
- 1.6 To achieve these objectives, we will:
- Conduct all our activities safely and in compliance with legislation and where possible, best practice
 - Ensure the provision of safe working conditions and safe equipment
 - Ensure a systematic approach to identify risks is developed and implemented and ensure sufficient resources are allocated to control them
 - Ensure the provision of suitable information, instruction, training and supervision
 - Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
 - Promote the principles of sensible risk management
 - Monitor, review and modify this policy and any arrangements as required.
- 1.7 All of **LAT** employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.



2.0 Lionheart Academies Trust (LAT) Organisation – Roles and Responsibilities

Background & Context

2.1 The MAT is a charitable company operating under Articles of Association and Memorandum of Association signed by the Members.

Structure & Organisational Responsibilities

2.2 The Members have appointed Trustees who are to ensure that the charitable objectives of the Trust are carried out. The Board of Trustees is the corporate body accountable for the overall health and safety performance of all the Academies within the Trust.

2.3 The Board has appointed the Chief Executive Officer (CEO) who has been delegated responsibility for the executive management and the performance of the Trust and all Academies. The Board will determine overarching H&S objectives for the organisation that are aligned to the vision and aims of the LAT.

2.4 The Responsibilities are delegated by the Board in line with the Articles of Association and are outlined in the trust's Scheme of Delegation and/or Controls Matrix and Terms of Reference.

2.5 The CEO leads the Trust Executive Leadership Team (ELT) and will delegate executive management functions to the members of the ELT. The CEO retains accountability to the Trust Board for the performance of the ELT.

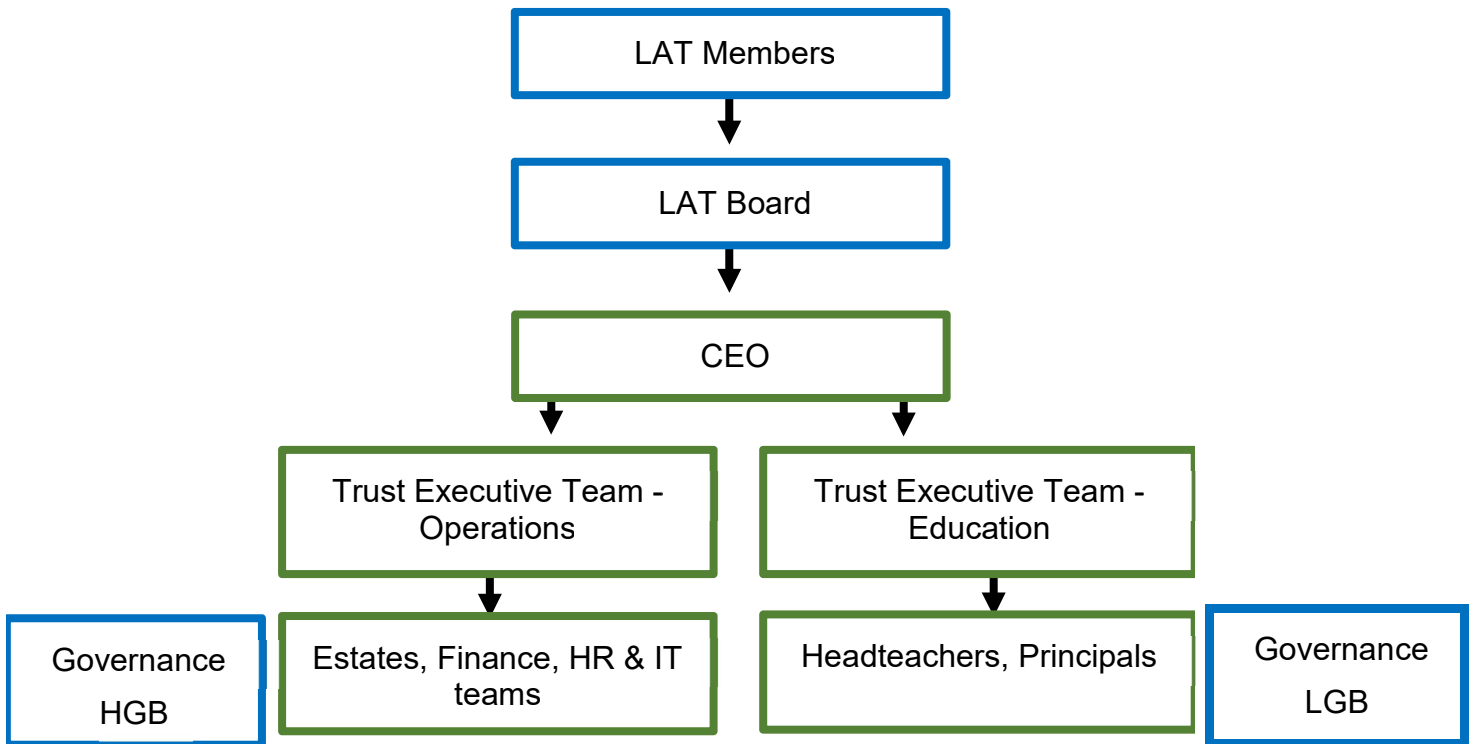
2.6 The Board has delegated (some) areas of governance within each Academy of the MAT that will be overseen by a Local Governing Body or, jointly across a group of schools, by a Hub Governing Body.



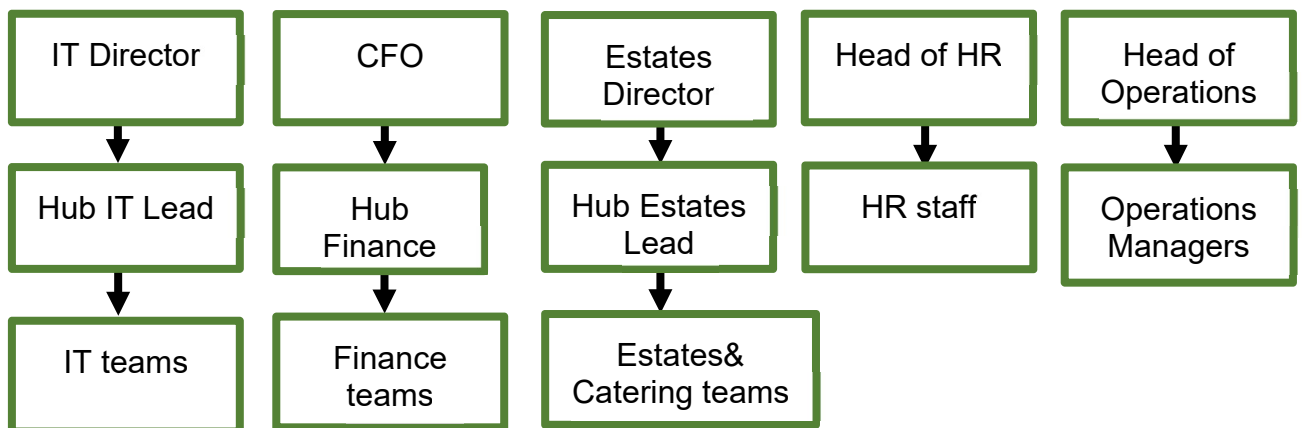
2.7 Each Local Governing Body comprises of Parents, Staff and Community / Coopted governors along with ex-officio senior leader(s).

2.8 Where Operations Managers report to the Trust Executive Team rather than the Head Teacher, they hold shared responsibility with the Head Teacher for the health and safety performance within their Academy.

