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| | 3 | Academy personalisation required (in highlighted fields) |

Summary of Changes from Previous Version

| Version | Date | Author | Note/Summary of Revisions |
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| V1.1 | July 2022 | ERO | Policy has been reformatted. |
| V2 | November 23 | ERO | Minor changes to role titles, and formatting. Amendment to lone worker wording. |
| V3 | November 24 | ERO | Minor changes to role titles. |
| V4 | December 25 | ERO | Updated practices relating to contractor working on site, and change of LGC to AEC. |
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1. INTENT

INTRODUCTION

In line with the Maltby Learning Trust Health and Safety Policy, the Academy places high importance in the responsibilities under the Health & Safety at Work Act 1974 and the Management at Work Regulations 1999, to provide a safe and healthy working and learning environments for all employees, students, visitors, and contractors.

The Academy will take all reasonable and practicable steps to provide and maintain conditions which are safe, healthy and comply with all statutory requirements and codes of practice and will pay particular attention to:

- The provision and maintenance of a safe place of work, with safe systems, equipment, and environment in which to work and study.
- Providing suitable and sufficient information, instruction, training, and supervision to ensure all members of staff are aware of their responsibilities.
- Promoting awareness and understanding of health and safety and nurture a positive health and safety culture.
- Taking positive action to prevent and protect individuals by conducting regular audits, assessments, maintenance, and inspections.
- Providing a robust health and safety organisational structure to implement and maintain the highest standard of health and safety policies, procedures, and guidance.

PURPOSE

The policy sets out the Academy's intent and commitment to Health and Safety, with an organisational structure to implement the necessary arrangements to maintaining a safe environment for all employees, students, visitors, and contractors.

SCOPE

The Academy Health and Safety Policy expects all employees to take reasonable care for their own health and safety and others that can be affected by their acts or omissions. Equally, they have a legal and moral obligation to cooperate with all procedures, equipment and guidance that is provided for their safety and that of others.

All visitors and contractors are equally bound by this policy and must be capable of demonstrating their compliance with the Academy's desire to provide a safe and secure environment for its employees and students.

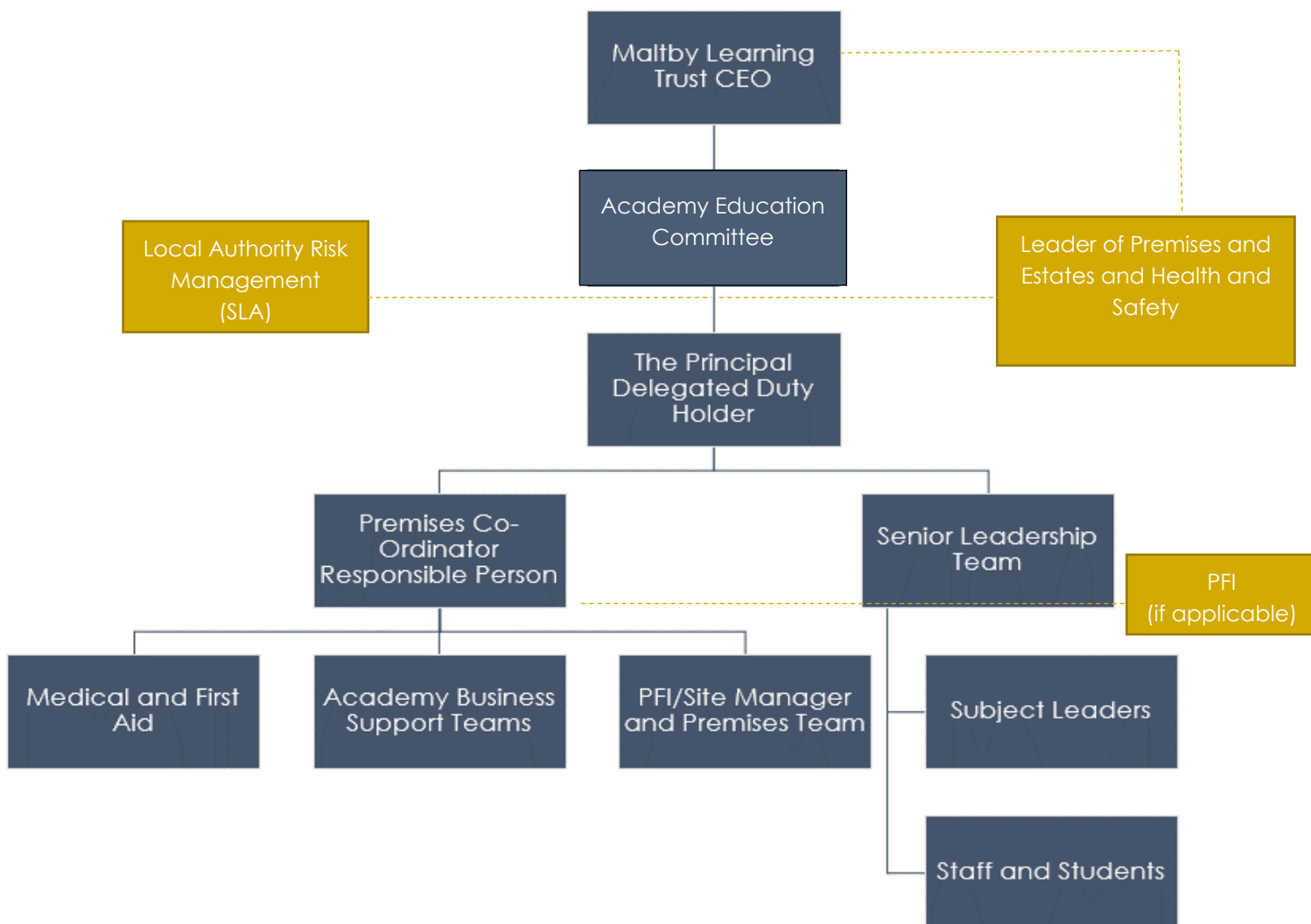
2. ORGANISATION

RESPONSIBILITIES/DUTIES OF THE ACADEMY'S HEALTH AND SAFETY ORGANISATION

Although Health and Safety within the Academy is a collective responsibility, this policy recognises the responsibility that effective and efficient management has towards achieving the Academy's safety objectives and the requirements set out in the Trust Health and Safety Policy.

The Academy's Safety Organisation consists of those individuals who promote the high standards expected to comply with the Health and Safety at Work Act 1974 and other associated regulations.

The Academy Health and Safety Organisational Chart



THE ACADEMY EDUCATION COMMITTEE

The Academy Education Committee is to ensure adherence to the Trust's Health and Safety Policy and any recommended procedures and standards and will:

- Regularly review the implementation of the policy.
- Monitor, review and evaluate the Academy's Health and Safety performance.
- Identify appropriate resources within the Academy's budget to meet statutory compliance under the Health and Safety at Work Act 1974 and associated regulations.

