

# Group Health and Safety Policy

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HS-1-100

<b>Responsible post holder</b>	<b>Group Director of Health and Safety</b>
<b>Approved by / on</b>	<b>LSEC Health and Safety Committee, LSEAT Health and Safety Committee GEX</b>
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## Introduction

This policy outlines the intent, organisation and main arrangements for managing Health and Safety in the London & South East Education Group (LSEEG).

This policy is supported with a number of discrete specific policies targeted at specific processes or risks.

## Scope

This Health and Safety policy applies to:

- London South East Colleges (LSEC).
- London South East Academy Trust (LSEAT).
- Any other entities created and operated within our Group

And covers;

- All employees (permanent and temporary).
- Agency staff.
- Contractors.
- Students
- Visitors.
- Volunteers
- Any other members of the public.

And covers;

- Activities on premises.
- Activities off premises but under the control of a group entity.

But excludes

- Work experience and apprenticeship placements where the responsibility of Health and Safety Management sits with the employer.



## STATEMENT OF INTENT

London & South East Education Group (LSEEG) and associated educational organisations play a vital role in educating thousands of students across London and the South East. In providing that education we believe no learner, member of staff or visitor should be exposed to unacceptable levels of risk, and we aim to reduce risk to the lowest level where possible.

We also recognise our role in delivering health and safety skills and setting an example in health and safety excellence that deliver real value to our students in furthering their education or in employment.

The leadership team at LSEEG commit to:

- 1) Take a proportionate approach to health and safety and balance the need to manage risks whilst delivering a great educational experience.
- 2) Provide and maintain a safe environment for students, staff, contractors, visitors and other people who involved with our activities.
- 3) Formally defining the roles that all staff have in providing and maintaining a safe environment.
- 4) Involve students and staff in through communication, consultation and direct involvement.
- 5) Ensuring staff and students get sufficient Health and Safety information through induction, training and other means as appropriate.
- 6) Take all reasonably practicable steps to eliminate, substitute or control risks within the workplace through risk identification, assessment, control and monitoring and review.
- 7) Measure and communicate what works well and what needs improvement. This includes ensuring all near misses, incidents and accidents are reported, recorded and causes identified and ensure appropriate actions are taken to prevent reoccurrence.
- 8) Continuously improve through regular review in line with HSG65 "Successful Health and Safety Management".
- 9) Celebrate success and reward great health and safety performance.
- 10) Complying with all appropriate regulations including;
  - The Health and Safety at Work etc. Act 1974.

- The Management of Health and Safety at Work Regulations 1999.
- The Workplace Health, Safety and Welfare Regulations 1992.
- The Manual Handling Operations Regulations 1992.
- The Personal Protective Equipment Regulations 2002
- The Display Screen Equipment Regulations 1992.
- The Provision and Use of Work Equipment Regulations 1992.
- Lifting Operations and Lifting Equipment Regulations 1998.
- The Regulatory Reform (Fire Safety) Order 2005.
- The Control of Substances Hazardous to Health Regulations 2002.
- The Control of Lead at Work Regulations 2002.
- Control of Asbestos at Work Regulations 2012.
- The Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015.

11) Recognise the importance of staff and learner mental health within the organisation.

12) Allocate resources to meet the commitments of this policy and review this policy annually.

## ORGANISATION

London & South East Education Group (LSEEG) assigns its Health and Safety accountabilities, and responsibilities as follows. This list is non exhaustive and should be used in conjunction with job descriptions, HR policies and pupil/student policies.

Role	Accountabilities and responsibilities
Governing Body / Board of Trustees	<ul style="list-style-type: none"> <li>• Overall responsibility for the Health and Safety Policy.</li> <li>• Oversight of the Health and Safety management system.</li> <li>• Ensure that there are suitable Health and Safety arrangements. Approve the terms of reference of the Health &amp; Safety Committee.</li> <li>• Review reports on Health and Safety.</li> <li>• Ensure actions are in place to address Health &amp; Safety risks.</li> </ul>
Group Principal & CEO	<ul style="list-style-type: none"> <li>• Executive responsibility for all Health and Safety matters and for ensuring the implementation of relevant policy.</li> <li>• Represent the employers within the group as the responsible person under The Regulatory Reform (Fire Safety) Order 2005.</li> <li>• Promote an effective Health and Safety culture and high Health and Safety standards.</li> <li>• Ensure adequate resource and organisation to operate safely.</li> <li>• Ensure that Governors/Trustees are advised of the policy, process and monitoring and adequate information and competence to oversee Health and Safety performance.</li> <li>• Report to Governors/Trustees formally on Health and Safety at least annually and in response to any critical incident.</li> <li>• To set a personal example by following all policy and procedure and challenging others to do the same.</li> <li>• To have an appropriate understanding of the requirements laid down under the Health &amp; Safety at Work Act 1974, associated regulations, and any other statutory regulations, and ensure they are observed.</li> </ul>