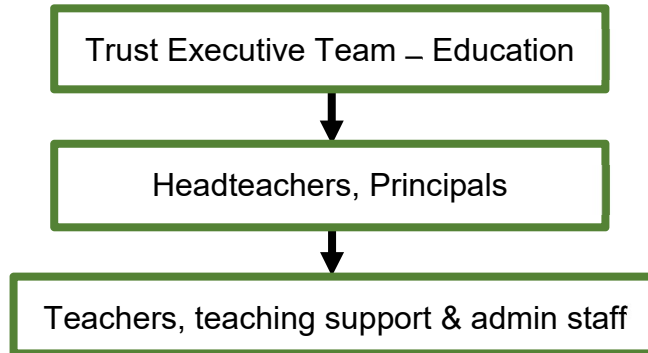
LAT ORGANISATIONAL STRUCTURE



HEALTH & SAFETY ORGANISATIONAL STRUCTURE - OPERATIONS



HEALTH & SAFETY ORGANISATIONAL STRUCTURE – EDUCATION



Chief Executive Officer

2.9 The Trust Board has appointed the Chief Executive Officer (CEO) who has been delegated responsibility for the executive management and the performance of the Trust and all member Academies for health and safety. The CEO will be responsible for:

- Providing Termly health and safety reports to the LAT ACR Committee.
- Ensuring adequate resource is provided for health and safety.
- Setting clear health and safety values and standards throughout the LAT.
- Establishing clear and measurable health and safety aims and objectives.
- Ensuring the provision of competent health and safety advice.
- Ensuring any health and safety shortcomings are identified and rectified in a timely manner.
- Consulting with staff, union representatives, safety committees and stakeholders on health and safety matters.
- Ensuring the health and safety policy and arrangements are reviewed and implemented throughout the LAT.
- Ensuring that all plant and work equipment provided is selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations.
- Ensuring that risk assessments are undertaken by competent persons and that adequate control measures are implemented to reduce risks so far as is reasonably practicable.



- Ensuring that accidents and incidents (including near misses and violence and aggression) are properly reported and investigated and the findings acted upon without delay.
- The Chief Executive Officer may delegate specific responsibilities to other members of The LAT staff, however the CEO will still be accountable for ensuring the responsibilities are fulfilled.

Chief Financial Officer

- Establish an annual budget for health and safety for all academies within the LAT.
- Report any shortcomings in health and safety budget to the CEO/Trust Board.
- To produce annual health and safety budget forecast reports and communicate them to the Trust board and CEO.

Hub Governing Body



- 2.10 The Trust Board has delegated governance responsibility for holding each academy to account for H&S management and operational matters relating to the academic work of each individual academy (lesson risk assessments, trips, use of the building for teaching and learning, etc.) to Hub Governing Bodies.

Audit, Compliance & Risk Committee

- 2.11 The Board Audit, Compliance & Risk Committee is responsible for:
- establishing clear lines of local accountability for health and safety
 - periodically assessing the effectiveness of its implementation of the LAT policy and ensuring that the need for any necessary changes are communicated to the Board and Executive Leadership Team
 - ensuring that responsible staff have access to competent health and safety advice
 - ensuring the provision of a business continuity plan and SEMT (Senior Emergency Management Team) for each school within The LAT.
 - ensuring that each academy allocates sufficient funds for health and safety.

2.12 LAT HR Manager

The HR manager will;

- Ensure Health and Safety responsibilities are included in job descriptions
- Assist where necessary in facilitating clear lines of communication between management and employees across the Trust.
- Cooperate and communicate with the CEO to ensure the LAT Health and Safety policy aligns with HR policies.
- Make recommendations in relation to Occupation Health referrals to the CEO/Head Teachers.

2.13 LAT Director of Estates, North and South Hub Estates Managers, Site Managers

The LAT Director of Estates, The North and South Hub Estates Managers and local Site Managers are delegated the responsibility of overseeing premises management and as it relates to the buildings and other assets ensuring health and safety compliance across The LAT. The LAT Managers are responsible for;



- Establishing a system for the maintenance of the LAT assets both building and plant including premises compliance checks across the LAT.
- Devising, reviewing and communicating the LAT contractor management policy.
- Implementing the contractor management policy and ensuring systems are in place for implementing the policy.
- Ensuring all accidents, incidents and near misses are investigated and reported to the CEO.
- Facilitate health and safety audits.
- Implement an internal health and safety auditing program to ensure premise compliance.
- Implement an external health and safety audit program to ensure premises compliance.
- Undertake termly premises inspections within all academies within the LAT and provide the reports to the CEO.
- Carry out and review relevant risk assessments within the premises department.
- Implement a system for retaining premises compliance documentation to ensure it is readily accessible.
- Establish a contractor procurement system that ensure contractors are competent to carry out their duties and carry out and record contractor inductions.
- Conducting, reviewing, implementing and communicating risk assessments in relation to the activities the staff under their control.

2.14 **LAT Catering/Kitchen Manager**

The LAT Catering Manager is responsible for catering activities across The LAT. The Catering Manager will:

- Advise the LAT Director of Estates, Estates Managers/Site Managers/CEO of any health and safety concerns related to property or premises.
- Ensure risk assessments are undertaken across the trust for activities associated with catering and kitchen work within their individual academy kitchens.



- Ensure health and safety information is communicated across the trust.
- Report accidents, dangerous occurrences and near misses to The Director of Catering/Director of Estates.
- Ensure a food safety policy is devised, reviewed and communicated to kitchen staff across the trust.
- Ensure the provision of adequate PPE for kitchen staff across the trust.
- undertake any training identified by the CEO/Director of Catering to enable them to perform their duties at the level of responsibility allocated to them.
- Implement an internal audit system across the trust member academy kitchens.
- Implement an external audit system across the trust member academy kitchens.
- Provide a termly kitchens/catering health and safety performance report to the CEO.

2.15 The Executive Principal/Associate Principal/Head of School

The Executive Principal/Associate Principal/Head of School has been delegated the responsibility of the management of safety and implementation of this policy within The LAT Schools. The Executive Principal/Associate Principal/Head of School will implement an occupational health and safety management system to comply with The Management of Health and Safety at Work Regulations 1999. To help achieve this they will:

- The Executive Principal/Associate Principal/Head of School will ensure compliance with The LAT Schools health and safety policy.
- Make clear any duties in respect of health and safety, which are delegated, to members of staff.
- make him/herself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of The LAT Schools and maintain an up to date system of policies, procedures and risk assessments.
- co-operate and communicate with trade unions and employee health and safety representatives and ensure that all employees are aware of and



accountable for their specific health and safety responsibilities and duties set out in Appendix 1.

- in the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk.
- ensure the health and safety policy, procedures and risk management programme are implemented as an integral part of business operational planning and service delivery.
- Co-operate and communicate with the Governing Body/Academy Trust/SLT/CEO



- Undertake regular monitoring and ensure the provision of adequate resources to achieve compliance.
- Provide a termly health and safety performance report to the Academy Trust/Governing Body/CEO
- ensure that local procedures for the selection and monitoring of contractors are in place.
- take appropriate action under The LAT Schools disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures.
- Ensure The LAT has access to competent health and safety advice.
- Ensure there is a clear system for reporting accidents and incidents.
- Facilitate health and safety audits.

2.16 In addition to their statutory duties, the Executive Principal/Associate Principal/Head of School and teachers have a common law duty of care for pupils which stems from their position in law “in loco parentis”.

2.17 They may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively and efficiently implemented. Specific duties and responsibilities in relation to specific job roles are set out in appendix 1 of this policy.

2.18 **Senior Leadership Team**

The senior leadership team will:

- make themselves familiar with and ensure their academies’ compliance with this policy.
- Monitor the effectiveness of this policy, identify any shortcomings within the policy and communicate them to the Governing Body.
- Provide a documented process for reporting and investigating all incidents, accidents and near misses.
- Provide termly health and safety performance reports to The Executive Principal/Associate Principal/Head of School/Governing Body.

Heads of Faculties/Departments



2.1 Heads of faculty/departments at The LAT Schools will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Executive Principal/Associate Principal/Head of School .Any member of staff with departmental/faculty management responsibilities will: -

- make themselves familiar with and ensure their department complies with this policy, including any procedures, instructions and requirements for safe methods of work
- Science and Design Technology Heads of Department will ensure a departmental health and safety policy is devised and communicated to all staff concerned.
- identify new and existing hazards, provide risk assessments, record the significant findings, implement any necessary control measures and review these to ensure that they remain relevant
- check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken.
- provide information, instruction, training and supervision for the department staff they are responsible for.
- complete a health and safety induction checklist for all new employees at the commencement of their employment.
- report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.
- be responsible for all aspects of health and safety included in their job description.
- ensure that all statutory registers and records are retained and maintained.
- report property defects within their department to the Site Manager/Premises Manager.
- Provide termly health and safety performance reports to the SLT.
- Ensure the provision of adequate PPE free of charge for staff and pupils with their departments.
- Facilitate health and safety audits.

2.2 More specific duties for Heads of Design Technology, Science and PE will be set out in their departmental health and safety policies and within appendix 1 of this policy.