- Act on the advice of Specialist Contractors, Local Authority Risk Management service, Leader of Premises and Estates and guidance from the Department for Education (DfE).
- Promote a positive Health and Safety culture and nurture high standards across the Academy.
- Ensure the Academy provides a safe place of work and learning for all staff, students, and visitors, in line with its statutory duties.
- Make sure that staff receive training so that they can perform their duties with DSE in a safe manner.
- Consider health and safety matters as part of the Principal's report within the Academy Education Committee meetings and if appropriate, form a separate Health and Safety committee.

THE PRINCIPAL

The Principal has responsibility to implement this policy in line with the Trust Health and Safety Policy and associated guidance and review as necessary at suitable intervals.

The Principal's main functions are:

- Overall management of all Health and Safety matters within the Academy.
- Ensuring risks are assessed and so far, as reasonably practicable, all necessary controls measures are instigated, communicated and reviewed.
- Liaising with the Academy Governors on policy and safety issues and ensuring action is taken when suitably recommended.
- Communication of information received on Health and Safety matters to appropriate people.
- Management of investigations after accidents, incidents and near misses.
- Ensuring all employees receive the necessary information, instruction, training, and supervision to conduct their roles and responsibilities. This is especially important on emergency procedures relating to fire and security incidents.
- Co-operating with and providing necessary facilities for trade union safety representatives.
- Identifying those individuals who require additional protection due to disability, age, or declaration that they are new or expectant mothers.
- Ensuring appropriate Health and Safety inspections are regularly performed.
- Consider and act on the advice of the Leader of Premises and Estates.
- Seek advice and support from the Local Authority Risk Management service team for matters relating to accident reporting and risk assessment.
- Ensuring all risk assessments related to DSE are in place and up to date.
- Arranging training for staff using DSE where necessary/applicable.
- **PFI only** – Raise any concerns to non-compliance of contractual responsibilities in relation to facilities management (via the PFI) with the Leader of Premises and Estates and Transform Schools/Vinci Facilities Management.

LEADER OF PREMISES AND ESTATES

The Trust has appointed (in addition to the service level agreement with the Local Authority), a Leader of Premises and Estates to provide guidance and assistance to all Academies. The Leader of Premises and Estates is qualified to provide legal and best practice advice and to support Premises/Site Managers across the Trust Academies. Duties include:

- Assistance in the compliance of the arrangements set out in this policy.

- Providing assistance with investigations of serious accidents or incidents.
- Review of policies and procedures.
- Coordination of training provided by the Trust.
- Conducting regular reviews, audits, and inspections in line with their allocated responsibilities as detailed in the organisational chart.
- Providing reports, advice, and recommendations to the Trust Board.
- **PFI** only - Conduct QA inspections on PFI compliance records (twice per annum) and report any concerns to the Executive Team and Transform Schools/Vinci.

ADDENDUM: PFI CONTRACTOR

- Contractually responsible for all aspects of premises management (for example security, grounds maintenance and cleaning).
- Contractually responsible for all statutory compliance, PPM (for example electrical testing, legionella) and reactive maintenance.
- Contractually responsible for sourcing and monitoring quality of building works.
- Provide assistance to Academy staff in planning scheduled fire evacuation and lock down drills.
- Maintain records legally required for inspection (such as asbestos plans) and to support Academy staff in providing such records as may be requested by statutory bodies (such as Ofsted, Environmental Health Officers)

ALL EMPLOYEES

All employees of the Academy have a responsibility to take due care of their own Health and Safety and that of others who may be affected by their actions. They equally have a duty to:

- Cooperate with the Academy to enable it to meet its responsibilities for Health and Safety.
- Use equipment provided in a safe manner and in accordance with the manufacturer's instructions, guidance, and correct operating procedures.
- Report accidents, incidents and near misses and participate where requested in the investigation of such an occurrence.
- Immediately report concerns on issues that could affect the Health and Safety of any staff. Ensuring they only use DSE once they have undertaken the appropriate training if applicable.
- Using DSE in line with the Health and Safety measures set out in this policy, and as outlined within all relevant training.
- Informing the Principal of any situation where the use of DSE is resulting in either injury or risk of injury as soon as possible.
- Where applicable, ensuring any students using DSE do so in line with the Health and Safety requirements set out in this guidance.

VISITORS AND CONTRACTORS

The Academy recognises its responsibility to the safety of both visitors and contractors. Visitors must always be escorted and must not be placed at risk when conducting their business in any of the Academy locations. The Academy will implement and adhere to the Trust's Managing Contractors Guidance to ensure contractors understand the hazards in each location, know the site emergency procedures; have safe and auditable working procedures and do not place themselves or any member of the Academy at harm.

3. ARRANGEMENTS

TRAINING

The Academy recognises that safety training is an integral and important part of its overall safety policy. Coordinated training will be provided by the Trust to facilitate the requirements of the arrangements of this policy and continued development of Academy employees. Induction training will be conducted as early as practicable for all new staff, but staff will be informed immediately of the action to take in the event of an emergency and where to find relevant policies in the short term. This is the responsibility of the departmental Line Manager until a full Health and Safety induction (as part of probation) has taken place. A list and frequency of training is included in Appendix B to this policy.

CONSULTATION

Employee consultation will be achieved through regular Health and Safety Committee meetings, with the opportunity for the inclusion of Union representation. The Academy will include Health and Safety in team meetings, briefings, and training days. Where relevant employees and students are encouraged to discuss safety concerns; report accidents and near misses and are invited to contribute to a positive Health and Safety culture.

RISK ASSESSMENT

The Management of Health and Safety at Work Regulations (1999) requires employers to assess the risks to employees and anyone else who might be affected by their undertaking. The purpose is to identify systems, procedures and equipment that could be a hazard to individuals and reduce the potential risk of harm as far as reasonably practicable. Trust Academies should use the support of the Local Authority risk management service when undertaking risk assessment. Assessments will be conducted by suitably competent individuals aware of the processes involved. Assessments are to be recorded using the Trusts' Risk Assessment Template in **Appendix G**, with a register maintained to ensure all significant and foreseeable risks have been assessed. Implemented control measures will be regularly reviewed to ensure they are still relevant and sufficient (i.e., yearly, or post-accident, incident, near miss or change in procedure or process).

The Academy will conduct specific risk assessments for individuals who require special consideration because of their condition or disability. Equally, assessments must be conducted for all educational visits in line with the Academy's policy.

LONE WORKING

The Academy acknowledges that there will be times when staff must work alone. A specific risk assessment will be conducted for each member of staff that could be placed at risk from working alone, if they are unaccompanied out of hours or work in an isolated area. Lone workers also have a responsibility to take reasonable care of themselves and other people affected by their work.

Dependant on the tasks the lone worker is proposing to undertake, the risk assessment will cover the following:

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- The staff member's medical fitness and suitability to work alone.
- Channels of communication.
- Any specific risks related to the lone working activity.
- The risk of violence.
- Access and egress.
- Reporting and recording arrangements.
- The ability to trace the staff member's whereabouts.
- Situational hazards.