<p>Group Chief Finance Officer &amp; Deputy Group CEO</p>	<ul style="list-style-type: none"> <li>• Delegate for corporate responsibility for Health and Safety.</li> <li>• Ensure the organisation has access to a Competent person for advice and that person maintains appropriate professional accreditation and CPD.</li> <li>• Ensure a Health and Safety Committee is in place and has adequate membership and representation.</li> <li>• Oversee the Health and Safety Department, and appropriate liaison with Directors, Curriculum Managers and support team managers.</li> <li>• Ensure a Health and Safety management system in line with HSG65 exists and is effective.</li> <li>• Ensure monitoring of lead and lag indicators are in place, are transparent and are actioned by the relevant teams across the organisation.</li> <li>• Ensure formal reporting on Health and Safety performance exists and is accurate and meaningful information.</li> <li>• Ensure appropriate arrangements are in place for Health and Safety management including, but not limited to: policy, procedure, risk assessment, accident reporting, investigation, corrective action, monitoring, inspection, audit and management review.</li> <li>• Communicate any information regarding critical incident to the Group Principal &amp; CEO as soon as possible.</li> <li>• To set a personal example by following all policy and procedure and challenging others to do the same.</li> <li>• To have an understanding of the requirements laid down under the Health &amp; Safety at Work Act 1974, associated regulations, and any other statutory regulations, and ensure they are observed.</li> </ul>
<p>Executive Principal and Chief Learning Officer</p>	<ul style="list-style-type: none"> <li>• Operational responsibility for health and safety in the College curriculum and associated functions.</li> <li>• Promote an effective Health and Safety culture and high Health and Safety standards within the curriculum.</li> <li>• Represent the curriculum and associated functions at the Health and Safety Committee.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure staff in curriculum have appropriate competence to ensure good Health and Safety performance.</li> <li>• Identify any gaps in Health and Safety performance of curriculum staff and put in plans to address those gaps.</li> <li>• Ensure curriculum staff have adequate resource and time to operate safely.</li> <li>• Ensure the learning environment is safe and curriculum assets meet statutory requirements</li> <li>• Ensure all applicable curriculum activity is covered by suitable and sufficient risk assessment.</li> <li>• To have an understanding of the requirements laid down under the Health &amp; Safety at Work Act 1974, associated regulations, and any other statutory regulations, and ensure they are observed.</li> <li>• To set a personal example by following all policy and procedure and challenging others to do the same.</li> </ul>
Executive Headteacher and Deputy CEO	<ul style="list-style-type: none"> <li>• Delegated daily operational responsibility for health and safety in the Multi Academy Trust.</li> <li>• Promote an effective Health and Safety culture and high Health and Safety standards within the Trust.</li> <li>• Represent the Trust at the Health and Safety Committee.</li> <li>• Ensure school leaders have appropriate competence to ensure good Health and Safety performance.</li> <li>• Identify any gaps in Health and Safety performance of school leaders and put in plans to address those gaps.</li> <li>• Ensure all applicable school activity is covered by suitable and sufficient risk assessment.</li> <li>• Ensure the Health and Safety management systems, policies and amendments to them are disseminated through the Trust to all relevant staff and other persons.</li> <li>• Manage the organisation and method for implementing the Health and Safety Policy, and ensure that Trust Management, employees, pupils and contractors are aware of their responsibilities and the means of how they can be met.</li> <li>• Ensure any local policies and procedures meet legislative requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>• To have an understanding of the requirements laid down under the Health &amp; Safety at Work Act 1974, associated regulations, and any other statutory regulations, and ensure they are observed.</li> <li>• To set a personal example by following all policy and procedure and challenging others to do the same.</li> <li>• Operate in accordance to the Service Level agreement for Health and Safety.</li> </ul>
Group Director of Health and Safety	<ul style="list-style-type: none"> <li>• Provide expert advice and guidance relating to Health and Safety and act as the Competent Person.</li> <li>• Chair the Health &amp; Safety Committee.</li> <li>• Develop and implement a Health and Safety management system in line with HSG65.</li> <li>• Develop and maintain a set of policies that meet legislative requirements.</li> <li>• Ensure that all reportable injuries diseases and dangerous occurrences as identified in RIDDOR are reported, formally investigated and any improvement in preventative measures are identified and advised upon.</li> <li>• Provide Health and safety systems to facilitate arrangements including, but not limited to: policy, procedure, risk assessment, accident reporting, investigation, corrective action, monitoring, inspection, audit and management review.</li> <li>• Ensure arrangements are in place for annual Health and Safety Audits.</li> <li>• Produce regular Health and Safety reports and an annual report.</li> <li>• Deliver and/or arrange safety training to staff to increase their knowledge and awareness and to fulfil statutory obligations as required.</li> <li>• Ensure the organisation receives appropriate external advice, guidance and support where required to implement the Health and Safety Policy.</li> <li>• Line management responsibility for the Health and Safety Department.</li> </ul>