2.3 Operations Managers

- Will be responsible for ensuring the day to day operational requirements of the health and safety policy are implemented.
- Will maintain an up to date copy of the health and safety policy together with all associated documentation relevant to the faculty involved.

Notify the Site Manager/Premises Manager/Premises Officer and/or Head Teacher of any health and safety concerns and any financial implications identified by the risk assessment process.

- Liaise with and report directly to the SLT on matters of Health and Safety.
- Ensure that all certification and statutory inspections are kept up to date.
- To investigate accidents, dangerous occurrences and near misses, complete accident reports.
- Facilitate health and safety audits.
- Provide termly health and safety performance reports to the SLT.
- Ensure the Academy has a Management of Medications Policy.
- Ensure the Academy has an Off-Sites Visits Policy.
- Ensuring resource is allocated to enable statutory inspections, risk assessments, property maintenance and equipment maintenance to take place at the correct intervals and when necessary.
- Ensuring there is a system in place for contractor procurement that identifies contractor competency.
- Ensure the provision of resources for staff health and safety training.
- Establish a health and safety training plan and matrix to identify staff training needs.



Estates Manager/Site Manager/Premises Officer

2.4 The Estates Manager/Site Manager/Premises Officer is responsible for day to day management of property maintenance and compliance checks. The Estates Manager/Site Manager/Premises Officer will be responsible for:

- Have a general responsibility for the application of the school's health and safety policy to their own area of work and are directly responsible to the Director of Estates and Head Teacher.
- Will establish and maintain safe working procedures including (referring to relevant legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- Carry out regular health and safety assessments of the activities for which they are responsible, and report to the SLT any defects, which need attention. Monitor their effective implementation by staff under their control.
- where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
- advise the SLT on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.
- Carry out compliance checks in accordance with Appendix 1 and job description.
- Liaise and co-operate with The Head Teacher and/or Operations Manager on property related matters
- Provide a termly health and safety report for the SLT.
- Retain and maintain compliance and health and safety related documentation and ensuring this documentation is backed up digitally.
- Ensuring statutory surveys, risk assessments and reports are organised with competent contractors and completing.
- Conducting contractor induction and recording the process.



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- Reporting incidents, accidents, dangerous occurrences and near misses to the SLT.
- Undertaking any training identified by the Director of Estates/SLT to enable them to perform their duties at the level of responsibility allocated to them.

Catering/Kitchen Manager

2.5 The Catering/Kitchen Manager is responsible for activities undertaken within the school kitchen and will:

- Take responsibility for the day to day management of health, safety and wellbeing within the school kitchen and the activities undertaken by kitchen staff.

Advise the Site Manager/Premises Officer and/or Head Teacher of any health and safety concerns.
- Provide risk assessments for activities associated with work and relevant employee in the kitchen. Monitor their effective implementation.
- Ensure health, safety and wellbeing information is communicated to catering staff.
- Report accidents, dangerous occurrences and near misses to The Operations Manager.
- Ensure a food safety policy is devised and communicate to kitchen staff.
- Ensure the provision of adequate PPE for staff that they are responsible for.
- undertake any training identified by the Director of Catering/SLT to enable them to perform their duties at the level of responsibility allocated to them.

All Staff

2.6 All employees, agency, peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All staff are required to:

- take reasonable care for their own health and safety at work and of those who may be affected by their actions or omissions.
- cooperate with their line manager and senior management to work safely
- comply with health and safety instructions and information and undertake appropriate health and safety training as required
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements and/or workplace.
- support The LAT Schools in embedding a positive safety culture that extends to pupils and any visitors to the site.
- undertake any training identified by the SLT to enable them to perform their duties at the level of responsibility allocated to them.

Pupils

2.7 All pupils are expected to behave in a manner that reflects The LAT Schools behaviour policies and in particular are expected to: -

- take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at The LAT Schools
- co-operate with teaching and support staff and follow all health and safety instructions given.
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to a teacher or other member of The LAT Schools staff any health and safety concerns that they may have.

Shared site users

2.8 Where two or more employers share a workplace, each employer shall cooperate with the other employers concerned to enable them to comply with their duties under health and safety legislation.

All users of the shared site must agree to:

- co-operate and co-ordinate on health and safety matters
- provide information relating to any additional risks or procedures which will be new or unusual to those sharing the site that may arise from their activities
- meet the insurance requirements of The LAT Schools insurance provider



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- familiarise themselves with and communicate to their employees/users The LAT Schools health and safety arrangements

The LAT Schools will ensure that:

- the premises are in a safe condition for the purpose of use
- adequate arrangements for emergency evacuation are in place and communicated
- users are consulted on health and safety matters
- The LAT Schools health and safety arrangements are made available to shared users

Lettings

2.9 The LAT Schools have a lettings policy. The policy covers procedures for fire evacuation, security arrangements, the requirements relating to accident, assault and near miss reporting and requirements for the provision of first aid.

Persons/organisations letting the site must agree to:

- co-operate and co-ordinate with The LAT Schools on health and safety matters
- agree to the terms of the lettings policy in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of The LAT Schools that may arise from their activities



The LAT Schools will ensure that:

- the premises are in a safe condition for the purpose of use
- the health and safety arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises
- adequate arrangements for emergency evacuation are in place and communicated.

3.0 Trust Organisational Arrangements for Health and Safety

- 3.1** The following arrangements will be adopted to ensure that the Governing Body/Trust Board, the CEO and the Principal/Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the site.

Setting health and safety objectives

- 3.2 The Board and the CEO will specifically review progress of health and safety objectives at the termly meeting of the Board ACR Committee. Where necessary health and safety improvements will be identified and included within Lionheart Academies action plan.

Provision of effective health and safety training

- 3.3 The Board ACR Committee will consider health and safety training on an annual basis in line with the Trust Board's health and safety training matrix focussing on mandatory training as a priority.

Provision of an effective joint consultative process

- 3.4 Some of the secondary schools in Lionheart Academies Trust have a Health and Safety Committees which meets at least once per term. This committee will report to the Governing Body and the Principal/Head Teacher, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) a member of the senior leadership team, a member of teaching staff, a member of support staff, a member of the site management team, a member of the Governing Body/Trust Board member and trade union representatives (where applicable shared site users)

Establishing adequate health and safety communication channels



3.5 Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- senior leadership team meetings and staff meetings
- site health and safety committee
- provision of information relating to safe systems of work and risk assessments
- training provided
- communications with relevant specialist advisors and bodies

3.6 Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Financial resources

3.7 The Trust Board along with the CEO and relevant Head Teacher will review the Lionheart Academies Trust budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

Specialist advice/support

3.8 Lionheart Academies Trust will ensure that access to competent technical advice on health and safety matters is procured to assist the Lionheart Academies Trust in complying with statutory duties and meeting health and safety objectives; Lionheart Academies Trust will do this by;

- Accessing the services of a competent Health and Safety Advisor through Leicestershire County Council Health, Safety and Wellbeing Service

Audit

3.9 Each Lionheart Academies Trust member academy's health and safety management system will be audited by Leicestershire Traded Services Health, Safety and Wellbeing Service every two years. Lionheart Academies Trust reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety within LAT.

- External health and safety audit reports will be delivered to the LAT CEO/ Director of Estates at each individual Academy for review.

4.0 Local Organisational Arrangements



Accident and assaults

- 4.1 All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence. All incidents should be reported to the Leadership Team, Head of school, CEO and Director of Estates. RIDDOR reportable incidents, as per the HSE's Education Information Sheet No1 (Revision 3) will be reported to the HSE within the required timescales.
- 4.2 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.
- 4.3 Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.
- 4.4 Accident records will be retained for the following periods; Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years).