Any person who becomes aware of circumstances involving lone working, where the existing control measures may not be fully effective, will inform the Principal or Line manager as soon as possible.

The member of staff will be consulted on the findings of the assessment and be informed of the control measures and emergency procedures that are to be implemented.

PROCEDURES FOR LONE WORKERS

A record will be kept in the Academy containing details of all staff members that undertake lone working, including the tasks they undertake, where and when they undertake them.

During working hours, all lone workers leaving their workplace will leave written details with the Academy of where they are going and their estimated time of return.

If, during a trip away from the Academy, a lone worker's plans change significantly, they will contact the Academy to inform them of the changes to their schedule.

All lone workers will be provided with a mobile phone and other personal safety equipment, where necessary.

Lone workers will ensure they have any of their provided personal safety equipment with them prior to lone working and that the equipment is working.

Lone workers will avoid organising meetings where they will be alone with an individual or group. Where this is unavoidable, the lone worker will obtain prior approval from their line manager who will make any arrangements to ensure the staff member's safety. Any appointments of this nature will be recorded.

If a staff member is required to work alone with a child or vulnerable adult, they will follow the procedures outlined in the Child Protection and Safeguarding Policy.

Lone workers will have access to adequate First Aid facilities.

Under no circumstances should a lone worker compromise their personal safety. If they feel in danger, they will remove themselves from the situation immediately.

The Academy operates a 'buddy' system, whereby lone workers have a designated member of staff that will:

- Be aware of the schedule and movements of the lone worker.
- Have all necessary contact details of the lone worker.

- Attempt to contact the lone worker if contact is not made as agreed.
- Follow agreed escalation procedures and notify the Principal of any incidents.

Contingency arrangements will be in place for a member of staff to take over the 'buddy' role in case the nominated person becomes unavailable.

Where there is a genuine concern about the whereabouts or safety of a lone worker, the Principal will use the information held on record to try and ascertain the whereabouts of the worker. If contact cannot be made, the Principal will decide on the best course of action depending on the circumstances, which could include contacting the emergency services.

HOME VISITS

A list of home visits is kept securely in the Academy. This record includes details of the following:

- The address the lone worker is visiting
- Details of the persons whom they are visiting
- A known contact number for the lone worker and the persons they are visiting
- How long the lone worker expects to be at the location

Once in place, appointment arrangements should be adhered to. The lone worker will notify the Principal of any changes to their schedule.

Visits deemed high risk, e.g., where there is a history of violence or the location is high risk, will only be undertaken if necessary. In these cases, the lone worker may request a meeting in a more suitable location or to be accompanied by another member of staff.

During a home visit, the lone worker will:

- Carry an ID badge and be prepared to identify themselves.
- Carry out a '10 second risk assessment' when they first arrive at the location. If they feel in danger, they should have a reason ready to not enter the house and arrange an alternative appointment.
- Be aware of any animals in the house and ask for them to be secured in a separate room.
- Ensure that they shut the door behind them and make themselves familiar with the door lock in case an emergency exit is required.
- Not position themselves in the corner of a room or in a situation where it is difficult to escape.
- Remain calm and focused at all times and keep their possessions close to them.

SAFEGUARDING

Where a lone worker is required to work with students, physical intervention will only ever be used as a last resort and will be conducted in line with the Positive Handling Policy.

If a lone worker is required to conduct one-to-one sessions with students, the following guidelines will be adhered to:

- A full and appropriate risk assessment will be undertaken prior to any sessions taking place.

- Full and ongoing training regarding child protection, physical restraint and the use of reasonable force will be provided to the worker.
- Meetings or sessions will never be held in remote or secluded areas.
- At least one other member of staff will be informed of when and where a one-to-one session is taking place.
- The lone worker will not use 'engaged' or equivalent signs on rooms used for one-to-one sessions.
- Doors will be kept open during sessions – where this is not possible, the worker will ensure both parties are visible through a window.
- When holding the session, the worker will talk to the student with a desk between them, or otherwise arrange the room or environment to avoid unnecessary physical contact.
- Both parties will sit near to the door during sessions.
- If a student becomes emotionally distressed or angry, the worker will seek assistance, and a record will be kept of the incident.
- Any allegations against a lone worker will be dealt with in line with the Allegations of Abuse Against Staff Policy.

TRAINING

All lone workers will be fully trained in safe working practices. Lone workers will undertake additional training that is relevant to their lone working.

MONITORING SAFETY ISSUES AND REVIEW

Lone workers will report incidents such as accidents, near misses and threatening situations to the Line Manager who will make a record.

Lone workers should raise any safety concerns with their line manager, who will arrange for additional precautionary measures to be put in place.

FIRE

The Academy will implement preventative measures against fire to reduce the likelihood of fires occurring, e.g., restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end a no-smoking policy is in operation across the Academy/Trust.

In line with the Regulatory Reform (Fire Safety) Order 2005, the Academy will:

- Ensure physical measures including fire doors, smoke detectors, alarm systems and firefighting equipment are inspected and tested at the required intervals.
PFI Only – In PFI Academies, this will be the contractual responsibility of the PFI provider.
- All detection equipment will be tested by a competent contractor every 6 months, with fire extinguishers being checked and maintained every 12 months. Appointed Academy staff or PFI appointed contractors in PFI Academies are to conduct regular checks of systems and equipment and report faults immediately. Records of checks are to be retained for further audit.
- Detailed information about fire evacuation procedures will be provided to permanent and temporary members of staff and visitors. Details about fire evacuation will be displayed across the

Academy. All staff are to familiarise themselves with such details and establish the quickest exit route for the rooms that they use.

- Evacuation procedures will be practiced every term, with records being maintained to highlight any lessons learned and recommendations for improvement.
- Fire evacuation procedures will be displayed on visitor lanyards or issued to visitors when they sign into the Academy.

ACCIDENTS, INCIDENTS AND NEAR-MISSES

The Academy has a robust procedure for the reporting of accidents, incidents and near misses. A Health and Safety incident is an unplanned event which may result in injury, stress or other health effects to people, or damage to property. It can also include near-misses which may not result in injury or damage but have the potential to do so.

Accidents or injuries to any person, including contractors and visitors, should be reported immediately in accordance with the Academy policy for accidents, incidents and near misses. Information gathering at the earliest opportunity is important to ensure that all the facts are captured and can then be used to improve procedures and control measures. Records must be securely retained for at least 3 years. The Local Authority will report accidents that are reportable under RIDDOR, however any major injuries to employees and hospital attendance by members of the public because of an accident, will require immediate telephone notification to the Trust's Leader of Premises and Estates, who will assist in the investigation process.