	<ul style="list-style-type: none"> <li>• To set a personal example by following all policy and procedure and challenging others to do the same.</li> <li>• Have an understanding of the requirements laid down under the Health &amp; Safety at Work Act 1974, associated regulations, and any other statutory regulations, and ensure they are observed</li> <li>• Hold an appropriate level accreditation (equivalent to CMIOSH) and proactively maintain CPD.</li> <li>• Follow an associated code of conduct (equivalent to IOSH), to act with integrity and if necessary to challenge the organisation at all levels to improve Health and Safety performance.</li> </ul>
<p>Heads of School/Head Teachers</p>	<ul style="list-style-type: none"> <li>• Overall operational responsibility for Health and Safety at their school.</li> <li>• Represent the Trust leadership in terms of Health and Safety.</li> <li>• Follow Health and Safety policies and procedures.</li> <li>• Ensure that staff, pupils and visiting workers are made aware of health and safety instructions and procedures.</li> <li>• Ensure adequate resource distribution to comply with health and safety requirements and actions arising from department activities.</li> <li>• Ensure non-compliance with health and safety requirements and, defects and deficiencies in school arrangements are identified, rectified and escalated where necessary.</li> <li>• Carry out or oversee self-inspections of school areas which are organized and record, and close out and monitor any associated actions identified.</li> <li>• Be initial point of contact in Health and Safety incidents or emergencies.</li> <li>• Record incidents, investigate and communicate findings.</li> <li>• Liaise with senior management and the Health and Safety Department.</li> <li>• Complete relevant risk assessments and ensure these are complied with.</li> <li>• Ensure school staff have received appropriate induction and training.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensuring statutory and other periodic inspections of equipment are undertaken, recorded and that defects are remedied</li> <li>• Support audits by having the school available and documentation to hand.</li> <li>• Ensure that adequate first aid facilities are available and adequately maintained.</li> <li>• Ensure that no unnecessary risks are taken by employees in pursuance of their duties.</li> <li>• Attend the Health and Safety Committee or Health and Safety Subcommittee.</li> <li>• Work in accordance to the SLA.</li> <li>• Understand limits of competence and know when to escalate.</li> <li>• To set a personal example by following all policy and procedure and challenging others to do the same.</li> <li>• To have an understanding of the requirements laid down under the Health &amp; Safety at Work Act 1974, associated regulations, and any other statutory regulations, and ensure they are observed.</li> </ul>
Duty Managers	<ul style="list-style-type: none"> <li>• Represent the college leadership in terms of health and safety.</li> <li>• Be primary point of contact in health and safety incidents or emergencies.</li> <li>• Record events, investigate and communicate findings.</li> <li>• Liaise with senior management and the Health and Safety Department.</li> <li>• Understand limits of competence and know when to escalate.</li> </ul>
Managers	<ul style="list-style-type: none"> <li>• Own Health and Safety performance in their area proactively addressing potential issues.</li> <li>• Ensure staff attend training and roles such as first aiders and fire marshals are adequately resourced.</li> <li>• Ensure staff are maintaining compliance and risk assessment activities.</li> <li>• Respond to accidents and incidents in a timely manner and support investigation processes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Promote a proactive, positive Health and Safety Culture within their department/School.</li> <li>• To set a personal example by following all policy and procedure and challenging others to do the same.</li> <li>• Recognise positive Health and Safety behaviours and address detrimental behaviours.</li> <li>• Ensure all policies are followed.</li> <li>• Ensure staff work within their competency and non-teaching work undertaken is authorised and performed by staff with current, documented</li> </ul>
<p>Health and Safety Representatives</p>	<ul style="list-style-type: none"> <li>• Represent employees generally and during consultation.</li> <li>• Represent employees when Health and Safety Inspectors from HSE or local authorities consult them.</li> <li>• Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace.</li> <li>• Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace.</li> <li>• Present the findings of investigations to senior management.</li> <li>• Inspect the workplace.</li> <li>• Attend Health and Safety Committee meetings as a representative of the employees.</li> </ul>
<p>All staff</p>	<ul style="list-style-type: none"> <li>• Follow all Health and Safety policies and procedures.</li> <li>• Work in accordance to applicable risk assessment.</li> <li>• Complete induction and training as required.</li> <li>• Not to undertake activity unless both competent and authorised.</li> <li>• Not to use any equipment or facility that has been deemed unsafe to use.</li> <li>• Not to misuse any safety device.</li> <li>• To cooperate with the employer regarding matters of Health and Safety.</li> <li>• Take responsibility for their own safety and others.</li> <li>• Report accidents, incidents and near misses.</li> <li>• Ensure pupils/students behave in a safe manner.</li> </ul>

	<ul style="list-style-type: none"> <li>• Role model good Health and Safety behaviour to pupils/students.</li> </ul>
Pupils/students	<ul style="list-style-type: none"> <li>• Follow the relevant Behavioural Policies.</li> <li>• Participate in any induction activities.</li> <li>• Follow instructions from staff.</li> <li>• Take personal responsibility for their own safety.</li> <li>• Not put others at risk.</li> <li>• Reports any accidents or hazards.</li> </ul>

## SUMMARY OF ARRANGEMENTS

This policy is supported with a number of discrete specific policies targeted at specific processes or risks.