Contractor management

- 4.5 All LAT Schools will comply with the Construction Design and Management Regulations 2015, and the HSE guidance document: HSG159 Managing contractors: A guide for employers. The Schools in The LAT ensure that:
- roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated
 - competent contractors are used
 - clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.
 - pre-start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
 - key contacts are identified
 - regular update meetings take place throughout any works/projects

- works are visually monitored, and any concerns immediately reported
- works are signed off and any associated certification and documentation is obtained
- all staff/ pupils and other users of site remain in a safe environment for the duration of the works.
- all contractors are given access to the asbestos register
- all contractors to complete a contractor site induction sheet before work can proceed

Control of hazardous substances

4.6 The Schools in The LAT comply with the HSE's approved code of practice Control of Substances Hazardous to Health (L5) relating to the management and control of hazardous substances on site. The Schools in The LAT will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any requirement for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided
- training records are maintained for those who receive training
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- only substances purchased through the school's procurement systems can be used on site
- substances are stored correctly and those that are no longer used are disposed of as per the substance's safety data sheet
- COSHH risk assessments are monitored quarterly and reviewed annually

Dealing with health and safety emergencies - procedures and contacts

4.7 As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

4.8 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Defect reporting

4.9 The Schools in The LAT have a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

Display screen equipment (DSE)

4.10 The Schools in The LAT acknowledge that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. The Schools in The LAT ensure that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment



- assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health.
- DSE training and assessment is available via LTS Health Safety and Wellbeing Service buy back. This can be access through the SHINE online system. For access please call 0116 305 5515. <https://goshine.co.uk/login/index.php>

Driving 4.11

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. 6 monthly licence and insurance checks are undertaken and documented.

Any School with a Minibus needs to be book any use through the Estates team in the Premise Office. For a member of staff to drive the bus they must have a full clean driving licence with a D1 permission on the licence. The staff member can go on the DVLA website in order to give permission for a check on their driving licence and then give the code to the Estates team to view the licence online. They must also be in possession of the Midas Minibus proficiency test. The Estates Co-ordinator at Beauchamp College arranges the test for this and if passed it is valid for 4 years. The examiner will ask relevant questions and also will view the staff member's driving licence. The test covers not only the practical driving of the minibus but also health of the driver, situations that may arise, safety on board etc.

All schools will also conduct an annual check on the driving licence and the member of staff will be contacted to receive the code again for an updated check. The day to day management of the road worthiness of the minibus is carried out by the driver each day prior to being driven. This includes tyre checks, visual checks on lights, wipers, water, signage, seat belt checks etc. Any faults occurring are quickly remedied either in house or by booking this into the garage. MOT's and servicing of the school vehicles are usually done within the school holidays to minimise disruption of use. If any repairs need to be carried out and the vehicle goes in overnight to the garage then a hire bus of equal standard is hired for that period and insurance is notified and adjusted to cover this. The school vehicles are fully insured through local authority and have breakdown cover and fuel cards to use at filling stations.

Electrical systems and equipment

4.11 The Schools in The LAT maintain and service electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

4.12 Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in low risk environments*' (INDG236), by a competent contractor with records maintained.

4.13 Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The Schools in The LAT defect reporting procedure is followed as required.

Fire safety

4.14 The Schools in The LAT are committed to providing a safe environment for both staff and pupils. The Schools in The LAT manage the risk of fire by ensuring:

- a detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation.
- an annual type 1 and a 5 yearly type 2 fire risk assessment must be in place and reviewed on a regular basis. Actions highlighted in the risk assessments will be completed in order of priority highlighted by the assessors within the assessments.
- statutory inspections are carried out on all fire related systems and equipment either both by competent contractors and in house by trained staff
- all staff receive fire awareness training that is regularly updated, and fire marshals receive role specific instruction
- a fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
- A fire log book is kept and maintained

First-aid and supporting pupils' medical conditions

4.15 Adequate first aid arrangements are assessed, maintained and monitored at the Schools in The LAT and for all activities that the Schools in The LAT ensure that:

- the number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences
- all first aiders and appointed persons hold a valid certificate of competence, the Schools in The LAT maintain a register of all qualified staff and will arrange re-training as necessary

- first aid notices are clearly displayed around The Schools in The LAT.
- sufficient numbers of suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked
- a suitable area is available for the provision of first aid
- staff are regularly informed of first aid arrangements within The Schools in The LAT through induction, teacher training days and the staff handbook which is issued annually
- where first aid has been administered this is recorded in the first aid treatment book
- correct reporting procedures are followed including those required under RIDDOR regulations
- individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of an emergency
- children with medical conditions will be cared for in line with the medical conditions policy
- medication shall be kept securely in line with the medical conditions policy

Glass & Glazing

4.16 The Schools in The LAT will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing

4.17 The Schools in The LAT will survey its glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect

Grounds - Safety/Security Safety

4.18 The Schools in The LAT will ensure that there is safe access and egress from the buildings and grounds including balancing the need for security with the need for emergency escape. The Schools in The LAT will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g. outdoor play equipment.



Security

Security is reviewed annually The LAT will produce an action plan to address any issues.

Housekeeping – storage, cleaning & waste disposal

- 4.19 The Schools in The LAT will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for safety.
- 4.20 The Schools in The LAT will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimise the risk of slips. The Schools in The LAT will ensure that there is suitable and sufficient external waste bins secured from the risks of arson and tampering.
- 4.21 Where applicable and to accommodate the requirements of environmental legislation the Schools in The LAT will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.
- 4.22 Suitable arrangements will be made for the clearing of snow as part of winter preparedness.

Jewellery

The Schools in The LAT will have their own individual rules and procedures on the wearing of jewellery.

Lone working

- 4.23 The Schools in The LAT will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working e.g. work at height.

Management of asbestos

- 4.24 The Schools in The LAT comply with the HSE's approved code of practice *'Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143)*. The Schools in The LAT is committed to preventing exposure to asbestos fibres to all persons that enter



onto its premises. The Schools in The LAT has a whole site asbestos 'management survey' (previously known as Type 2 survey) from which a local asbestos management plan (Lamp) has been developed. The Lamp along with the asbestos register will be kept up to date.

- 4.25 A minimum termly visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented; where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the Schools in The LAT Lamps.
- 4.26 Prior to any works that will or has the potential to alter the fabric of the building; a 'refurbishment and demolition survey' (previously known as a Type 3 survey) will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance (re-routed) or the asbestos will be removed by competent licensed contractors prior to building works commencing.
- 4.27 Any changes to the building where asbestos any work on or the removal of asbestos has been carried out will be recorded in the asbestos register and kept with the school's Lamp.

Moving and handling

- 4.28 The Schools in The LAT comply with the HSE's approved code of practice amended). Guidance on Regulations (L23). 'Manual Handling. Manual Handling Operations Regulations 1992 (as
- 4.29 Within The Schools in The LAT there is a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The Schools in The LAT manage the risk associated with moving and handling tasks by ensuring that:
- moving and handling is avoided whenever possible
 - if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
 - those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
 - any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
 - any defective equipment is taken out of use until repaired or is replaced
 - an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by



undertaking moving and handling tasks, these may result in some moving and handling task being restricted

- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

Noise

4.30 The Schools in The LAT will make arrangements for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005

Occupational health services and work-related stress

4.31 The Schools in The LAT acknowledges that there are many factors both work related and personal that may contribute to staff being from absent from work through injury and ill health including stress.

4.32 The Schools in The LAT will follow the principles of the HSE guidance '*Managing the causes of work-related stress*' (HSG 218). The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager or a member of the senior leadership team of any ill health issues
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the Schools in The LAT The Principal/Head Teacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

Off-site visits including school-led adventure activities

4.33 The Schools in The LAT have created an Off-Sites visits policy which should be followed by the EVC (Educational Visits Coordinator) and Visit Leaders.

- Risk assessments will be created for all off-site visits by trained and delegated visit leaders.
- The Schools in The LAT requests and requires staff to follow the Off-Site visits policy and adopt OEAP National guidance when creating risk assessments for off-site visits. <https://oeapng.info/>
- All residential, overseas and adventurous activity visits will be logged on the EVOLVE system. The LTS Health Safety and Wellbeing team duty officer at Leicestershire Traded Services will provide advice via the EVOLVE system.
- https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=LeicestershireCountyCouncil This link directs to the EVOLVE website. For login enquiries please contact 0116 305 5515.
- Governors will be provided details of all off-site visits.
- Visit Leaders will create risk assessments for visits, the EVC will review the visit forms and risk assessments and the Head Teacher will approve the visit.
- All approvals for off-site visits will be done by the Head Teacher or designated and trained deputy.

Risk assessment

- 4.34 Risk assessments are undertaken for tasks/activities where hazards have been identified or where there is a foreseeable risk of injury/ill health.
- 4.35 A system for the development and upkeep of risk assessments will be devised by each Academy in the MAT. This system will be documented and reported to the MAT Trust.
- 4.36 Within the Schools in The LAT various persons are tasked with the development of risk assessments based on their knowledge, experience and competence (See Appendix 1). Relevant staff will develop the risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times electronically/hard copy via The L Drive.
- 4.37 New and expectant mothers risk assessments will be conducted in line with HSE Guidance.
- 4.38 Young persons' risk assessments will be carried out for staff working on site falling within this age range, as applicable.