- Reporting an accident or near-miss allows the Academy the opportunity to take further precautions to avoid events that might lead to major, or even fatal, injuries.
- The Academy Principal (with support and guidance from the Leader of Premises and Estates) and his/her delegates will undertake regular evaluations **of all reported incidents, both injuries and ill health. They will then identify patterns and trends to take corrective action and minimise the reoccurrence of any incident/illness.**
- **The Academies will seek to reduce** the likelihood of such incidents to as low a level as possible with a stated aim of securing zero accidents or near-misses.

For the purposes of this policy, a near-miss has been defined as an event that, while not causing actual harm, has the potential to cause injury, ill health, or damage to property. All near misses are opportunities to learn how we can avoid similar events that might lead to major, or even fatal, injuries.

Examples of common near-miss incidents include the following:

- Slips, trips, or falls.
- Unauthorised vehicles entering a work area.
- Moving vehicles passing unacceptably close or too fast.
- Mishandling a load.
- Falling objects.
- Use of unsafe equipment.
- Incorrect use of equipment.

REPORTING AN ACCIDENT OR NEAR-MISS

Accident or near-misses should be reported using the Accident Near-Miss Incident Reporting Form, available at the designated area at each Academy (**Appendix C**), to allow consideration of how to prevent a possible accident happening in the future.

Immediate or significant hazards should be instantly reported to the Principal or designated person.

Staff, students, contractors, and visitors are encouraged to report any condition or practice they deem to be a hazard which could lead to an accident or near miss.

Reporting should be conducted verbally to the designated person as soon as possible, who will then inform the Principal as appropriate.

If an individual reports an accident or near-miss using the required form, the remedial action must be detailed.

Certain serious accidents or near misses are reportable to the HSE as 'dangerous occurrences'.

- A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.
- On receipt of the Near-Miss Incident Reporting Form, the designated person will determine if a 'dangerous occurrence' has happened.

INCIDENT INVESTIGATION

- All accidents and near-misses, however small, will be reported and investigated by the designated person, and the outcomes recorded.
- The length of time dedicated to each investigation will vary depending on the seriousness of the accident.
- After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- All Maltby Learning Trust Academies are part of the Local Authority risk management SLA. The reporting of accidents, incidents and near-misses will be via the LA forms (**Appendix C**). The forms will be sent to the Local Authority and the Leader of Premises and Estates for review and investigation.

FIRST AID

The Health and Safety (First Aid) Regulations 1981 sets out the essential aspects of First Aid that employers must address. The Academy has a legal duty to make sufficient and suitable arrangements to ensure that employees and students receive immediate attention if they are injured or taken ill. Sufficient First Aiders will be trained to immediately deal with incidents, with procedures in place to contact the Emergency Services (ambulance) if required.

The training of First Aiders will be conducted by assessing the risk and need across the Academy to ensure sufficient trained individuals are always available. A list of trained individuals will be displayed in prominent areas across the Academy. First Aid boxes are to be regularly checked and replenished, as necessary.

ELECTRICAL SAFETY

The Electricity at Work Regulations 1989 categorises electricity in the workplace in two ways.

- a) **Fixed electrical systems** - those that are embedded into the structure of the building and provide power to portable or permanently sited equipment. The Academy will ensure the electrical systems are tested every 5 years by a qualified electrician, with test certificates being received stating that the circuits are safe to use.
PFI Only – This testing is the contractual responsibility of the PFI facilities management company.
- b) **Portable appliances** - those that are plugged or wired into the fixed electrical system and are subject to regular inspections. The inspection intervals vary dependant on the equipment and its use. Testing and inspection must be conducted by a qualified and competent person. All equipment will be checked on a regular basis by all members of the Academy to check that their electrical appliances are not damaged and that there are no obvious signs of misuse such as damaged or discoloured plug tops and worn cables. Records are to be maintained detailing the frequency and checks conducted on each item.

GAS SAFETY

The Academy will comply with the Gas Safe (Installation and Use Regulations) 1998 to ensure that any gas appliance and associated pipework and installation is maintained in a safe condition. Suitably appointed and qualified contractors will be appointed to conduct gas checks at regular intervals. Records are to be retained by the Site Manager. Staff are encouraged to report the smell of gas or faults to the Site Manager or the on-duty Caretaker.

ASBESTOS

Historically, Asbestos was frequently used as a building material, and it was commonplace in the construction of public buildings that were built before the year 2000. The Control of Asbestos Regulations 2012 places a legal duty on all employers to manage Asbestos in those buildings where Asbestos Containing Materials (ACMs) may be present. This involves conducting surveys to identify all ACMs; manage and consult all individuals who may come into contact with an ACM and conduct awareness training where applicable.

The Academy acknowledges the health risk to all staff, students, visitors, and contractors and will strictly control any activity that could result in a disturbance of an ACM. The Principal is the duty holder for Asbestos management and will ensure that the Academy is always compliant with the Maltby Learning Trust Asbestos Management Guide.

LEGIONELLA

Legionnaire's disease is a pneumonia infection of the lungs and is contracted by inhaling water droplets contaminated with the legionella bacteria. It can be found within public buildings in water tanks, cooling
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towers and air conditioning vents. For this reason, systems will be checked on a regular basis. The Academy will ensure a Legionella Risk Assessment is conducted every two years to identify potential hazards. The Site Manager/PFI Facilities Management Company will ensure that routine checks are conducted to identify possible infections and recorded in the Legionella file. Suitably qualified contractors will be commissioned to clean and maintain the equipment and establish registers for future audit. Quality assurance of this process will be undertaken by the Leader of Premises and Estates as part of annual compliance checks.

LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS (LOLER)

Lifting Operations and Lifting Equipment Regulations (LOLER) applies to all lifting equipment and lifting operations. This includes equipment used to lift items to a different height to ease manual handling or passenger lifts from one floor to another. Each have their own differences, but both place a duty on the employer to test and inspect items at certain intervals and frequencies. Both operations can fail due to a lack of maintenance and equally both can be dangerous if used incorrectly. The Academy will identify all lifting operations; conduct specific risk assessments and put in place suitable and sufficient maintenance and testing procedures.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) 2002

The Control of Substances Hazardous to Health Regulations 2002, often known as the "COSHH" Regulations, requires the Academy to ensure that substances which can harm employees and others are stored, moved, and used or handled in a manner which is safe and without risk to anyone's health.

The Academy will comply with the Maltby Learning Trust COSHH Guidance at all times by:

- Identifying hazardous substances and assessing the nature of their hazards and the associated likelihood and severity of harm.
- Providing suitable precautions to protect persons against the hazards.
- Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. Guidance should be sought from the Safety Data Sheet provided with the substance and a COSHH assessment produced when necessary.
- Storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances should be stored in appropriate secure facilities.

In some cases, exposure to hazardous substances is controlled by means of appliances such as fume cupboards and dust extraction equipment. As required by the regulations, such appliances will be tested and examined at the required intervals.

DISPLAY SCREEN EQUIPMENT REGULATIONS 1992

Under the Health and Safety Display Screen Equipment Regulations 1992 the Academy has obligations to all employees who regularly use visual display units (VDU's). This includes assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations.

