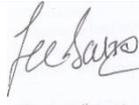


Epping Forest Schools Partnership Trust

Unlocking the Potential of Collaboration

Health and Safety Policy

This policy was ratified by the Board of Trustees on:	11 th December 2019
Signed by the Chair of Trustees:	
This Policy will be reviewed by the Trust annually. Next review date:	December 2020

Contents

1. Introduction
2. Health and Safety Policy Statement
3. Organisational Structure for Health and Safety
4. Roles & Responsibilities
5. Procedural Arrangements
 - 5.1 Training, Induction and Competence
 - 5.2 Communication and Consultation
 - 5.3 Monitoring & Review
 - 5.4 Contractor Competency and Control
 - 5.5 Welfare Facilities
 - 5.6 Risk Assessments and Method Statements
 - 5.7 Housekeeping
 - 5.8 Electricity and Electrical Equipment
 - 5.9 Working at Height
 - 5.10 Provision and Use of Work Equipment
 - 5.11 Lone Working
 - 5.12 Asbestos
 - 5.13 Manual Handling
 - 5.14 Workplace Stress
 - 5.15 Control of Substances Hazardous to Health (COSHH)
 - 5.16 Visitors on Company Premises
 - 5.17 First Aid
 - 5.18 Fire and Emergency Precautions
 - 5.19 Use of Vehicles
 - 5.20 Drugs and Alcohol Policy
 - 5.21 New and Expectant Mothers
 - 5.22 Accident and Incident Reporting and Investigation
 - 5.23 Display Screen Equipment

1. INTRODUCTION

This Policy provides a framework for the organisation of health and safety within the Epping Forest Schools Partnership Trust (EFSPT). It is expected that those given duties to implement the Policy will discharge them diligently, and by their own actions and with their encouragement, our schools will continue to be a safe and healthy place in which to work.

The Health and Safety Policy is issued with the approval of Trustees who share a commitment to ensure that the highest standards of health and safety are maintained throughout all Trust activities. Each section outlines the arrangements and precautions the Trust plans to implement in order to comply with our legal requirements and to prevent accidents, incidents, dangerous occurrences and instances of occupational illness from occurring.

The Policy will be distributed to all staff members; the designated person responsible for Health and Safety will welcome any constructive suggestions where any part of the Policy may be improved, to further the aim of creating a safe working environment to include for staff fulfilling their responsibilities within the office environment and when out of the office environment.

EFSPT will ensure that this Policy is updated at least annually, or earlier in light of any organisational change, change in legislation, codes of practice or guidance notes, or following any accident, incident or dangerous occurrence for which this Health and Safety Policy covers. Any changes to the Policy will be consulted with staff and the trade unions.

2. HEALTH AND SAFETY POLICY STATEMENT

This Policy has been developed proportional to and taking into account the nature and type of our business undertakings, company size and geographical area in which we provide our services.

We acknowledge our responsibility to not only comply with all relevant legislation but to minimise, so far as reasonably practicable, the risks to everyone likely to be affected by our work activities.

EFSPT is committed to protecting the safety and health of our staff, our stakeholders, the general public and other third parties in relation to our work activities.

It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all our staff and to provide such information, training and supervision as is needed for this purpose.

EFSPT is committed to the continuous review and improvement of our management of health and safety taking into account new legislation and changes in work practices.

All staff are encouraged to make a positive contribution to health and safety matters. EFSPT will consult and actively involve staff on policy matters, practices and procedures.

The relevant health and safety information will be communicated to staff using the appropriate methods.

Senior staff are required to read and understand this Policy and any amendments made from time to time.

Signed

Peter Tidmarsh
CEO

3. ORGANISATIONAL STRUCTURE FOR HEALTH AND SAFETY

Trustees have the overall responsibility for Health and Safety within the Trust. However, this is delegated to the Headteacher of each school who is often assisted by their Site Manager.

Headteachers are expected to maintain the Health and Safety Section of the Key Compliance Tracker so Trustees can monitor compliance.

The Trust and its schools are further supported by the Health and Safety department of the Daniel Connal Partnership.