Smoking

4.39 The Schools in The LAT comply with UK law on smoking in both indoor and external spaces. The Schools in The LAT have a no smoking policy which extends to the limits of the curtilage of the site. The policy extends to the use of substitute inhalers and all types of vaping devices including e-cigarettes. There is signage on site and The Schools in The LAT will ensure that persons seen smoking onsite are instructed not to do so.

Statutory Inspections

4.40 The Schools in The LAT ensure that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed which is implemented by the Site Manager / Premises Officer and monitored by the health and safety committee.

Swimming Pool Operating Procedures

The LAT have a separate Policy for Swimming Pools.

Preventing workplace harassment and violence

4.41 The Schools In The LAT are committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific lone working risk assessment, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible
- withdraw from a situation or escalating situation
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- contact emergency services, as appropriate.
- inform the Principal/Head Teacher or a member of the senior management team if confrontation has taken place

The Schools in The LAT will:

- ensure the Principal/Head Teacher or member of the senior leadership team to attend the site of an incident on being informed of an incident, if considered necessary
- have in place procedures for the reporting of incidents
- offer counselling/ support through Occupational Health

- debrief individuals following any incident
- provide training on how to manage conflict and aggression as required
- review the appropriate risk assessments following any incident.

Vehicles on Site.

The Schools in The LAT have various measures in place to control traffic on individual sites. A Traffic risk assessment is completed annually.

Water hygiene management

4.42 The Schools in The LAT will comply with the HSE approved code of practice *'Legionnaires' disease - The control of legionella bacteria in water systems' (L8)*.

The Schools in The LAT will:

- employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions.
- employ a competent external contractor to provide a suitable survey/risk assessment periodically as below:
 - changes to the water system or its use
 - changes to the use of the building in which the water system is installed
 - the availability of new information about risks or control measures
 - the results of checks indicating that control measures are no longer effective
 - changes to key personnel
 - a case of legionnaires' disease/legionellosis associated with the system
 - If none of the above situations apply a new water hygiene survey/risk assessment will be conducted by a competent contractor every 2 years.
- Address any remedial actions identified by the survey including dead leg removal or drain down in order of priority determined by the survey/risk assessment.
- employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and

thermostatic mixing valves (TMV's) as applicable. TMV's will be serviced in accordance with the manufacturer's instructions or as advised by a competent contractor.

- ensure regular flushing of little used outlets is completed by a competent individual on a weekly basis.
- employ a competent person to undertake monthly monitoring of water systems including temperature readings.

Working at height

4.43 The Schools in The LAT will follow the principles of the HSE guidance *'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401)*. The Schools in The LAT use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. The Schools in The LAT ensure that:

- work at height is avoided whenever possible
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking work at height have received appropriate training and training records are maintained
- all access equipment (ladders, step ladders, tower scaffolds etc.) is identifiable and inspected as required
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

Workplace inspections

4.44 The Schools in The LAT recognise the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the defect reporting procedure.

4.45 Monitoring and review

4.46 This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Governing Body/Academy Trust Board and the Principal/Head Teacher on a regular basis (every two years as a minimum), or as required.

4.47 In order to substantiate that health and safety standards are actually being achieved, the Schools in The LAT will measure performance against predetermined plans and objectives. Any areas where the standards are not being met will require remedial action.

4.48 The Schools in The LAT may use different types of systems to measure health and safety performance.

Active monitoring systems

- spot checks and termly site inspections will be undertaken
- documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- appropriate statutory inspections on premises, plant and equipment will be undertaken
- where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

Reactive monitoring systems

- identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc...



Reporting and response systems

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- health and safety committee, Governing Body/Academy Trust and Senior Leadership team will all receive and consider reports on health and safety performance

Investigation systems

- investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and the underlying causes of events
- analysing data to identify common features or trends and initiate improvements
- where cases of occupational ill-health are to be investigated
- where complaints relating to occupational health and safety are to be recorded and investigated
- where accidents/incidents and assaults with the potential to cause injury, illhealth or loss are to be reported, recorded and appropriately investigated.

Third Party Monitoring/ Inspection

- The Schools in The LAT will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the Schools in The LAT action plans with appropriate target dates for completion

4.49 Business Continuity

- The LAT will create a business continuity plan, this plan will be used during events which have the potential to cause major disruption to our services. Although such events are rare, it is important that we have in place plans to help us manage and recover from these situations as they arise.
- In the event of a major emergency or disruption, co-ordination and implementation of the business continuity plan is the responsibility of the Executive Team. This group of employees will form the SEMT (Senior Emergency Management Team) in the event of a major emergency or major disruption.



- A copy of the LAT business continuity plan will be distributed to all members of the SEMT and they will ensure that pre-planning is carried out.
- In the unlikely event of major disruption or disaster the SEMT will arrange to meet VIA Microsoft Teams to co-ordinate and implement the business continuity plan.
- The LAT business continuity plan will be reviewed annually, when there is a change in staff, when there is a change in arrangements, following an incident, when there is a significant change to the premises. These reviews will be conducted by The Executive Team.

4.50 Retaining and Maintaining Documentation

- Beauchamp College will store all health and safety related documentation.
- Health and safety related documentation will be backed up/scanned in and stored within the Academies computer system for future reference.

5.0 Appendix 1 Table of Delegation of Specific Duties:

Responsibility	Frequency	Delegated to Job Role	Signed
Reviewing Health and Safety Policy	Annually	Director of Estates	
Digitally Backing up Compliance and Safety Documents	When Created or Received	Estate Managers	
Allocating Budget for Health and Safety	Annually	Director of Finance	
Display Energy Certificate Renewal	As Instructed on Current Certificate	Estate Managers	
Organising Type 2 Fire Risk Assessment	Every 5 Years	Estate Managers	
Conducting and reviewing Type 1 Fire Risk Assessment	Annually	Estate/Site Managers	
Internal Checking of the Fire Alarm Panel	Daily	Premises	
Internal Fire Evacuation Drill Organisation	Termly	SLT/Premises	
Internal Manual Call Point Checks	Weekly on Rotation	Premises	
Internal Emergency Lighting Checks	Monthly	Premises/Contractor	
Internal Extinguisher Checks	Monthly	Premises/Contractor	
Internal Sprinkler System Checks	Weekly	Premises/Contractor	
Internal Fire Door Checks	Monthly	Premises	
Organising Service of The Fire Alarm System	Six Monthly	Estate/Site Managers	
Organising Service of Fire Extinguishers	Annually	Estate/Site Managers	
Organising Service and Maintenance to the Sprinkler System	Annually	Estate/Site Managers	
Organising Service and Maintenance of Emergency Lighting	Annually	Estate/Site Managers	

Organising Service and Maintenance of Air Conditioning Units	6 Monthly	Estate/Site Managers	
Organising Service and Maintenance of Air Handling Units	Annually	Estate/Site Managers	
Reviewing the Emergency Evacuation Plan	Annually	SLT/Premises	
Creating and Reviewing PEEP (Personal Emergency Evacuation Plans)	When Necessary	SLT	

Creating and Reviewing the Winter Gritting Plan	Annually	SLT/Premises	
Winter Gritting Pavements and Carparks	Consult Weather Forecast	SLT/Premises	
Reviewing the Business Continuity Plan and Emergency Procedures	Annually	Exec Team/SLT	
Reviewing the LAMP (Local Asbestos Management Plan)	Annually	Estates/Site Managers	
Organising Asbestos Management Surveys	5 Yearly	Estate Managers	
Monitoring the Condition of Asbestos on the Premises	Termly	Premises	
Organising Water Hygiene Surveys	2 Yearly	Estates/Site Managers	
Flushing of Little Used Outlets	Weekly	Premises	
Organising Service of TMV	Annually	Premises	
Organising Water Tank Cleans	When Necessary	Estate/Site Managers	
Water Temperature Monitoring	Monthly	Premises/Contractor	
Signing Off Water Temperature Monitoring	Monthly	Estate/Site Managers	
Organising Water Heater Service and Maintenance	Annually	Premises	
Organising Water Tank Inspections	Annually	Premises	
Organising Electrical Installations Condition Reports	5 Yearly	Estate/Premises	
Organising PAT (Portable Appliance Testing)	Annually	Estate/Site Managers	
Organising Service of Stage Lighting	Annually	Premises	
Organising Servicing of Gas Boilers	Annually	Estate/Site Managers	
Organising Gas Risk Assessment	Annually	Estate/Site Managers	
Conducting Workplace Inspections	Weekly	Premises	