These include matters such as control over glare and reflection and adjustability of seating to avoid postural and other health problems that can be caused by VDU work. Although the Regulations do not strictly apply to students, the Academy will aim as far as reasonably practicable to provide students who use VDUs with facilities of a standard that match those specified by the Regulations in the interests of education and good practice.

The Academy will ensure that members of the learning community who regularly use display screen equipment (DSE) are supported and understand how to take the necessary precautions to limit the potential risks surrounding regular use of this equipment.

WORKSTATIONS

The Academy and the DSE user will review the DSE risk assessment where staff and students use DSE as part of their normal, continuous work. This assessment will aim to minimise any identified risks in the following areas:

- Equipment – keyboard, mouse, display screen.
- Furniture.
- Environment.
- The tasks being completed using DSE.
- Any specific requirements of the user.

The Academy and user will refer to the HSE's [workstation checklist \(Appendix D\)](#) for DSE use when conducting a risk assessment of workstations.

The Academy will ensure all users of DSE are aware of how to maintain a comfortable typing position, including:

- Maintaining a practical and comfortable space between the user and the DSE.
- Avoiding hunching or straining unnecessarily.
- Placing the mouse to the appropriate side of the keyboard based on the needs of the user.
- Adjusting all furniture where necessary.

The Academy will ensure it provides users with adjustable chairs where possible, to maximise comfort and ease of use.

The Academy will ensure it provides users with adjustable DSE - this includes being physically adjustable by tilting or swivelling, or through the electronic settings such as adjustable brightness and colour saturation.

Any students or staff with SEND will be provided with any additional support they require to use DSE.

The Academy will ensure that its users of DSE have work schedules that include breaks or changes of activity, in line with its legal requirements as an employer.

The Academy will be willing to finance a full eye test from either an optometrist or doctor for staff using DSE for work, if the user requests one.

The Academy will provide glasses for staff using DSE for work, if they require the special glasses prescribed for DSE use only.

To minimise the risk of adverse effects of DSE use on eyes, the Academy will encourage its users to:

- Check the screen is well positioned and properly adjusted to suit their needs.
- Ensure lighting conditions are suitable, i.e., the room is adequately lit to minimise the need to squint.
- Take regular breaks from DSE use during the working day.

To minimise health risks resulting from DSE use, the Academy will train staff in safe working practices prior to their use of the equipment. This will include:

- Good posture.
- Adjusting chairs and other furniture.
- Arranging desk space.
- Adjusting screens and lighting to avoid reflections and glare.
- Breaks and changes of activity.
- Workstation assessments.
- The process for reporting issues.
- The support available for financing an eye test.
- Refer to the MLT DSE Risk assessment (**Appendix E**)

The Academy will ensure that any staff or students working with DSE who may be at increased risk of injury, for example, those with photo-sensitive epilepsy, are provided with the appropriate support to facilitate their use of DSE, where possible.

MANUAL HANDLING

There will be occasions where items/equipment must be moved. Where this is a regular occurrence, risk assessments must be conducted in accordance with the Manual Handling Operations Regulations 1992. This will highlight correct procedures, set in place control measures and additionally identify manual handling equipment that will negate lifting. Training must be provided to all individuals who could be at risk.

WORKING AT HEIGHT

The Academy recognises and accepts its responsibilities under the Working at Height Regulations 2005. It is commonplace in all Academies for maintenance to be conducted at height within either classrooms or externally around the buildings. Working at height is classified by a height at which a person could fall and injure themselves. Sufficient information and training will be given to those staff who must work at height to minimise the risk, where possible, by eliminating the necessity or providing equipment that will reduce the height of the fall. Those working at height must:

- Plan and organise the work, using only tested and suitable equipment.
- Be supervised to ensure ladders are footed and secure.
- Conduct work in a manner that is safe, so far as is reasonably practicable and avoid fragile roof coverings where possible.
- Know the emergency and First Aid procedures in the case of an incident.
- Conduct work when weather conditions do not jeopardise the health and safety of persons involved in the work.

- Undertake as much work as possible from the ground.
- Check that the place where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked each time before use.
- Prevent materials or objects from falling or, if it is not reasonably practicable to do so, taking suitable and sufficient measures to make sure no one can be injured.
- Ensure that workers can get safely to and from where they work at height.
- Ensure equipment is suitable, stable, and strong enough for the job, maintained and checked regularly.
- Ensure that they do not overload or overreach themselves when working at height.
- Take precautions when working on or near fragile surfaces.

PROVISION AND USE OF WORK EQUIPMENT REGULATIONS (PUWER) 1998

The Provision and Use of Work Equipment Regulations (PUWER) 1998 places a duty on employers and employees to ensure that equipment used at work is designed, purchased and maintained correctly, to not produce a safety issue when used, serviced, or cleaned. This regulation relates to equipment being constructed with safe operation in mind (guards on machines); staff trained to use equipment correctly and safe systems of work put in place to prevent incident or injury.

Only equipment purchased from reliable sources and CE marked are to be used in the Academy. All employees are to ensure that they use the equipment for its intended purpose and do not use items that are deemed unserviceable or unsafe. Equally, employees are discouraged from using equipment from home, as this may not satisfy the safety standards required.

CONTRACTORS

The Academy will fully comply with the Trust's Contractors at Work Policy. Contractors will have their own inherent hazards and risks which may not have been considered by those responsible for Health and Safety. This policy has been designed to bring PFI Facilities Management (if applicable), Academy and Contractors together to ensure a safe working and learning environment is maintained. Communication and consultation will ensure all hazards have been identified; risk assessments and method statements (RAMS) have been shared and agreed and concerns are identified at the earliest possible stage. Equally, the Academy policies; Asbestos information and specific procedures must also be shared to ensure the contractor is aware of any restrictions or limitations. Whilst on site, contractors are to be controlled and separated from students and other employees at all times. The Trust have a policy whereby contractors are not allowed to work on the site during normal school hours in term time. Where necessary, contractors may have to be DBS checked to conduct their roles.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Academy recognises the requirement for the use of PPE as part of a risk assessment. Necessary equipment will be provided to all individuals where control measures stipulate its use. Employees must maintain, store, and use PPE responsibly and for the purpose that it has been designed.

MONITORING, AUDIT AND REVIEW

A continuous monitoring, audit and review process will be instigated to ensure the Academy is positively striving towards compliance and promotion of a safe and healthy environment for all employees,

Reviewed: December 2025

students, visitors, and contractors. The Leader of Premises and Estates will assist the Principal in undertaking regular inspections on a termly basis, with Governors conducting audits throughout the year. This policy will be reviewed annually.

APPENDIX A: HEALTH AND SAFETY POLICIES AND ASSOCIATED DOCUMENTS

You are required to have the following policy and procedural documents in place in the Academy.

- Fire Safety Policy
- First Aid Policy
- Asbestos Management Plan
- Control of Substances Hazardous to Health Procedures
- Learning Outside the Classroom and Educational Visits Policy

APPENDIX B: HEALTH AND SAFETY TRAINING

The Academy will ensure the following training is provided to employees.