4. ROLES AND RESPONSIBILITIES

Headteachers often assisted by the Site Manager.

Headteachers are responsible for the day-to-day organisation, management and control of all persons and activities within their schools. These responsibilities include ensuring that all the arrangements as detailed in this Policy are complied with at all times and seeking health and safety advice where required. Senior Management are also expected to point out any shortcomings in the Policy and make recommendations as to revising and updating the Policy as required. Some of the duties include:

- Identify the level of supervision and management necessary for every task taking into consideration its complexity and level of risk.
- Ensure they understand the works so they can make effective, safe decisions.
- Ensure all works have been suitably planned and organised.
- Ensure that all accidents, incidents and near misses, including damage to equipment, are reported and recorded in the accident book.
- Maintain the H and S compliance tracker on The Key
- Ensure the Trust in in consultation with staff and trade unions.
- The Trust will establish a Health and Safety Committee consisting of health and safety representatives from each school, where possible, who will be supported in their training by the Trust and the Unions. The Trade Unions will support this process.'

All Staff

All employees are to take reasonable care of the health and safety of themselves and of others who may be affected by what they do or do not do:

- All employees are to cooperate with their management team on health and safety matters so that EFSPT can achieve healthy and safe schools, and ensure that they do not misuse any equipment that is provided for safety purposes.
- All staff will be provided with suitable and sufficient information, instructions and training on joining the EFSPT or before undertaking a specific task.
- All staff members are responsible for ensuring that they undertake their work in accordance with the information, instruction and training given to them. This will include complying with any risk assessment, method statement and safe system of work provided.
- Where a staff member feels that they require additional training or further instruction, they are to inform their line manager prior to undertaking the task.

- Employees must inform a responsible person immediately if they identify any hazard within the workplace or if they witness any accident, incident or dangerous occurrence so that the Trust can take necessary action.
- Employees who fail to comply with the requirements of the Health and Safety Policy, and endanger their health and safety and that of others, may be subject to disciplinary action.
- Employees with an infectious disease or illness should not attend the workplace.

External Competent Health and Safety Advice

EFSTPT will engage external competent health and safety advice to audit and support the Trust in fulfilling health and safety duties, either on an annual basis or when required (for example when shortfalls in compliance have been noted or when any accident or incident has occurred). Their duties shall include, for example:

- Will act in an advisory capacity to provide a positive lead in organising health and safety activities, using the best available knowledge.
- Will be competent with a sound knowledge of health and safety matters relating to the Trust's activities.
- Will ensure that staff, via the CEO, are advised of any changes to legislation that affects them.
- Will make sure that he/she is aware of any revisions to legislation, to continually improve his/her knowledge and to develop safety procedures.
- Is to follow up reportable accidents, investigate and report to the CEO the causes and recommendation for future avoidance.
- Will ensure that the Trust is provided with information on changes to current and future legislation and to recommend how these can be incorporated into the Trust's work activities.

5. PROCEDURAL ARRANGEMENTS

5.1 TRAINING, INDUCTION AND COMPETENCE

EFSTPT recognises its responsibility to ensure that persons employed by the Trust are competent to carry out their duties in such a manner that does not put their own health and safety at risk, or the health and safety of others who may be affected by their actions.

On joining the Trust, all staff will receive a health and safety induction as appropriate to their individual job content. The Headteacher is responsible for ensuring that all staff have received an induction.

EFSTPT are committed to identifying all training needs within the workforce and have developed a system to record training undertaken to not only ensure compliance with legislative requirements, but to encourage personal development. Strong emphasis will be placed on health and safety aspects during all training. EFSTPT expects all employees to co-operate in the training provided. Where any task requires strict safety procedures be followed, the employee involved will receive special instruction. It is essential that no person should attempt a potentially hazardous task without training.

5.2 COMMUNICATION AND CONSULTATION

EFSTPT recognises that communication and consultation with staff on health and safety matters is very important in creating and maintaining a safe and healthy working environment. Communication and consultation will not only involve Headteachers giving information to our staff members, but also listening to and taking account of what employees say before making any health and safety decisions.