### Risk Management

The Health and Safety Department is responsible for the establishment of a Health and Safety management system, all members of staff will have a role in ensuring this systems success. Key elements of the management system include:

- Every member of staff is responsible for reporting risks and hazards they encounter.
- Each area is responsible for the identification and resolution of risks in the area it controls.
- After an accident the injured person's manager or the area owner has default responsibility for ensuring an investigation occurs with support and guidance from the Health and Safety Department
- For some risks individual policies specify how risks are managed and how risk management processes work
- General risk assessments covering activities across all sites
- Specific risk assessments covering local or high-risk activities
- Monitoring and auditing regimes to ensure controls from risk assessments are in place
- Management review of the incidents through the Health and Safety Committee and feedback into the risk management process.

**Associated policy:** HS-1-401 Management of Risk

**Legislation and guidance:** Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999

## **Risk Assessment**

All areas of operations across the Group and within each legal entity will be covered by suitable and sufficient risk assessments. Risk assessments will be live documents that align with real life safe working practices and will be kept as simple as possible to ensure use.

Assessment takes into account current legislation and includes consideration of the following factors:

- Possible hazards
- Those exposed and how
- Control measures
- Monitoring requirements
- Specific precautions
- Special emergency procedures

Each Assessment will be reviewed via an annual schedule issued by the Health and Safety Department, or when there is a significant change, and managed through the Health and Safety Committee. Risk assessments will cover areas where the controls are broadly consistent, there will not be multiple duplicate assessments for very low risk environments (such as assessments for similar classrooms). Separate risk assessments will be produced where the environment or activity varies greatly from the norm.

Risk assessments will be made available to staff and students via SharePoint.

**Associated policy:** HS-1-401 Management of Risk

**Legislation and guidance:** Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999

## **Accident and Incident Management**

- All staff have access to the incident reporting procedures via SharePoint.
- All accidents and dangerous or potentially dangerous incidents must be reported using the accident report form. This form is available on SharePoint.
- Within the group there must be sufficient trained first aiders at each location.
- First Aid kits should be available at easily reached locations on each site.
- The Health & Safety department will review all accidents and incidents relating to safety matters.
- All accident statistics will be reported to the Health and Safety Committee.

- Trade Union Safety Representatives are entitled to investigate accidents, incidents, serious injuries or near misses.
- Occupational health services for the group are provided and managed by Human Resources.
- Health surveillance services for the group are provided and managed by Human Resources.

**Associated policy:** HS-1-601 Accident Management, HS-1-801 Health Surveillance

**Legislation and guidance:** Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, Control of Substances Hazardous to Health 2002.

## Communications

The direct involvement of all employees and students is essential for the improvement of Health and Safety. Any hazards or defects, which may lead to risk and / or danger, must be reported and any suggestions to improve the health and safety environment of a School or the College are welcomed. Methods for communicating health and safety matters include:

- The Health and Safety Committee Meetings. This are held reguarly and comprises of staff, leadership representatives and a governor.
- Individual team meetings where Health and Safety is to be a standing agenda item.
- Site Staff Forum meetings with Health and Safety Representation (LSEC only).
- SharePoint where policies, forms and other information can be found.
- The staff newsletters (College News and Trust News)
- Principals Briefing (LSEC only)
- Health and Safety Handbook (LSEC only)
- New starter inductions.
- Enquiries direct to the Health and Safety Department

Communication flow is two-way, senior managers will cascade key safety information down the existing management structure. Staff and students can also send information up through this structure or via those with designated Health and Safety roles.

**Legislation and guidance:** Health and Safety (Consultation with Employees) Regulations 1996.

## Training and instruction

All staff will be trained and instructed appropriately based on their role. Training and instruction may be via:

- Formal induction training
- Training courses
- Leaflets, brochures
- The reading of policies and procedures
- Signage
- SharePoint
- Instruction from managers or other staff
- Staff CPD programme
- External information (e.g. regulatory bodies, professional bodies)
- E-Learning

Some training will be mandatory for all staff. Some training will be mandatory in staff in particular roles where a specific need has been identified. These training needs will be recorded on a Training Needs Analysis (TNA) held by the Health and Safety department and managed via the Learning Management System on iTrent. Outside of this staff may undertake additional training for personal development or interest.

All employees have a responsibility to attend safety training when required and to sign attendance sheets or complete evaluations where appropriate.

Refresher training requirements must be arranged as appropriate. Where employed in a professional capacity staff must demonstrate ownership of their own CPD, for example through a CPD programme with their professional body. Managers are responsible for ensuring staff maintain professional knowledge.

Students will receive specific induction and training in health and safety as part of the curriculum and generally as required.

**Legislation and guidance:** Management of Health and Safety at Work Regulations 1999.

## Wellbeing and Stress

The Group will put in place measures to prevent and manage risks to staff wellbeing and improve the ways in which the College can support staff mental health. These measures will include carrying out workload reviews, offering appropriate support for individuals experiencing mental ill health at work, running initiatives to raise awareness of mental health at work and ensuring managers feel confident and are sufficiently trained in their ability to deal with any staff suffering from stress or other mental health related condition/illness

The Group is also committed to raising awareness of stress issues, preventing stress in the workplace, identifying sources of stress in the workplace and taking appropriate action for its effective management. It is acknowledged that effective management of occupational stress requires partnership working between management and staff.