Conducting Workplace Inspections (Governor/SLT)	Termly	Governor/SLT	
Organising Building Condition Surveys	5 Yearly	Estates Managers	
Internal Inspections of Playing Fields and Playground Equipment	Weekly	Premises/PE Staff	
Organising RPII Inspections of Outdoor Play Equipment	Annually	Estate/Site Managers	
Inspecting PE Equipment	Before Use	PE Staff	
Organising External Inspections of PE Equipment	Annually	Estate/Site Managers	
Organising Glazing Surveys	10 Yearly	Estate/Site Mangers	
Procuring and Commissioning Contractors	When Necessary	Executive Team	
Managing and Supervising Contractors	When Necessary	Premises	
Contractor Inductions	When Necessary	Premises	
Internal Inspection of Passenger Lifts and Hoists	Monthly	Premises/Contractor	
Organising Service and Maintenance of Lifts and Hoists used for	6 Monthly	Premises/Contractor	

carrying people			
Organising Service and Maintenance of The Kiln	Annually	Premise/Contractor	
Organising the Service and Maintenance of Local Extract Ventilation (LEV) Systems e.g. fume cupboards, dust extraction in D&T	14 months	Premises/Contractor	
Organising the Service and Maintenance of Work Equipment	Follow Manufacturer's Instructions	Premises	
Organising the Service and Maintenance of The Kitchen Equipment	Follow Manufacturer's Instructions	Director of Catering	
Organising a Thorough Clean of The School Kitchen	Termly	Premises	
Creating and Reviewing Classroom Risk Assessments	Annually	Premises	
Creating and Reviewing Premises Related Risk Assessments	Annually	Premises	
Creating and Reviewing PE Risk Assessments	Annually	PE Staff	

Creating and Reviewing Design Technology Risk Assessments	Annually	Design Staff	
Creating and Reviewing Science Risk Assessments	Annually	Science Staff	
Creating and Reviewing Other Risk Assessments	Annually	SLT	
Conducting Pregnancy Risk Assessments	When Necessary	HR	
Conducting Return to Work Risk Assessments	When Necessary	HR	
Selecting Staff Health and Safety Training	Review Termly	HR	
Recording Staff Health and Safety Training in a Central Record	When Necessary	HR	
Creating and Reviewing COSHH Risk Assessments for Premises	Annually	Premises	
Creating and Reviewing COSHH Risk Assessments for Substances Used in Classrooms and Offices.	When Necessary	SLT/Premises	
Creating and Reviewing COSHH Risk Assessments for Substances Used by Cleaning Staff	Annually	Premises	
Logging Accidents onto the AssessNet system	When Necessary	SLT	
Reporting RIDDOR	When Necessary	SLT	
Reviewing Accident Statistics	Termly	SLT	
Reviewing the Management of Medications Policy	Annually	SLT	
Reviewing the First Aid Needs Assessment	Annually	SLT	
Checking First Aid Kit Contents	Monthly	SLT	
Checking the Condition of First Aid Facilities	Weekly	SLT	
Reviewing Pupil Individual Care Plans	When Necessary	SLT	
Reviewing Individual Behaviour Plans	When Necessary	SLT	
Creating and Reviewing Off-Site Visit Risk Assessments	When Necessary	SLT	
Approving Off-Site Visits	When Necessary	SLT	
Creating a Health & Safety Report for Governors	Termly	H&S Committee	
Communicating Emergency Procedures to Lettings	When Necessary	Head of Enterprise	
Emergency Contact during Lettings	When Necessary	Head of Enterprise	

Work Experience Co-ordination	When Necessary	Head Teacher	
Organising Service of The School Minibus	Annually	Estate/Site Manager	
Pre-Use/Daily Minibus Driver Checks	Daily / Before Use	Driver	
Driving for Work Drivers Licence and Insurance Checks	6 Monthly	HR	
Organising Tree Surveys	3 Yearly	Premises	
Organising Service/Inspection of The Lightening Protection Rod	11 Monthly	Premises	

Swimming Pool Management Responsibilities:

Creating and Reviewing Normal Operating Procedures for The Swimming Pool	Annually	Estates Managers	
Creating and Reviewing Swimming Pool Risk Assessments	Annually	Swimming Pool Staff	
Ensuring Water Samples are Submitted for Bacteria Testing	Monthly	Premises	
Conducting Water PH Testing	3 Times a Day	Premises	
Conducting Deep Cleans of The Swimming Pool Area and Changing Rooms	Termly	Premises	
Organising Service and Maintenance of Pool Plant	Annually	Premises	
Creating and Reviewing an Emergency Action Plan for the Pool	Annually	Estates Mangers	

6.0 Appendix 2. Lionheart Academies Trust's Additional Policies and Guidance for Reference:

Policy Documents	Location
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Off-Site Visits Policy	Shared drive
Management of Medications Policy	Shared drive
Supporting Pupils with Medical Conditions Policy	Shared drive
Lettings Policy	Shared drive / Premises office
Contractor Management Policy	Shared drive / Premises office

Guidance Documents	Location
Accident, Incident and Near Miss Guidance	Shared drive
Asbestos - Information and Guidance	Premises
LAMP Local Asbestos Management Plan	Premises
Schools Gate Safety Guidance	Premises
Blood Borne Viruses & Needle Stick Injury	Shared drive
Notification of Construction Works in Academies & Schools	Premises
CDM Guidance	Premises
Challenging Behaviour and Violence at Work	Shared drive
Contractor Management	Premises
COSHH Guidance	Premises
Door Safety in Schools	Premises
Driving School Minibuses Guidance	Shared drive
Driver and Vehicle Safety Guidance	Shared drive
Display Screen Equipment Guidance	Shared drive
Electrical Safety Guidance	Premises
Fire Safety Guidance	Premises
First Aid Guidance	Shared drive

Food Safety Information and Guidance	Kitchen office
Glazing - Information and Guidance	Premises
Intimate Care Guidance	Shared drive
Lettings Guidance	Premises
Lone Working	Shared drive
Manual Handling	Shared drive
Moving and Handling of People Guidance	Shared drive
Pregnancy	Shared drive
Noise at Work	Shared drive
Outdoor Play Equipment, Outdoor Gyms and Playing Fields Guidance	Shared drive
Risk Assessment Procedure Guidance	Shared drive
Stress Management in Schools Guidance	Shared drive
Supervision of Pupils by Others Guidance	Shared drive
Swimming Pool Safety Operating Procedures	Premises / Pool side
Violence at Work Guidance	Shared drive
Water Hygiene Procedure Guidance	Premises
Winter Gritting & Snow Clearing Guidance	Premises / website
Work at Height Guidance	Premises
Work Equipment Guidance	Premises
Young Persons and Work Experience Guidance	Shared drive



**Leicestershire
Traded Services**

Blood Borne Viruses and Needle Stick Injury Information and Guidance

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Reviewed by: Jim Hill

Date Reviewed: 15/03/2017

Review Due Date: 15/03/2020

Issue No: 2

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do that. ✓**

Contents

1.0 Introduction- What are Blood Borne Viruses?	2
2.0 How can BBV's be spread and who are at risk?	3
3.0 What to do if exposed to a needle stick/sharps injury?	4
4.0 Employers roles and responsibilities	6
5.0 Employees Roles and Responsibilities	8
6.0 Disposal of Waste	8
7.0 Reporting Accidents and Incidents	11
Appendix 1: Contact List- Local Authority Cleansing Departments within Leicestershire	12

[Appendix 2: Using and disposing of sharps Risk Assessment](#) **Error! Bookmark not defined.**

1.0 Introduction- What are Blood Borne Viruses?

1.1 Blood borne viruses (BBVs) are viruses found within the blood of some people and can be spread from one person to another, whether the carrier of the virus is ill or not. Those infected with a BBV can show signs of a severe disease, or little or no symptoms.