HEALTH AND SAFETY INDUCTIONS – ALL NEW EMPLOYEES

Inductions for all employees, will include (but not restricted to) information on:

- The location of the Health and Safety Law Poster.
- Health and Safety responsibilities outlined in their job description.
- How they can access Health and Safety policies and information.
- How they can raise any concerns or issues they may have regarding Health and Safety matters.
- First Aid Provision – Location of First Aid boxes, names of First Aiders.
- Accident/Incident and Near-Miss reporting – location of accident/incident/near-miss forms, reporting procedures.
- Fire and Emergency procedures – what to do in an emergency, what does the fire alarm sound like e.g., continuous, or intermittent sound; a walk around the fire escape routes, final fire exit doors and route(s); location of assembly points.
- Welfare facilities – eating, drinking and rest arrangements, toilet facilities.
- Personal Protective Equipment (PPE) – relevant to their job, who is responsible for ordering PPE, and how PPE is safely stored.
- Read and sign all risk assessments/safe systems of work that are relevant to their normal tasks.

On completion of the Health and Safety induction, the employee will be required to sign the record form to say that they have been provided with and understand the information provided.

HEALTH AND SAFETY TRAINING – ALL EMPLOYEES

Training will be supplied, to all applicable staff, as early as practicable following the start of their employment. This includes:

- Fire awareness.
- COSHH awareness.
- Manual handling.
- Working at height (e.g., ladder, stepladders).
- Accidents, Incidents, Near misses.
- Display Screen Equipment Assessment.
- Health and Safety at work.
- Asbestos Management.

DESIGNATED FIRST AIDERS

The Academy will ensure that an adequate number of designated First Aiders are maintained, with refresher training being undertaken within 3 years to remain qualified. Additional staff will be offered the opportunity to undertake First Aid training to raise the awareness and response to a First Aid incident.

DESIGNATED FIRE MARSHALS

The Academy will ensure an adequate number of fire marshals have been trained and understand their roles in the event of an incident. Refresher training will be undertaken regularly for each designated fire marshal.

APPENDIX C: ACCIDENT REPORTING



REPORT OF AN ACCIDENT TO A STUDENT/YOUNG PERSON

ALL SECTIONS OF THE FORM MUST BE COMPLETED.

FAILURE TO DO SO WILL RESULT IN THE FORM BEING RETURNED

HAS THIS ACCIDENT RESULTED IN THE INJURED PERSON BEING TAKEN DIRECTLY TO HOSPITAL FROM WHERE THE ACCIDENT OCCURRED?

IF THE ANSWER IS YES, TELEPHONE THE EMERGENCY AND SAFETY TEAM IMMEDIATELY!

Telephone No: 01709 823720

When completed this form should be e-mailed to healthandsafety@rotherham.gov.uk

| | |
|---------------------------------------|--|
| 1. Academy/Youth Centre/Establishment | |
|---------------------------------------|--|

| | | | | | | |
|-------------------|----------|------|--|------------|---|---|
| 2. Injured Person | Surname: | | | | | |
| Forename(s) | | DoB: | | Sex: | M | F |
| Home Address: | | | | Post Code: | | |

| | | | | |
|---|-------|--|-------|--|
| 3. Details of Accident | Date: | | Time: | |
| Teacher/Person in charge | | | | |
| Location of accident (including room name or number where relevant) | | | | |
| Name and status of eyewitness(es) of the accident (if students or young people, please include their age) | | | | |
| | | | | |
| Description of how accident happened (Note any equipment involved which could be a contributory factor). | | | | |
| | | | | |
| 4. Treatment of Injuries | | | | |

| | | | |
|---|--------|--|--|
| Description and site of the injury (if any) where known: (e.g., cut to right knee) | | | |
| What treatment, if any, was administered and by whom? | | | |
| Was the injured person taken directly to hospital as a result of the accident (e.g., by ambulance, by a member of staff, or by a parent/guardian) | Yes/No | | |
| Was a parent/guardian/carer contacted? | Yes/No | | |
| Did the parent/guardian/carer attend? | Yes/No | | |

| | | | | |
|---|--|----|--|----------------|
| 5. Investigation. | | | | |
| PLEASE ENSURE THIS SECTION IS COMPLETED by Supervisor, Teacher, Head Teacher etc. without delay. Attempt to identify any factors which may have contributed to the accident and any action needed to prevent a repetition. Were there adequate safety procedures in place and were they followed? | | | | |
| | | | | |
| If appropriate are risk assessments in place for this work activity <i>(please mark as appropriate)</i> | | | | |
| Yes | | No | | Not Applicable |
| If yes, when was it reviewed last? | | | | |
| If no, give reasons as to why not? | | | | |

| | | | |
|---|--|-------|--|
| | | | |
| Name of person completing this form (please print): | | | |
| Name of head teacher/manager (please print) | | Date: | |

E-mail this form immediately to: healthandsafety@rotherham.gov.uk

Tel. Rotherham 01709 823720

ALL SECTIONS OF THE FORM MUST BE COMPLETED.
 FAILURE TO DO SO WILL RESULT IN THE FORM BEING RETURNED

| | | | | | | | | | | | |
|---------------------------|--|----------|--|------------------|--|----------|--|------------|--|---|---|
| 1. Injured Person | | Surname: | | | | | | | | | |
| Forename(s) | | | | DoB: | | | | Sex: | | M | F |
| Home Address: | | | | Post Code: | | | | | | | |
| Designation: | | Employee | | Member of Public | | Resident | | Other | | | |
| If Employee: Directorate: | | | | | | | | Job Title: | | | |
| Payroll Number: | | | | | | | | | | | |

| | | | | | | | | | | | |
|--|--|-------|--|-------|--|--|--|-------|--|--|--|
| 2. Details of Accident | | Date: | | Time: | | | | | | | |
| Workplace Address: | | | | | | | | | | | |
| Address of accident if different from above: | | | | | | | | | | | |
| Description of how accident happened (Note any equipment involved which could be a contributory factor). - <i>Please continue a separate sheet if necessary.</i> | | | | | | | | | | | |
| | | | | | | | | | | | |
| Injuries sustained (if any): | | | | | | | | | | | |
| Action taken (First Aid, Hospital, etc): | | | | | | | | | | | |
| Name and status of any witness: | | | | | | | | | | | |
| Injured Persons Manager (or his/her representative): | | | | | | | | Date: | | | |

3. RIDDOR Has this accident resulted in any of the following:
 appropriate)

(please mark as

- Employee absence for more than 7 days,
- Employee fatality or "Major Injury",
- Non employee fatality or taken directly to hospital from the site of accident
- None of the above (No need to contact)

| |
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If yes to any of the above notify the Emergency & Safety section immediately on 01709 823720

4. Investigation

PLEASE ENSURE THIS SECTION IS COMPLETED by Manager, Supervisor, Dept. Head etc. without delay. Attempt to identify any factors which may have contributed to the accident and any action needed to prevent a repetition. Were there adequate safe working procedures and were they followed?