Health and Safety forms a core part of staff wellbeing, the following steps form the main outline of how this is managed

- Staff who've been off work will receive a return to work interview with their line manager that identifies any ongoing concern. If a risks assessment is required then a template and guidance from the Health and Safety Team can be used.
- Most return to work interviews will not require additional support but it is at his point the manager can contact HR or Health and Safety for additional guidance if needed.
- Staff experiencing stress, whether this has resulted in time off work or not, should be managed by the line manager with HR support in the first instance. Line managers are best placed to manage stress related issues such as workload and relationships.
- If HR believe the stress may have an occupational component then HR will request Health and Safety Team input. This will normally when a component of the stress contains elements relating to broader school or college operations (like the working environment) or technical health and safety concerns (such as noise levels)/

**Associated policy:** HR-1-012 Health and Wellbeing at Work Policy and Guidance, HR-1-030 Step Away Policy

**Legislation and guidance:** Management of Health and Safety at Work Regulations 1999.



## Fire

The fire safety arrangements protect people and property. They also seek to minimise the risk to emergency responders. General facilities and systems:

- Smoke or heat detectors are present as well as manual means of signalling the alarm.
- Fire extinguishers are provided around the premises. They should be used only where there is no danger to personal safety by trained individuals. Signage is provided at each extinguisher location identifying type and instruction for safe usage.
- The Campus Support team, Estates team or School staff (and other selected individuals where applicable, such as the fire wardens and first aiders) are trained on the use of Evacuation Chairs, which are stationed in stairwell locations.
- Designated assembly points are established at each site. These locations are identified to each member of staff through induction process and to students through the learner induction process as well as indicated by signage.
- At LSEAT sites the Head of School is incident Controller, at LSEC sites the Duty Manager is Incident Controller. These roles can be delegated.
- Trained Fire Wardens are present throughout the group and Incident Controller training incorporates emergency evacuation and major incident scenarios. The Duty Manager is responsible for overall control in an emergency situation and reports to the Fire Brigade and group management in event of evacuation.
- Personal Emergency Evacuation Plans (PEEPs) for both staff & students will be established by the Health & Safety Department in conjunctions with HR and Learning Support where appropriate. Schools and SEND departments may develop their own PEEPs as long as they meet the same standard as those issued by the Health & Safety Department.

General procedure:

- The alarm will sound continuously until the building has been vacated.
- All staff, students and visitors must immediately leave the building in a safe manner until instructed to return (exceptions exist for those on a PEEP).
- The fire wardens will sweep their area on evacuation and report to the Incident Controller. If areas cannot be swept without risking the fire wardens (for example they would have to re-enter the building) they will report the non-swept areas to the duty manager who will inform the fire service.
- School sites will take a roll-call.

- Where a PEEP identifies an at-risk person, this will be followed. For example, this might mean initially leaving the person in a protected zone rather than immediately evacuating. The Incident Controller will coordinate these activities prioritising the safety of the individuals concerned.
- Full details are available in the appropriate policies, differences in procedures exist in different part of the group.

### **Testing**

- The fire alarm will be tested regularly (this does not require an evacuation).
- Additionally, at least annually, the evacuation procedures will be tested with a full trial evacuation. Learnings from the fire evacuation will be discussed at the Health and Safety Committee. The fire evacuation will be unannounced to students as far as practicable with consideration not to cause additional risk. This might entail letting vulnerable people and their carers have some foreknowledge of the evacuation.

**Associated policy:** HS-1-501 Fire Evacuation

**Legislation and guidance:** The Fire Safety Regulatory Reform Order 2005.

## **Electrical Safety**

### Fixed electrical systems:

All electrical systems, conductors and equipment must be soundly constructed and maintained with all records kept.

All work on electrical systems will only be carried out by competent persons. Access to electrical systems will be controlled to avoid accidental or deliberate exposure by means of enclosures, locked rooms etc.

Five yearly tests are carried out and recorded by a competent person. The responsibility for completion and maintaining of these records falls to Estates Department.

### Portable Appliance Testing (PAT):

A testing regime shall be established that reflects the nature of the equipment and the nature of the environment in which it is used. A defects log shall be kept that shall inform future testing regime decisions. Where blanket frequencies are used for ease of management these should reflect the shortest time based on risk assessment.

All tested items will display a small test sticker stating the last test date. Any item which does not display this sticker or has not been tested with in the last year should not be used until it has been reported and checked by a competent person.

No portable appliance should be used if it displays a red 'FAIL' label, or is believed to be faulty by the user. All faulty equipment must be reported to the appropriate Manager immediately and the item withdrawn from use.

Staff are responsible for completing a basic visual inspection of electrical equipment before use to identify obvious defects.

**Legislation and guidance:** The Electricity at Work Regulations 1989, Maintaining portable and transportable electrical equipment HSG107, Maintaining portable electric equipment in low-risk environments INDG236.