Employees should therefore make their views known on matters to do with their health and safety at work to their Line Manager and/or the person responsible for Health and Safety. These views will be taken into consideration and discussed at Management meetings before any health and safety decisions are reached.

On joining the Trust and prior to undertaking new work activities, all health, safety and other related information will be communicated to staff via appropriate methods; usually inductions and internal meetings.

5.3 MONITORING AND REVIEW

The effectiveness of this Health and Safety Policy is monitored by actively inspecting and auditing the procedures and control measures in place and reacting to accidents, incidents and dangerous occurrences as they occur. This Health and Safety Policy, along with all other relevant documentation, will be reviewed by the Trust at least annually, or earlier following the event of any organisational change, change in legislation, codes of practice or guidance notes, or following any accident, incident or dangerous occurrence for which this Health and Safety Policy covers.

5.4 CONTRACTOR COMPETENCY AND CONTROL

At times, EFSPT will need to appoint a Contractor to carry out work on our behalf at our schools.

Prior to any Contractor undertaking any work, we are to ensure we provide the Contractor with appropriate information in respect of our premises, for example an asbestos survey report.

Only Contractors that can demonstrate they have suitable qualifications will be engaged by EFSPT.

5.5 WELFARE FACILITIES

EFSPT will ensure that suitable and sufficient welfare facilities are provided and well maintained on all Trust premises.

The welfare facilities available to our staff will include suitable and sufficient sanitary conveniences and washing facilities, maintained in a serviceable condition, cleaned at regular intervals and equipped with adequate lighting.

A supply of cold/warm/hot running water, soap and clean towels, or other suitable means of cleaning and drying, will be available, conveniently situated, accessible and kept in a clean and orderly condition.

An adequate supply of wholesome drinking water will be available and suitable rest and eating facilities will be provided at readily accessible places.

EFSPT expects all staff to assist in maintaining welfare facilities in a serviceable condition and any issues with the condition of the facilities should be brought to the attention of the site manager so that the required actions can be taken.

5.6 RISK ASSESSMENTS AND METHOD STATEMENTS

Risk assessments will be carried out and reviewed at regular intervals by a competent person on all hazards relating to activities, equipment and processes that carry a significant risk at the workplace, in order that the Trust's obligations are met under the Management of Health and Safety at Work Regulations.

Generic risk assessments have been produced for all identified working activities. Where a task or procedure is not suitably covered by the existing generic risk assessments, it is the responsibility of the Headteacher to identify this and either produce a task-specific assessment if competent to do so, or request the assistance of a competent person, in advance of the task commencing.

EFSPT recognises that risk assessments alone may not be deemed as sufficient to control certain high risk activities. Where required, EFSPT will produce method statements which identify a clear and safe sequence of work, as a means of controlling particularly high-risk activities identified within the risk assessments.

5.7 HOUSEKEEPING

EFSPT recognises the importance of maintaining good housekeeping standards on all Trust premises in order to prevent potential slip, trip or fall incidents, in addition to other potential hazards such as fire.

Staff members are expected to achieve and maintain high standards of housekeeping in their own individual work areas and the school is expected to monitor housekeeping levels to ensure high standards are being achieved:

- All access routes to be kept clear, clean and tidy at all times.
- Passageways, exits and access to all fire-fighting equipment must be kept clear.
- Fire doors to be kept closed at all times and not propped open.
- All spillages, however minor, to be cleaned up immediately.
- All staff to place waste in the rubbish bins provided
- Suitable storage areas to be established on all Trust premises for the safe storage of materials and equipment.
- All combustible materials to be stored away from any potential ignition sources.
- Employees to note that a lack of care when stacking materials and objects might create hazards for their colleagues from falling objects and lifting injuries in the long term.

5.8 ELECTRICITY AND ELECTRICAL EQUIPMENT

EFSPT is aware that the misuse of electricity is one of the most significant causes of fire. All staff are expected to report any issues with electrical equipment to their Headteacher immediately.