If appropriate are risk assessments in place for this work activity (*please mark as appropriate*)

| | | | | | |
|-----|--|----|--|----------------|--|
| Yes | | No | | Not applicable | |
|-----|--|----|--|----------------|--|

If yes, when was it reviewed last?

If no, give reasons as to why not?

| | | | |
|--------------------------------|--|-------|--|
| Manager's Name (please print): | | | |
| Manager's Signature: | | Date: | |

E-mail this form immediately healthandsafety@rotherham.gov.uk

Tel. Rotherham 01709 823720

APPENDIX D: DSE WORKLIST ASSESSMENT CHECKLIST

Maltby Learning Trust

HSE - DSE Workstation Assessment Checklist

| | |
|--|--------------------------|
| Department | |
| Workstation location | |
| User | |
| Checklist completed by | |
| Assessment checked by | |
| Date of assessment | |
| Any further action needed? Please summarise details. | |
| Follow-up action completed on | |
| Assessment discussed & agreed with the user? | YES / NO (please circle) |
| Signed & dated by the user | |

The checklist should be given to individual DSE Users to complete. Completed forms should then be reviewed by the Academy DSE Assessor to identify any problems that require further attention.

DSE User:

Please work through the checklist, ticking either the 'yes' or 'no' column against each risk factor
 'Yes' answers require no further action
 'No' answers will require investigation and/or remedial action by the DSE Assessor.

DSE Assessor:

You should record your recommendations in the 'Action to take column.' Assessors should check later that the actions taken have resolved the problem.

You should refer to the central team HR department for possible Occupational Health Service support for unresolved health issues or where a particular medical condition has been notified.

Please remember DSE Users are required to receive training in the use of DSE, and IT training where appropriate.

Is the small of the back supported by the chair's backrest?

Are the forearms horizontal and eyes at roughly the same height as the top of the DSE screen?

Can the chair be moved close into the desk so that when the user is seated with arms parallel to the floor, the fingers rest comfortably on the 2nd row of keys?

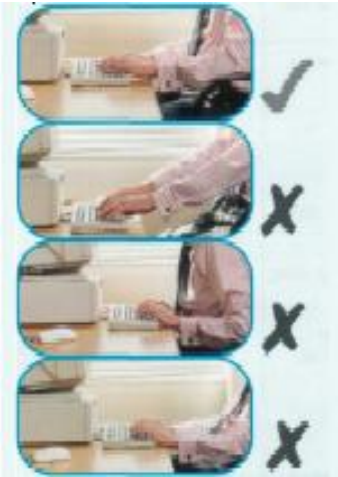
The arms of chairs can stop you getting close enough to use the equipment comfortably. If necessary, remove the chair arms.




| Risk factor | Yes | No | Things to consider | Action to take |
|--|-----|----|--|----------------|
| <p>Are the feet flat on the floor, without too much pressure from the seat on the backs of the legs?</p> <p>Is there sufficient clearance between the knees and the underside of the desk?</p> | | | <p>If not, a footrest may be needed.</p> <p>If your knees are higher than your hips to get your thighs under the desk, you may need to raise the desk.</p> | |

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|--|--|--|--|--|
| <p>2. Display screens</p> <p>Are the characters clear and readable?</p> <p>Is the text size comfortable to read?</p> <p>Is the image stable, free from flicker and jitter?</p> <p>Is the screen's specification suitable for its intended use?</p> <p>Are the brightness and/or contrast adjustable?</p> <p>Does the screen swivel and tilt?</p> | | | <p>Make sure screen is clean.</p> <p>Check that text and background colours work well together.</p> <p>Software settings may need adjusting to change text size.</p> <p>Try using different screen colours to reduce flicker e.g., darker background and lighter text. TFT monitors are less prone to flicker and glare. If problems still exist consult IT.</p> <p>Intensive graphic work or work requiring fine attention to small details may require large screens.</p> <p>Separate adjustment controls are not essential provided the user can read the screen easily.</p> <p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p> <p>Bifocal spectacles may cause difficulties. If it is not possible to work comfortably with bifocals, you may need a different type of spectacles. Consult an optician.</p> | |
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|--|-----|----|---|----------------|
| <p>Can the screen be read comfortably without having to raise or lower the head?</p> <p>Is the screen free from glare and reflections?</p> | | | <p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen/desk and/or shield the screen from source of reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p> | |
| Risk factor | Yes | No | Things to consider | Action to take |
| <p>Are adjustable window coverings provided and in adequate condition?</p> | | | <p>Check that the blinds work. Blinds with vertical slats can be more suitable than horizontal ones. Only consider anti-glare filters as a last resort.</p> | |
| <p>3. Keyboards</p> <p>Is the keyboard separate from the screen?</p> <p>Does the keyboard tilt?</p> | | | <p>This is a requirement, unless the task makes it impracticable (e.g., where there is a need to use a portable).</p> <p>Tilt need not be built in.</p> | |

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|--|--|--|--|
| <p>Is it possible to find a comfortable keying position?</p> <p>Does the user have good keyboard technique?</p>  <p>Are the characters on the keys easily readable?</p> | | <p>It may encourage good keyboard technique to place the keyboard flat, to avoid excessive bending of the wrists.</p> <p>Try pushing the display screen further back to create more room for the keyboard, hands, and wrists.</p> <p>You may require further training to prevent:</p> <ul style="list-style-type: none"> Hands bent up at wrist. Hitting the keys too hard. Overstretching the fingers. | |
|--|--|--|--|

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|--|-----|----|--|----------------|
| | | | <p>Keyboards should be kept clean. If characters still cannot be read, the keyboard may need to be replaced.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p> | |
| <p>3. Mouse, trackball etc</p> <p>Is the device suitable for tasks it is used for?</p> | | | <p>If you are having problems, try a different device. There are a variety of shapes and sizes available. Alternative devices like touch screens may be better for some tasks.</p> | |
| Risk factor | Yes | No | Things to consider | Action to take |
| <p>Is the device positioned close enough to the user?</p>  <p>Is there support for the device user's wrist and forearm?</p> | | | <p>Most devices are best placed as close as possible e.g., right beside the keyboard.</p> <p>Make sure you:</p> <ul style="list-style-type: none"> Do not overreach. Leave hand on the device when it is not being used. Keep a relaxed arm and a straight wrist Do not grip the mouse too tightly. Use the whole arm to move the mouse rather than moving it just with the wrist; a device such as a Mouse bean may help. Learn to use keyboard shortcuts instead of the mouse. | |