## **Manual handling**

The Group is committed to applying safe systems of work to all manual-handling situations and to eliminating, so far as is reasonably practicable, manual handling operations which incur a significant risk of injury, or otherwise reduce the level of risk to the lowest level reasonably practicable. To facilitate this the group has implemented the following controls:

- Appropriate Risk Assessment designed to reduce risk associated with manual handling to as low a level as possible.
- Remove the need for carrying out manual handling operations where reasonably practicable.
- Appropriate manual-handling training at induction and program of refresher training.
- Appropriate guidance and information.
- Equipment to assist with manual-handling operations where necessary.
- Ensuring that anyone with musculoskeletal symptoms or conditions does not engage in inappropriate manual handling operations and is referred to Occupational Health as appropriate.

**Associated policy:** HS-1-706 Manual Handling

**Legislation and guidance:** Manual Handling Operations Regulations 1992

## **Display Screen Equipment (DSE)**

Activities or areas utilising display screen equipment should be risk assessed through self-assessment with support from DSE assessors as appropriate. Risk assessment and review will be done in a manner proportionate to the risk. A number of mechanisms exist for DSE risk assessment and corrective action:

- Pre-employment via an occupational health service
- Self-assessment via SharePoint
- Via a competent LSEEG DSE assessor
- 3<sup>rd</sup> party support

Line Managers are responsible for ensuring staff have safe workstations and ensuring correct assessment and advice is taken, for example of the change of a workstation. All staff are responsible for reporting of damaged display screen equipment via SharePoint to the Estates team. The Health and Safety team will ensure DSE systems are maintained and give or obtain specialist advice.

Vouchers for eye test and corrective lenses for DSE use are available, the process in the DSE policy must be followed to obtain vouchers.

**Associated policy:** HS-1-703 Display Screen Equipment.

**Legislation and guidance:** Display Screen Equipment Regulations 1992

## **Work equipment**

It is the responsibility of all staff to ensure that all work equipment is safe and suited to its task. When equipment is purchased, consideration should be given to the standard, suitability for the user (i.e., ergonomic design) and general safe use of the equipment. Modified equipment should comply with current legislation.

All equipment with a statutory inspection regime must be identified on an up-to-date asset register along with the inspections required, the last inspection date and the next inspection date.

Instruction and training should be given to all staff in the use of new equipment, for example from the manufacturers, and a record kept.

Managers and supervisors should ensure that equipment is regularly maintained, and that records of results are kept in a maintenance register held within the department concerned.

No potentially hazardous equipment should be used by untrained staff or students. Certain equipment should not be used by young persons. Any unsafe equipment must be locked off and isolated or otherwise rendered inoperable.

Workshops should be secure when not in use.

**Associated policy:** Management of Built Assets and Equipment Policy (not yet issued)

**Legislation and guidance:** Provision and Use of Work Equipment Regulations 1998

## **Control of Substances Hazardous to Health (COSHH)**

In compliance with COSHH Regulations, it is the policy of LSEEG to assess the risk of exposure to hazardous substances, and to take appropriate and proportionate action prevent or adequately control those risks. Safety Data Sheets for each of the listed products must be obtained prior to use and retained by the relevant department and adequate control measures implemented. Each site must have COSHH assessments covering chemical use. This includes storage, access, signage, provision of Local Exhaust Ventilation (LEV), Personal Protective Equipment (PPE), spill kits and other reasonable measures.

Consideration must be given to the disposal of the material after use and appropriate actions taken within a reasonable timeframe.

Surveillance called for by COSHH regulations will be arranged by departments in which the requirement arises through Occupational Health (via HR) in consultation with the Health & Safety Department.

**Legislation and guidance:** Control of Substances Hazardous to Health 2002, Group COSHH Guidance Document

## **Asbestos**

The Estates department will ensure that:

- There is a register of all items that contain asbestos; these items are inspected regularly, at least once per year, and appropriate treatment carried out to keep them in a safe condition and this process is recorded and is reasonably accessible to staff and contractors when required.
- Those who work on asbestos containing materials are informed in such a way as to make them aware of the presence of asbestos and are therefore able to take appropriate precautions.
- Materials containing asbestos are adequately labelled.
- Those potentially exposed to asbestos will undergo Health Surveillance.

**Legislation and guidance:** Control of Asbestos Regulations 2012.

## **Legionella**

LSEEG systems will be designed in such a way so as to minimise the risk of legionella. LSEEG will have a legionella management plan and testing regime for each site maintained by the Estates department.

**Legislation and guidance:** Legionnaires' disease A brief guide for duty holders INDG 458, L8 Legionnaires' disease. The control of legionella bacteria in water systems.

## **Confined space work**

A confined space is one which is both enclosed or largely enclosed and has a reasonably foreseeable specified risk to staff, students, visitors or contractors of: fire, explosion, loss of consciousness, asphyxiation or drowning. Examples within LSEEG include some underground plant rooms, some underground service ducts and some roof voids.

Confined space working should be avoided where possible and only be undertaken as a last resort. New buildings should be designed without confined spaces where possible.