The Headteacher will ensure that a competent electrician tests the incoming electrical mains at our premises at least every 5 years and that PAT testing is completed for all portable electrical appliances at regular intervals.

EFSPT expects the following guidelines to be adhered to:

- Visually check all electrical equipment before use
- Do not attempt to repair any fault equipment. Inform Management immediately.
- Damaged equipment will not be used and will be withdrawn from the workplace.
- All portable electrical equipment must be examined and tested as per HSE guidelines.
- Long trailing leads shall be avoided wherever possible. Leads must not be in a position where they could be damaged or cause a trip hazard. Cables that cannot be avoided being laid on the floor shall be protected against damage.
- In the case of an electric shock **POWER MUST BE TURNED OFF BEFORE TOUCHING THE VICTIM.**

- Any electrical hazard or fault noted must be reported immediately.
- Keep electrical distribution boards clear of obstructions and protect them against damage by work activities.

5.9 WORKING AT HEIGHT

EFSTPT understands that working at height is defined as working at any height where a person could fall a distance liable to cause personal injury if appropriate measures are not taken, this includes at or below ground level. We recognise that falls from height at work continue to be one of the biggest single causes of fatal and serious injury and will ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely other than at height, and that the 'Work at Height' Regulations are complied with.

When our staff visit sites, there is an element of working at height but this is mainly for viewing, inspection and surveying purposes, there is no need to undertake heavy duty tasks.

The Headteacher will ensure that all work at height is properly planned and assessed and appropriate work equipment is selected and provided.

5.10 PROVISION AND USE OF WORK EQUIPMENT

EFSTPT will give full consideration to the Provision and Use of Work Equipment Regulations in making all employees aware of the relevant health and safety risks with regards to work equipment in their working environment. EFSTPT will ensure that all staff have received suitable and sufficient information, instruction and training in the use of all equipment which they are required to use. The information provided will include the findings of all risk assessments and identified control measures for the use of such equipment.

Each Headteacher will ensure that all work equipment is suitable and safe, maintained in efficient working order and in a good state of repair.

Employees have the responsibility to use the work equipment provided in the correct manner. In order to fulfil this responsibility, staff should observe the following procedures:

- Employees must not operate or use any equipment that they are not trained and authorised to use.
- Equipment must only be used for the purpose for which it was designed.
- Employees should switch off and make safe work equipment before carrying out any adjustments.
- Report all defects and damage so that it can be taken out of use until the issue has been rectified.

5.11 LONE WORKING

EFSTPT recognises that lone working is a high-risk activity that should be avoided wherever possible. Lone working whilst undertaking tasks such as a survey at a remote site poses a high risk but also lone working in the office can pose a high risk if the individual suffers from certain health issues, for example.

Where it is not possible to eliminate the need for a staff member to work alone, staff should follow the below Lone Working 'Hierarchy of Control' Procedure, which explains the general steps that should be followed to reduce the risk to as low as reasonably practicable, when carrying out when out of office, and when working within the office.

Out of hours Procedure

- Prior to carrying out the task in hand, the employee should complete the pre-site checklist applicable to the proposed task, so far as is reasonably possible, from the knowledge of the location to be visited.
- The employee must declare if they have an ailment(s) which may have a potential adverse impact on your ability to safely perform the task to be carried out.
- If yes to item two, the employee must declare this to their line manager to review the proposed task and any additional control measures that may be required to be implemented.
- The employee must pass a copy of the pre-site checklist (completed so far as is reasonably practicable) to their line manager for consultation, to agree if the location can be visited without risk to the lone worker, and if any additional control measures are required.
- Where the lone working activities extend beyond a routine task, then the Line Manager and lone worker are both to agree on nature and duration of works including start and finish times. The lone worker is to ensure they record the time and location they intend to be out of the office either within an email calendar or within the office diary.
- The Line Manager and lone worker are to have a fully charged mobile phone with them at all times and where possible ensure that they have a good signal during the period of lone working.
- The lone worker is to contact someone at the office if their arrangements change, so that their whereabouts are known.
- On completion of works and once the lone worker has completed their works, a final call is to be made to the Line Manager to confirm they have left the location to which they are working within, safely.
- Lone workers shall be provided with personal safety equipment where this is necessary.