1.2 The main blood borne viruses are:

- Human Immunodeficiency Virus (HIV) – a virus which causes the disease Acquired Immune Deficiency Syndrome (AIDS), affecting the immune system within the body.
- Hepatitis B, C and D, which all cause Hepatitis a disease of the liver.

Note: Hepatitis A and E are not usually passed on by blood-to-blood contact and therefore does not pose a significant risk of blood borne infection.

2.0 How can BBV's be spread and who are at risk?

2.1 These viruses can spread from one infected person to another by various routes and over a prolonged period of time. These viruses can be found in bodily fluids other than blood. These include;

- Blood
- Semen
- Vaginal secretions
- Breast Milk

2.2 Bodily fluids such as urine, faeces, saliva, sputum, sweat, tears, and vomit carry minimal risk of BBV infection, unless they are contaminated with blood. It is not always obvious if blood is present and so care should be taken in this instance. All contact with bodily fluids should be treated as potential sources of infection.

2.3 Blood borne viruses are mainly transmitted sexually or by direct exposure to infected blood or other bodily fluids contaminated with infected blood. They can also be transmitted by puncturing the skin through a needle stick/sharps injury commonly by hypodermic needles.

2.4 In the workplace, direct exposure can occur through accidental contamination by a sharp instrument, such as a discarded needle or broken glass. Infected blood may also spread through contamination of open wounds, skin abrasions, skin damaged due to a condition such as eczema, or through splashes to the eyes, nose or mouth.

Note: A sharp is defined as sharp objects e.g. needles, syringes with needles, scalpels, blades, disposable scissors, suture equipment, stylets, trocars, broken test tubes and glass which may contain human blood, fluids and tissues with pathogens.

2.5 Workplace transmission

2.5.1 Blood borne viruses can present an occupational health risk at work, depending on the type of job you undertake. It is important that employers understand and recognise the ways BBVs can be transmitted in the workplace. The risk of BBV infection is low for the majority of occupations, as direct contact with blood and bodily fluids does not occur regularly; however, this depends upon the nature and level of exposure.

2.5.2 The following occupational groups are at an increased risk of exposure to sharps injury and associated BBVs. These include;

- Cleaners
- Premises Officers
- Health care workers
- Trained individuals that administer medication
- Any other employee that works within service areas used by members of the general public where needles/syringes are being used either legally or illegally.

2.5.3 Needles/syringes have been found concealed in cigarette packets, toilet cisterns, sweet papers, drinks cans, undergrowth, car seats, bedding and clothing etc.

2.5.4 Where the risk of exposure is increased for an individual, the completion of a risk assessment must be undertaken and a safe system of work developed.

2.5.5 If you are a First-Aider, the risk of being infected with a BBV while carrying out your duties is small. However there are some precautions that need to be considered to reduce the risk of infection, this is in-line with the training received. These include;

- Cover any cuts or grazes on your skin with a waterproof dressing.
- Wear suitable disposable gloves when dealing with blood or any other bodily fluids.
- Use suitable eye protection and a disposable apron when splashing is possible.
- To use a protective resuscitation aid (Vent Aid) when giving mouth to mouth resuscitation, but only when adequately trained.
- To thoroughly wash hands after every procedure (antiseptic wipes should be used when no running water is available).

Note: As a First-Aider you should not withhold treatment for fear of being infected with a BBV.

3.0 What to do if exposed to a needle stick/sharps injury?

3.1 If an employee has a needle stick/sharps/sharps injury (or puncture wound from a syringe, etc.)

They **must**;

- Encourage the wound to bleed by squeezing – not sucking.
- Wash the wound under cold running water with or without soap.
- Put a dressing on the wound.
- Seek immediate medical advice e.g. local First-Aider, NHS Direct or NHS Walk in Centre.

- Report the incident to their Line Manager
- Inform the appointed person who will record the incident on the reporting system- AssessNET

3.2 It can take up to 6 weeks for medical diagnosis to confirm if a person has been infected following a needle stick injury. The emotional stress this can cause to the employee must not be underestimated or ignored and counselling and other mental health support services may need to be provided.

4.0 Employers roles and responsibilities

4.1 Employers have a legal duty to ensure in so far as is reasonably practicable for the health, safety and welfare at work of all their employees stated within the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, which also includes temporary workers, young persons and visitors to site.

4.2 The main piece of legislation that applies to infections at work is The Control of Substances Hazardous to Health Regulations 2002 (COSHH). The term biological agents are covered within this legislation and are defined as any micro-organism which may cause infection or create a hazard to human health for example blood borne viruses, etc.

4.3 Under COSHH an employer has a legal duty to assess the risk of infection for employees and those affected by the work and are legally required to keep health records in relation to work involving risk of exposure to BBV's. Once the risk is identified, suitable precautions and control measures should be implemented. The employees must also be given adequate information, instruction and training on the risks they may be subjected to within their work environment.

4.4 Assessing the

risk

4.4.1 It is the responsibility of the manager to carry out a risk assessment assisted by the individuals that are subjected to the hazards.

4.4.2 When conducting the risk assessment the following items need to be considered;

- Identify the hazards - where needle stick/sharps/sharp injuries resulting in BBVs may be present.
- Decide on who might be harmed and how – which employees and others may be exposed to BBVs and how might this happen, for example dealing with accidents or handling contaminated items when cleaning or disposal.
- Assess the likelihood of contracting a BBV and decide whether current controls are adequate or whether more can be done.

4.4.3 Others factors to consider include;

- Identify the frequency and scale the individual is exposed to blood or other bodily fluids.

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- If possible identify the number of different people where contact is made.
- Find out if any previous information on existing injuries reported is available.
- Monitor the effectiveness of the control measures used.
Record all findings.
- Review the risk assessment and revise where necessary.

Note: Not all exposures result in infection.

4.4.4 As part of this assessment, managers will need to consider vaccination of those particularly at risk.

4.4.5 It is not generally recommended that all employees should be vaccinated against hepatitis B because the emphasis should be on preventing exposure in the first instance. However, vaccination should be considered as part of the assessment for high risk groups i.e. those with risk of frequent exposure.

4.4.6 Vaccinations should be provided by a medical practitioner/Occupational Health or other private providers.

4.5 Controlling the risk

4.5.1 For those employees and occupations that have been identified with a risk of exposure to BBV or needle stick/sharps injuries, the following measures to prevent or control these risks should be considered. For local circumstances the adaptation of these measures must be addressed to ensure a safe system of work.

These include;

- Where the risk of contamination is high, avoid eating, drinking and/or smoking.
- When possible avoid the use of, or exposure to sharps such as needles, glass, metal etc. If unavoidable take care in the handling and disposal.
- Cover any cuts or grazes on skin with a waterproof dressing.
- Wear suitable disposable gloves when dealing with blood or any other bodily fluids.
- Consider the use of devices with safety features such as needle devices and bluntend scissors.
- Train and inform employees who may be at risk and to pass on any information about needles etc., so that other employees are alerted.
- Use suitable eye protection and a disposable apron when splashing is possible.
- To use a protective resuscitation aid (Vent Aid) when giving mouth to mouth resuscitation, but only when adequately trained.
- Use good basic hygiene practices, such as hand washing.
- Ensure the correct and safe disposal of waste using the appropriate methods, such as a 'sharps' container when dealing with needles.

4.5.2 For those staff who may work in an area where they may unintentionally come across needles, such as when cleaning or carrying out grounds maintenance a safe system of work must be introduced which identifies the control measures required.

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Such controls include;

- The use of litter grabbers / pickers
- The supply and use of high puncture resistant gloves
- Increased awareness of the presence of needles and potential obscure locations
The need to take additional care when operating in areas potentially containing needles including not kneeling without protective coverings, not plunging hands into spaces where visibility is limited.

5.0 Employees Roles and Responsibilities

5.1 An employee has a legal duty to take care of their own health and safety and that of others affected by their actions. It is important that employees are aware of existing control measures and consider these controls throughout their employment. Cooperation with employers is required so that they can comply with any legal duties placed upon them.

5.2 There is no obligation for an employee with a BBV to disclose that they have a BBV. If an employee is known to have a BBV, this information is strictly confidential and must not be passed onto another person without the employees' permission.