Any confined space work is subject to the following being in place:

- A risk assessment
- A permit to work

- Competent staff with specific knowledge of working safely in a confined space
- An emergency/rescue plan
- Authorised by and Estates Manager or Site Manager

**Legislation and guidance:** Confined Spaces Regulations 1997

## **Personal Protective Equipment (PPE)**

When hazards cannot sufficiently be controlled by other means, Personal Protective Equipment (PPE) will be provided. It is the responsibility of Line Managers to ensure that all PPE is suitable and adequate for the purpose, displays all appropriate standards, and is suitably stored and well maintained. All staff have a general duty to ensure that PPE is worn where required and kept clean and in good condition.

Safety shoes or specified footwear will be mandatory in many areas basic on risk, the risk assessment should always be followed. In general, the requirement for safety shoes is:

- In workshops outside of marked walkways: safety footwear is to be worn of a specification suitable for the environment
- In workshops on walkways: enclosed flat soled shoes to be worn
- All other locations: suitable footwear should be worn
- SEND workshops or school workshops may have different rules and the area risk assessment should be followed. For areas that may not clearly be defined as workshops such as art and craft provision, jewellery making, potter etc. the risk assessment should be followed.
- Where non-routine access is required for specific events (such as open evenings or visitor tours), and safety shoes are not practicable, instead staff will ensure the workshop has a clean and dry floor immediately prior to the visit and cease all activity where safety shoes would be a required control (such as work involving the lifting or suspension of heavy objects, the use of chemicals or the use of lubricants).

**Legislation and guidance:** Personal Protective Equipment at Work Regulations 2022.

## **Allergens, anaphylaxis and adrenaline auto-injectors (AAIs)**

Students, parents or carers are required to provide the school or college with up-to-date information relating to allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

The Headteacher or Senior manager responsible for hospitality, catering or commercial food will ensure that all pre-packed foods for direct sale (PPDS) made on the school or college site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour.

Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist Students with managing their allergies. The administration of adrenaline auto-injectors (AAIs) and the treatment of anaphylaxis will be carried out by trained staff, usually the first aiders. Where a pupil has been prescribed an AAI, students who have prescribed AAI devices can keep their device in their possession if appropriate.

For students prescribed AAI devices and unable to safely keep them in their possession, or for backup devices, these can be stored in a suitably safe and central location easily accessible to staff such as reception.

Where a pupil who does not have a prescribed AAI appears to be having a severe allergic reaction, the emergency services will be contacted and advice sought as to whether administration of the spare AAI is appropriate. Where a pupil is, or appears to be, having a severe allergic reaction, the emergency services will be contacted even if an AAI device has already been administered. In the event that an AAI is used, the pupil's parents will be notified that an AAI has been administered and informed whether this was the pupil's or the school or college's device.

Where any AAIs are used the first aid form will record; where and when the reaction took place and how much medication was given and by whom. AAIs will not be reused and will be disposed of by giving it to the emergency services upon arrival to the college.

In the event of a school or college trip, students at risk of anaphylaxis will have their own AAI with them and the school or college will give consideration to taking the spare AAI in case of an emergency.



## **Allergen restrictions at schools and colleges**

Individual schools and colleges may choose to restrict particular allergens. Allergen restrictions only apply to specified allergens e.g. a 'nut free school' should not be considered free of sesame.

Schools and colleges restricting an allergen must:

- Formally communicate this to all students, parents, carers, contractors, visitors and anyone else visiting the school.
- Place large, clear, signage at all entrances.
- Ensure all catering, lunches, social events and other eating occasions are restricted allergen free.
- Ensure all incoming post and any received gifts are free of the restricted allergen.
- Ensure any 3rd party hire complies with restrictions.
- Provide allergen training to all staff.
- Ensure trips and visits have controls for the restricted allergen in place.
- Take additional steps to ensure allergens not in food are controlled (e.g. nut oils in sunscreen)
- Take all other necessary steps to ensure the allergen is free from the school.
- Routinely check and monitor compliance.

**Legislation and guidance:** 'Natasha's Law'

## **Young and vulnerable persons**

Where there is considered to be an additional risk to young or vulnerable persons working at the colleges or schools an assessment of those risks is required. It is the responsibility of managers to ensure that risk assessments consider any additional risks, for example due to a lack of experience, to young and vulnerable persons working in their section and to complete a suitable & sufficient risk assessment on that basis.

Given the college and schools environments it would be expected that the risk to young and vulnerable people in general (staff, students and visitors) would be considered in most risk assessments as standard practice.

## **New and Expectant Mothers**

In some areas of work there may be additional risks to new or expectant mothers. Line Managers must ensure that general risk assessments take into account any possible risks and that they are addressed, and information given. In the event of a member of staff becoming pregnant, the line manager would work through the generic risk assessment provided by the Health and Safety Department and make reasonable adjustments to their duties.

