



GENERAL

The TSA recognises the importance of safety, health and welfare in the successful operation of all its activities. It believes in the active participation of every person within the TSA in order to achieve and maintain the highest practicable standard of accident prevention. Success in this relies on the initiative, teamwork and cooperation of all TSA staff & representatives.

The Governing Body of the TSA lead schools (Ambergate & Sandon) are required by the Health and Safety at Work Act 1974, to afford facilities for consulting with Trade Union safety representatives, and to establish safety committees where requested. Their requirements include:

- Ensuring that a Health & Safety Policy is completed.
- Ensuring that staff functions are set.
- Ensuring that the Principal has carried out their responsibilities.
- Ensuring that the responsibilities to fulfil this policy are delegated to the Principal and the Teacher in Charge of Health and Safety.

Within the TSA, responsibility for Health and Safety lies with the Director of the TSA.

Responsibilities of visitors to the TSA building

The Director of the TSA is responsible for ensuring that the following points are completed and communicated to all visitors to the TSA building:

- Overseeing the day-to-day Health and Safety within the TSA building including displaying relevant notices and legislative documents.
- All relevant health and safety legislation is identified and acted on if appropriate and correct working practices are put into place.
- Arrangements are monitored to ensure they are working.
- These arrangements are recorded in the Health & Safety Policy.
- Any problems in achieving the intentions of the TSA's general statement of the Health & Safety Policy are reported to the Governing Body of the TSA's Lead schools.
- The member of staff in charge of Health and Safety has carried out their responsibilities.
- Specialist help and assistance is obtained where necessary.

Responsibilities of TSA representatives:

All TSA representatives should initially report to the school office where they are deployed after being sent all relevant information of venue, contact details from the TSA. They are expected to observe the school's health & safety rules, including producing proof of I.D. and to comply with any instructions they may be given.

SPECIFIC ARRANGEMENTS.

Workplace (Health Safety and Welfare)

The Director of the TSA will review the school safety policy in line with the Workplace (Health, Safety and Welfare) regulations 1992. The Director of the TSA will produce a rolling programme of improvements that will ensure that the TSA meets the standards required under these regulations.

Manual Handling

Wherever possible manual handling operations will be eliminated. If this is not possible, then suitable arrangements will be made to reduce the risk of injury as a result of a manual handling operation. The Director of the TSA will arrange for the provision of manual handling equipment where necessary and will arrange for appropriate training of personnel involved in manual handling operations. These will be recorded on the training records.

Personal Protective Equipment

The Director of the TSA will provide equipment where risk cannot be controlled at source. Personal protective equipment will only be used when other methods of controlling risks to health are not reasonably practicable. All personal protective equipment that is provided will be to the relevant safety standard. Instructions on the use, maintenance and cleaning of the equipment will be issued to the TSA representatives.

Machinery and Electrical Equipment

The Director of the TSA will ensure that all work equipment purchased meets the relevant safety standard required and is suitable for the intended task. In addition sufficient instructions, information and training will be provided to all operators of equipment. Full risk assessment should be carried out and appropriate actions taken. The Director of the TSA will ensure that all work equipment is maintained by staff to prevent danger. All such maintenance inspections must be formally recorded. Staff must ensure that all safety guarding (to relevant B.S.) is present, serviceable and utilised when machinery is used. Staff shall not attempt repairs or make modifications to machinery other than those normally associated with daily operations. Any defects or malfunctions must be immediately reported to the Director of the TSA and if necessary the machine is to be disabled to prevent its unsafe use.

Electrical equipment and systems are subject to the Electricity at Work Regulations 1989.

The Director of the TSA is responsible for arranging routine testing of the sockets to ensure proper earth continuity and correct phase/neutral connections. The testing will be carried out every five years. These tests are to be recorded.

The Director of the TSA is responsible for the PAT (portable appliance testing) and maintenance records. No electrical equipment is to be used unless it has the current PAT sticker.

Fire

Anyone discovering a fire should raise the alarm by activating the nearest fire alarm point. On hearing the alarm, TSA representatives will follow the building fire procedures set out by Autumn Park Business Park who take the lead on fulfilling the requirements of this area of the policy.

First Aid arrangements

The Director of the TSA is responsible for ensuring that first aid boxes are available in the LEARN TSA offices and are regularly updated. The required list of contents is listed in the County Council's Health and Safety manual. Only the listed items should be included and used in the First Aid boxes, no other items should be kept in the boxes. In the event of an accident staff should report to the Designated First Aider for LEARN TSA and appropriate recording take place.

RIDDOR INCIDENTS.

Under the RIDDOR protocol the member if staff in Charge of Health and Safety for the TSA will contact the county council if a member of staff is off work for any of the criteria's mentioned below. These must be reported to the Incident Contact Centre (ICC). Failure to report these incidents is a breach of statutory duty. This can be done:

- By telephone (0845 3009923) where the appropriate form is completed over the phone by ICC staff
- Via the online form on the website <http://www.riddor.gov.uk/>

In each case the ICC will return a hardcopy as confirmation of notification and this will be kept on file by the member of staff in Charge of Health and Safety.

Types of Reportable Injury

The death of any person:

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers:

- Fractures, other than to fingers, thumbs and toes.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding) which covers more than 10% of the body.
- Significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads

to hypothermia or heat-induced illness.

- Requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day incapacitation of a worker:

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation:

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-fatal accidents to non-workers (eg members of the public):

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include:

- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis.
- Hand-arm vibration syndrome.
- Occupational asthma.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.

Infections from animals:

- Anthrax
- Brucellosis
- Leptospirosis
- Lyme disease
- Q fever
- Rabies

LEARN Teaching School Alliance **Health & Safety Policy**

- Streptococcus suis
- Tetanus
- Tuberculosis
- Hepatitis from work involving contact with human blood products or any viral hepatitis.
- Legionellosis from exposure to contaminated water supplies.

The Swine Flu condition is not included in these conditions and is not reportable under RIDDOR to the ICC.

Published: October 2017

Review Date: October 2019