Working Within school hours

- Entry for visitors into the office building is controlled by an external call point system to communicate direct to the office. This ensures progress beyond the reception area should be restricted to staff who are responsible for admitting people into the body of the school.
- Entrance doors shall be secured closed to prevent any unauthorised persons entering the school when working alone.
- Lone working within our office is not permitted after 8pm unless specifically authorised by the Headteacher on each occasion.
- No member of staff will be allowed to remain within the school alone, if they are suffering some form of ailment.
- Only low risk tasks can be carried out by the lone worker. No tasks which could cause injury to the lone worker will be permitted.
- If external cleaning staff are engaged by the school, and if lone working is required, the company shall request for a copy of the cleaning companies risk assessment. The Headteacher shall liaise with the cleaning company in respect of procedures for working within the office environment safely.
- Lone workers should have access to adequate first-aid facilities suitable for treating minor injuries.

Headteachers shall utilise the HSE Guidance for Lone Working when considering if additional controls or training are required for certain lone working tasks, and to review/ update appropriate Risk Assessments, Method Statements, Safe Systems of Works, Pre-Site Checklists and the above policy on a regular/ as and when basis.

Monitoring safety issues

Lone workers must report incidents such as accidents and near misses, including all incidents where they feel threatened, in the accident book and by email to their line manager. This includes incidents of verbal abuse.

5.12 ASBESTOS

An Asbestos Management Survey was completed for each school. The survey report is kept on file and made available to all visiting contractors conducting any maintenance works.

5.13 MANUAL HANDLING

EFSTPT understands that manual handling is the movement of a load by pushing, pulling, lifting, holding or manipulation by bodily force. The Manual Handling Operations Regulations require all staff to ensure the safe movement of loads at work.

Manual handling for office staff is limited to files and routine deliveries. Any large or awkward item that is not routine and poses a significant risk should only be handled by competent and physically capable staff members. Larger items delivered to the office should be taken to final destination to eliminate the need for staff to handle the item.

Manual handling for staff on site should be limited to any access equipment, such as step-ladders, and hand tools, which shouldn't create a situation which required a detailed manual handling assessment form to be completed.

Staff should take the following precautions:

- Ensure that items are lifted correctly with the back straight and using the legs to raise themselves if the load is low. Use a good grip with the feet apart to hip with and one foot slightly in front of the other.
- Avoid twisting, stooping, or reaching to lift or deposit the load.
- Keep the load close to the body. For long distances, arrange supports to allow the load to be placed for brief breaks.
- During repetitive work, ensure sufficient time for resting.
- Avoid long lifts and if necessary change grip when load is at waste height.
- If more than one person is involved, then a competent person must be nominated to control the handling activities.
- If possible, break the load down into smaller items.
- If possible, provide proper handles, handholds or use carrying devices.
- Secure items which are loose to prevent the load shifting when being carried.
- Avoid carrying up and down steps.
- Protect sharp edges.

5.14 WORKPLACE STRESS

EFSTPT recognises that workplace stress is a serious health and safety issue and acknowledges the importance of identifying and reducing workplace stress. We will:

- Arrange for confidential counselling for staff affected by stress caused by work.
- Provide training for all managers and supervisory staff in good management practices.
- Oversee monitoring of the efficiency of the policy and other measures to reduce stress and promote workplace health and safety.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Monitor and review the effectiveness of measures to reduce stress.
- Monitor and review any changes and developments in the field of stress at work.

- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to perform their duties.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and patterns to ensure staff are not overworking.
- Monitor holidays to ensure staff are taking their full entitlement.
- Avoid contacting staff outside normal working hours or whilst on holiday unless in an emergency.
- Attending training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their areas of responsibility.
- Be vigilant and offer additional support to a member of staff who is experiencing stress whatever the source.

Employees are expected to raise issues or concern with their Line Manager, and also accept opportunities for counselling when recommended.