**Associated policy:** HR-1-019 Family Friendly Policy

**Legislation and guidance:** Management of Health and Safety at Work Regulations 1999.

## **Security**

Where high value or sensitive items are present, they may contribute a safety risk in case of aggravated theft. The users of dangerous or high value items such as chemicals, radioactive sources, audio-visual equipment, computers etc. must ensure that those items are secure on completion of use. It is the responsibility of all staff to ensure that rooms containing high value equipment are kept locked when not in use.

Each site must have a violence at work risk assessment and minimise the risk of violence as far as reasonably possible.

Additional security procedures should exist that detail the use of physical intervention, such as restraint, and should limit that use as far as possible. Restraint should not be used to protect the security of the building or its contents as staff safety takes priority over these.

CCTV must be present at each site and cover all areas of higher risk.

Lockdown procedures must exist at each site.

**Associated policy:** Campus and school Lockdown Procedures

## **Visitors**

All visitors to the premises must report to Reception on arrival. They are required to obtain a visitors pass and sign the Visitors book which may be electronic. Reception staff are required to ask that all visitors read the emergency information when signing in. Visitors should be

collected from Reception by their host. At LSEC sites 'Information for Staff & Visitors' booklets are available via SharePoint areas at all campuses, detailing site-specific Health & Safety arrangements.

**Legislation and Guidance:** Management of Health & Safety at Work Act 1974.

## **Contractors**

All contractors must be competent with appropriate qualification for the task and registered with a professional body where required. Contractors must report to the Estates Team on their arrival. It is the responsibility of the Estates Department or school site management to ensure that contractors sign the Contractor Permit to Workbook on arrival and sign out when they leave (where applicable).

If staff feel any contracted work is dangerous or safety procedures are being overlooked, they must report it to the Health and Safety Department. Appropriate segregation of work areas must be maintained at all times. In instances of Hot Works (such as grinding, brazing or welding), permits must be completed prior to works commencing and only be carried out once safety precaution requirements have been satisfied and Estates or school site management duly informed. Completed Hot Works permits are to be retained by Estates or school office. All instances of roof, plant, undercroft and lone work undertaken by contractor must be approved by the Estates department or school site management and due notice and information provided.

**Legislation and Guidance:** Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, Construction (Design and Management) Regulations 2015.

## **Use of company vehicles**

Company vehicles are provided to support business activities and are to be used only by qualified and authorised employees. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws and the utmost regard for their care.

Company vehicles may not be used for business activities of other companies or for personal use unless this is incidental to business use or staff are issued a personal vehicle with written authorisation that includes personal use. Company drivers and anyone authorised to drive the company vehicles must have a valid driver's license. Use of vehicles must be authorised and pre-booked via the Estates department or school office. It is the driver's responsibility to ensure that the vehicle is roadworthy before every journey. The smoke-free policy extends to the use of company vehicles.

## **Smoking**

All LSEEG premises are smoke free, and all employees have a right to work in a smoke free environment. This also includes e-cigarettes, and includes company vehicles and vehicles being used for company business when carrying colleagues as passengers. This policy applies to all staff, students and visitors.

Additionally staff may not smoke directly outside of school or college premises.

## **Off site visits**

LSEEG recognises the significant educational value to pupils of visits and activities away from the immediate college or school environment and believes that staff should be encouraged to organise and take students out on such trips. Such trips should:

- Enhance students' understanding of curricular activities.
- Develop students' social skills including resourcefulness, independence, initiative and self-reliance.
- Provide opportunities to develop skills
- Provide reward or engagement

The group recognises and accepts that such visits may present risks to the health and welfare of students. Educational trips and visits will therefore be planned, and procedures followed so

that everyone involved understands his/her responsibility and can participate fully in the learning outside of the classroom.

All educational trips and visits will be appropriate and relevant to the age, maturity, capabilities and needs of the pupils participating. All necessary planning, consent risk assessment, safeguarding and approval processes must be followed prior to any off-site activity taking place and documentation retained.

Trips will require authorisation and the level of authorisation will be in accordance to the risk profile of the trip.

LSEEG uses the EVOLVE system for trip planning and approval. No trip is approved until it is approved on EVOLVE and a system generated approval confirmation email received.

**Associated policy:** HS-1-402 Offsite Activities and Visits

## **Commercial hire**

Where school or college venues are leased to 3<sup>rd</sup> parties either for financial return or on a voluntary basis then the following procedures must be followed.

- For Schools the hire must be approved by the Headteacher
- For Colleges the hire must be approved by the Commercial team

The hirer must be instructed to

- Provide a risk assessment for approval for any high risker activities (sporting, performances or any activity not limited to basic office or meeting work).
- Make their own arrangements for First Aid, Fire Wardens and equivalent.
- Formally request, and pay for, any additional services required such as estates, security or cleaning.
- Limit their presence to the hired space.
- Only permit 3<sup>rd</sup> party access agreed in advance with LSEEG.
- Not damage or modify any equipment or furniture, to report any breakages or hazards and to return the hired location to the standard prior to the hire.
- Comply with all LSEEG Health and Safety policies.
- Not to undertake any activity that could bring LSEEG into disrepute or provide disruption to its activities or neighbours.

**Legislation and guidance:** Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999