6.0 Disposal of Waste

6.1 A risk assessment shall be conducted for any waste generated. Certain waste is classified as clinical waste and its collection, storage and disposal is subject to strict controls. Clinical waste includes waste consisting wholly or partly of blood or other bodily fluids, swabs or dressings, syringes, needles or other sharp instruments, which unless made safe may be hazardous to any person coming into contact with it. General human waste is not considered to be clinical waste and therefore should be disposed of in a hygienic way through the use of sanitary provisions. Those that are involved in carrying out the risk assessment must have local knowledge.

6.2 Arrangements for the collection and disposal of clinical waste in the community and from persons' homes can be made through the Local Authority Cleansing Departments both within the boroughs and districts of Leicestershire. See Appendix 1 for more details.

6.3 Sharps must be disposed of using a sharps container. The container must be compliant with BS7320:1990. Sharps must not be disposed of with other clinical waste (yellow bags) and should be separated and disposed of using the sharps container. In the event of an emergency where a sharps box is not available, the use of a nonpermeable box will be sufficient.

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6.4 Safe use and disposal of needles

6.4.1 Safe use includes:

- Needles must not be passed from hand to hand and handling should be kept to a minimum.
- Needles must not be bent or broken prior to use.
- Needles must not be re-sheathed by hand.
- Do not touch a needle with your bare hands.
- To wear the correct personal protective equipment including suitable disposable gloves.
To use a grab stick to avoid hand contact were necessary.

6.4.2 Safe disposal includes:

- Always dispose of needles at the point of use in a suitable container.
- Syringes/cartridges and needles should be disposed of intact.
- Always take the 'sharp box' to the needle not the needle to the box
- Do not dispose of sharps with other clinical waste (yellow bags), use the sharps container.
- Do not fill the sharps container above the manufacturers marked line.
- Always carry the used sharps container by the handle.
- Lock the used sharps container when ready for final disposal.
- Place damaged used sharps containers into a large secure rigid container which is properly labelled ready for collection.

6.5 Clearance of spillages

6.5.1 HIV can remain infectious in dried blood and liquid blood for several weeks and Hepatitis B can stay active for even longer. If materials become contaminated with blood or other bodily fluids, then there are different methods of decontamination. Any spillages that potentially are contaminated must be cleaned up as soon as possible.

6.5.2 There are two methods that can be used in order to decontaminate a contaminated area. Each stage consists of a two stage cleaning process. These are;

1. Disinfection
2. Sanitising

6.5.3 Disinfection

6.5.4 It is important that all contaminants are removed before the disinfection process takes place. The use of hot water and liquid detergent will help in removing contaminants such as blood, pus, faeces etc., which all encourage the growth of micro-organisms. Once all of the contaminants have been removed, a disinfectant can be applied to the contaminated area. The disinfectant is used to remove and/or destroy pathogenic micro-organisms.

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6.5.5 Sanitising

6.5.6 A sanitising solution is a combination of both a detergent and a disinfectant. The sanitising solution should be applied to the contaminated area removing all contaminants. Once all of the contaminants have been removed, the sanitising solution should be applied to the affected area. This second stage acts as a disinfectant removing and/or destroying pathogenic micro-organisms. Steam can also be another method of sanitising which involves the use of hot steam to destroy pathogenic micro-organisms.

- Cleaning items used, such as mops (steam), buckets etc. should be stored dry, following any cleaning undertaken (except steam mops).
- In order to prevent cross-contamination it is important to use clean cleaning materials such as cloths between each stage of the cleaning process.
Disposable cloths would be recommended.

- Any chemical used within the cleaning process must be used at the recommended dilution and contact time. See container for this information. Note: some chemicals are “ready to use”.
- DO NOT mix two or more chemicals, except when instructed to do so.
- Ensure that all instructions on the containers with regards to protective clothing are followed.

7.0 Reporting Accidents and Incidents

7.1 Employers are legally required to report any infections and dangerous occurrences with biological agents at work under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Incidents such as a puncture wound from a needle known to contain blood contaminated with a BBV should be reported as a dangerous occurrence.

7.2 Accident reporting using AssessNET

See Accident/Incident reporting procedure for more details.

7.3 Near Misses

7.3.1 Any incident where no immediate injury has occurred but could have occurred should also be reported to a Line Manager and recorded for future reference, for example; where a spillage has occurred and has been cleaned up using the correct cleaning procedure but no obvious impact on the person.

Appendix 1: Contact List- Local Authority Cleansing Departments within Leicestershire

Local Authority	Usual time between notification and collection	Contact details
Leicester City Council	<p>Leicester City Council will clear away discarded hypodermic syringes and needles from high risk public areas within two hours; this includes schools and shopping centres.</p> <p>An area of low risk will be cleared of offending items within 24 hours.</p> <p>A charge will be made for visits to commercial premises.</p>	Call 0116 252 7002 or email: customer.services@leicester.gov.uk
Blaby District Council	Sharps found on <u>public</u> land (highways/verges/parks/car parks) can be collected by the district cleansing team.	Call 0116 272 7555
Charnwood Borough Council	<p>If the needle or syringe is on Council owned land, please contact Environmental Services who will arrange to have it collected by our cleansing contractor, Serco.</p> <p>Where needles are found on private land, these can be removed by our contractor but this will require a payment.</p>	Call Environmental Services - 01509 634563

Harborough District Council	For all needle or syringe advice contact the Community and Living Team or the Community Safety Team.	Call Contact the Community and Living Team on 01858 82 82 82
	<p>Team.</p> <ul style="list-style-type: none"> - Available from 8am to 5pm - Wednesday closed for training from 9am to 9.30am 	<p>or</p> <p>Contact the Community Safety Team on 01858 821349.</p>
Hinckley & Bosworth Borough Council	We need to follow up reports of needles and syringes quickly and therefore we operate a 24 hour/seven days a week helpline at our control centre. When you speak to an officer please be as specific as possible about the location such as street name, the number of the nearest lamp post or house.	Call 01455 251137
Melton Borough Council	Melton Borough Council will remove hypodermic needles or syringes from an adopted highway, or from land owned by the Council. To enable this to be done, the exact location of the item(s) must be given.	Call Customer Services on 01664 502502
North West Leicestershire District Council	The street cleansing team will clear discarded syringes from public land, and aim to do this within 24 hours.	Call 01530 454554 or email: refuse@nwleicestershire.gov.uk
Oadby & Wigston Borough Council	Removal of needles/syringes will be carried out as soon as possible. If found on school land during working hours, the school office/premises officer should report this.	Call 0116 288 8961 option 2 or email: clientservices@oadby-wigston.gov.uk
Rutland County Council	All needle/syringe sighting to be reported to the customer services team.	Call customer services on 01572 722577

NOTE: This information is correct as of March 2017.

Appendix 2: Needle stick/sharps Risk Assessment

Activities Covered by this Assessment	Using and disposing of sharps		
Site Address / Location		Department / Service / Team	
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity			

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
Possibility of a needle stick/sharps, cross-contamination of blood borne diseases.	Staff -Puncture wound -Incision	Induction training, specific training	M/ H	M	M	<ul style="list-style-type: none"> Sharps must not be passed directly from hand to hand and handling should be kept to a minimum. Bent or broken needles must not be used. Always dispose of sharps in a suitable container at the point of use. Needles should <u>NOT</u> be resheathed. Syringes/cartridges should be disposed of intact. Ensure that the container used for the disposal of any sharps complies to BS 7320:1990 specification for 						

					<p>sharps container and/or are type approved in accordance with the Carriage of Dangerous Goods and use of Transportable Receptacles Regulations 1996.</p> <ul style="list-style-type: none"> • Do not fill sharps container above the manufacturers marked line. • Lock the used sharps container when ready for disposal or when the marked line has been reached, or at intervals specified by procedures. Always carry sharps containers by the handle. • Do <u>NOT</u> place sharps or sharps containers in yellow bags for disposal. • Do <u>NOT</u> dispose of sharps in clinical waste. • Give them to the District Nurse or any other suitably qualified person to dispose of. 						
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To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

During this activity, what could go wrong resulting in an emergency situation?	
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How could this emergency situation be prevented / controlled?	
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	

Risk Assessor (s) Name(s):		Risk Assessor(s) Signature (S):		
Authorised By:		Authoriser Signature:		Initial
Date Conducted:		Date of Next Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
Likelihood of Harm Occurring				

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.

High

This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a **High**, then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.