Staff Appraisals are carried out on an annual basis, and staff are encouraged to document any concerns they have in relation to work place stress, which may have evolved or have the potential to evolve due to expectation put on them in fulfilling their roles and responsibilities.

5.15 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

EFSPPT will attempt to eliminate exposure to hazardous substances by purchasing non-hazardous alternatives, but where this is not possible will ensure that COSHH assessments are produced and made accessible to staff.

Management are responsible for ensuring that all hazardous substances and materials are used, stored, transported and disposed of in a safe manner and in accordance with the COSHH assessments.

An inventory of all hazardous substances on site should be kept and updated regularly along with the COSHH risk assessments and safety data sheets.

5.16 VISITORS ON SCHOOL PREMISES

All persons not directly employed by the individual school who visit the school are expected to make their presence known to a member of staff so that the relevant person can be informed of their arrival.

The relevant staff member will be responsible for accompanying the visitor around the building and assisting them out of the building in the event of an emergency. On leaving the premises, the visitor(s) must sign out.

5.17 FIRST AID

The Health and Safety (First Aid) Regulations requires Headteachers to make available to employees and visitors adequate first aid provision.

The contact details for all first aiders will be displayed on office notice boards and informed to all persons during induction.

First aiders will be responsible for providing first aid in the event of any accidents. They will also be responsible for maintaining and restocking the first aid boxes, completing the accident book, and informing the Headteacher of all accidents.

All staff are responsible for informing the first aider if they suffer an injury at work. Any person who observes an injury or illness of someone else must also report this to the first aider.

Only trained first aiders will be advised to administer first aid.

The first aider or another appointed person will ensure that an ambulance is called, where required.

5.18 FIRE AND EMERGENCY PRECAUTIONS

A comprehensive fire alarm system is in place throughout each school which is designed to provide warning in the event of fire or emergency by activation of the smoke detectors or by operating the 'break glass' call points.

Any staff member or visitor discovering a fire, should immediately activate the nearest fire alarm call point and assist with the orderly evacuation of the premises.

On any activation of the fire alarm, the fire service will be called by a nominated member of staff by dialling 999.

Minor fires may be tackled by competent persons with the use of fire extinguishers provided, and only if it is considered safe to do so.

Escape route plans should be displayed in each room, this should include assembly points and arrangements for taking the register.

5.19 USE OF VEHICLES

It is expected that employee's personal vehicles used on company business are in a safe roadworthy condition and are fully insured for business use.

It is also a requirement that vehicles will be driven safely, in accordance with the law and in a courteous manner to other road users and pedestrians.

Drivers must hold a full driving licence if asked to drive for work purposes and shall ensure they are fit and alert to drive.

All private vehicles driven on company business must have a valid MOT certificate if vehicle is three years old from new.

Drivers will be responsible for their own fines and/or penalties, however incurred. This includes parking and speeding penalties.

5.20 DRUGS AND ALCOHOL POLICY

EFSPPT recognises that both the health of the individual and the safety of the work place are paramount in achieving the goals of the business as a whole. Employees can be at risk from misuse of alcohol and drugs, both cause effects on individuals which can manifest themselves in the workplace leading to increased risk of accidents, sickness, absence and disciplinary problems and reduced efficiency. We require that:

- Employees must not report for work if they are unfit through alcohol or illegal drugs.

- When at work, employees must not consume or be under the influence of alcohol or illegal drugs, or be in possession of these items nor be involved in the sale or distribution of alcohol or illegal drugs on any school premises. The only exception to the consumption of alcohol at work is as part of a social event.
- Measures to prevent any person attending work under the influence of alcohol or illegal drugs may include testing 'with cause'.
- Anyone identifying themselves as having a problem will be supported positively and confidentially with guidance and information and where applicable referral for treatment to overcome the alcohol and/or drugs problems. Help must be requested prior to testing.
- Anyone suspected of being under the influence through the use of alcohol and/or illegal drugs that tests positive will be in breach of this policy. They will also be subject to full investigation and potentially disciplinary action under the process, including termination of employment.
- Those employees failing to consent for testing, may face disciplinary action, including termination of employment.

This policy will be reviewed in light of all current legislation and any changes to that legislation. Amendments will be communicated to all relevant stakeholders as appropriate.

5.21 NEW AND EXPECTANT MOTHERS

The Management of Health and Safety at Work Regulations and other relevant legislation requires EFSPT to ensure the health safety and welfare of new and expectant mothers.

All staff are to follow the 'New & Expectant Mothers' Procedure below, in consultation with 'A Guide for New and Expectant Mothers Who Work – INDG373'.

General Statement

Being pregnant is regarded as part of everyday life and the same health and safety management that applies to all workplace hazards/ risks can address the health and safety implications of this particular situation.

Women may decide to continue to work during their pregnancy and may return to work following their maternity leave. Some women on their return to work will possibly still continue to breastfeed their baby.

There are some hazards within the workplace that may affect the health and safety of new and expectant mothers and that of their children.

Whatever the stage of the pregnancy the woman is at, whilst working for EFSPT or following the birth, any identified hazards/ risks must be assessed and reduced to the lowest level reasonably practicable.

Legal Position

The Management of Health and Safety at Work Regulations and other relevant legislation requires employers to ensure the Health Safety and Welfare of New and Expectant Mothers. This is achieved through the risk assessment process.

Responsibilities

The Trustee responsible for Health and Safety, has the responsibility to ensure that adequate resources are made available as required for this procedure and that the procedure is complied with within the company.

Female staff of EFSPT are to comply with this procedure and to read and understand all associated risk assessments.

An appointed person is responsible for undertaking the risk assessment.

Definition

The phrase “new or expectant mother” means a woman who is pregnant, who has given birth within the previous six months, or who is breast-feeding.

Actions

- As soon as practicable after the company has been informed that an employee is pregnant, a risk assessment must be carried out and a copy of ‘A Guide for New and Expectant Mothers Who Work – INDG373’ given to the employee.
- A record of any actions taken as a result of the risk assessment and review of the assessment should be maintained with the original document.
- Records should be kept for two years after the birth of the child.

5.22 ACCIDENT AND INCIDENT REPORTING

All accidents, incidents and near misses must be reported to the Headteacher, no matter how trivial.

First aiders are present on the premises and they will take charge in the event of any accidents. Any injury on the premises will be recorded in the Accident Book and informed to Management so that the required actions can be taken.

EFSPT will ensure that all accidents, incidents and dangerous occurrences are investigated by Management, no matter how trivial, in the hope of preventing a re-occurrence.

EFSPT will maintain and review accident statistics regularly to try and identify any trends.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requires the Trust to report all work-related fatalities, over 7 day injuries and certain accidents and incidents which cause specified injuries, occupational health diseases and dangerous occurrences.

All RIDDOR reportable specified injuries, diseases and dangerous occurrences will be reported to the local enforcing authority by the Headteacher within the timescales stipulated in the Regulations.

5.23 DISPLAY SCREEN EQUIPMENT

Under the Display Screen Equipment (DSE) Regulations, EFSPT is required to undertake assessments of the hazards that arise from using DSE equipment. The process takes the form of a risk assessment taking into account issues such as ergonomics, workstation design and the equipment used in line with the current legislation and guidance.

In DSE work, as with other types of work, ill health can result from poor equipment design or furniture, work organisation, working environment, job design and posture, and from inappropriate working methods.

The Display Screen Equipment Regulations and other relevant legislation require employers to undertake risk assessments of persons working on behalf of EFSPT who use DSE for a significant part of their working day.

Shared workstations used by one or more employees on a shift basis will be assessed in relation to both users, taking into consideration such issues as whether the chair has a wide enough range of adjustments to accommodate both and that a footrest is available etc.

The Headteacher will be responsible for ensuring that DSE Assessments are completed by a competent person for all 'users' and that the recommendations highlighted within the assessment are completed. They shall be required to follow the requirements of the 'Display Screen Equipment' Procedure.