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| <p>Does the device work smoothly at a speed that suits the user?</p> <p>Can the user easily adjust software settings for speed and accuracy of pointer?</p> | | | <p>Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.</p> <p>Cleaning may be required e.g., mouse ball and rollers.</p> <p>Check the work surface is suitable. A mouse mat may be needed.</p> <p>You may need training in how to adjust device settings.</p> | |
| <p>4. Furniture</p> <p>Is the work surface large enough for all the necessary equipment, papers etc?</p> | | | <p>Create more room by moving printers, reference materials etc elsewhere.</p> <p>Operate a clear desk policy.</p> <p>If necessary, consider providing new power and telecoms sockets, so that equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p> | |

| | | | | |
|---|-----|----|--|----------------|
| Can the user comfortably reach all the equipment and papers they need to use? | | | Rearrange equipment, papers etc to bring frequently used things within easy reach. | |
| Risk factor | Yes | No | Things to consider | Action to take |
| Are surfaces free from glare and reflection? | | | A document holder may be needed for copy typing, positioned to minimise uncomfortable head and eye movements. Consider mats or blotters to reduce reflections and glare. | |
| 5. Software Is the software suitable for the task? | | | Software should help you to carry out the task, minimise stress and be user-friendly. Check that you have had appropriate training in using the software. If not, ask for training to be provided. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages. | |

| Risk factor | Yes | No | Things to consider | Action to take |
|--|-----|----|--|----------------|
| <p>Are levels of heat comfortable?</p> <p>Are the levels of noise comfortable?</p> | | | <p>Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or can you move away from the heat source?</p> <p>Consider moving sources of noise e.g., printers away from the user. If not, consider soundproofing.</p> | |
| <p>7. Work routine</p> <p>Do you design your work to get regular breaks?</p> | | | <p>Be aware that:</p> <p>Tired muscles will ache and need to be stretched.</p> <p>Lengthy periods of intense work must be avoided.</p> <p>You need to take a break from the screen at least every hour before you get tired.</p> <p>Many short breaks are better than longer, less frequent ones.</p> <p>You should do other work, away from the screen.</p> <p>Positioning the printer away from your desk will encourage you to get up and move.</p> <p>You should not sit in the same position for extended periods.</p> <p>You should change your posture as often as practicable.</p> | |

| | | | | |
|--|--|--|--|--|
| <p>8. General</p> <p>Has the checklist covered all the problems you may have working with DSE?</p> <p>Can you confirm that you do not experience discomfort or other symptoms which you attribute to working with DSE?</p> <p>Have you been advised of your entitlement to eye and eyesight testing?</p> <p>Do you take regular breaks working away from DSE?</p> <p>Please write details of any additional problems overleaf.</p> | | | | |
|--|--|--|--|--|

Additional problems

Action to take

Please write details of any additional problems here:

Ideal seated position for DSE work

The seat back rest should be adjusted so you are sitting upright.

Good lumbar support should be achieved (i.e., the lower back should be supported).

Seat height should be adjusted to achieve 4 – 7 below.

There should be no excess pressure on the underside of your thighs and back of knees.

There should be room under the desk to allow changes in posture (no obstacles).

Forearms should be horizontal and elbows approximately at right angles.

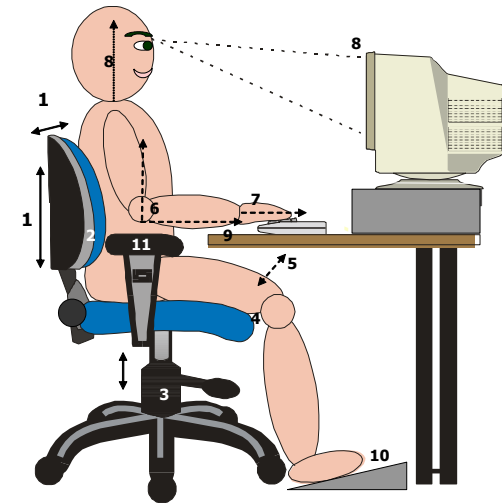
There should be minimal bending of the wrists and hands, they should be horizontal.

Screen should be at arm's length and height and angle should be adjusted to allow a comfortable head position with the neck and head straight.

Ensure there is space in front of the keyboard to support your hands/wrists during pauses in keying. Place mouse close to keyboard.

A foot support should be provided if your feet do not now touch the ground.

If seat armrests are provided, these should not prevent you from pushing your chair under the desk or should be adjustable in height.



| | | |
|-----------------------------|------------------|-------------------------|
| Risk Assessment for: DSE RA | | Generic / Specific |
| Assessment by: FPO | Date: 30/04/2021 | Review Date Due: Yearly |

| Hazard | Who might be harmed? | | | | Risk | Current Control Measures | Score | | | What if any further control measures are required | Action Reference No. | Revised Score following additional Control Measures | | | Date Completed |
|-------------------------|----------------------|---------|---------|--------|--|--|--------|-------------|-------|---|----------------------|---|-------------|-------|----------------|
| | Employee | Student | Visitor | Public | | | Impact | Probability | Score | | | Impact | Probability | Score | |
| Policies and procedures | x | x | | | Lack of knowledge on the subject due to poor information | All staff members must familiarise themselves with the procedures set out in the Academy's DSE Guidance. Familiarise themselves with the Academy's DSE risk assessment. | 2 | 2 | 4 | | | | | | |
| Keyboards | x | x | | | Fatigue/musculoskeletal strain/injuries | Keyboards remain separate from screens unless this is impractical, e.g., where a staff member is using a laptop. Users ensure there is enough space on the desk for their hands, wrists, and keyboards by moving display screens. | 2 | 2 | 4 | | | | | | |

| | | | | | | | | | | | | | | |
|-----------------|---|---|--|--|---|---|---|---|--|--|--|--|--|--|
| | | | | | <p>Keyboards are fitted with legs which allow them to be tilted.</p> <p>Wrist rests are provided in all computer rooms.</p> <p>A gap of between 10 and 15cm is left at the front of desks so users can rest their wrists when they are not typing.</p> <p>Where practical keyboards have a matte finish to reduce glare and reflections.</p> | | | | | | | | | |
| Mice | x | x | | | <p>Fatigue/musculoskeletal strain/injuries</p> <p>Each mouse is positioned close to the relevant keyboard to minimise straining and stretching.</p> <p>If support cannot be gained from the desk surface or arm of a chair, a supporting device is used.</p> <p>When installing mice for the first time, the IT technician tests the device to determine whether a mouse mat is required.</p> <p>Where necessary, the IT technician teaches individuals how to adjust software settings for speed and accuracy of the cursor.</p> | 2 | 2 | 4 | | | | | | |
| Display screens | x | x | | | <p>Fatigue/musculoskeletal strain/injuries</p> <p>Students and staff members are taught how to change the brightness and contrast settings of their screens to suit their specific needs.</p> <p>Students and staff members are taught how to change software</p> | 2 | 2 | 4 | | | | | | |

| | | | | | | | | | | | | | | |
|-----------|---|---|--|--|---|---|---|---|--|--|--|--|--|--|
| | | | | | <p>settings, e.g., font colour and size, to suit their specific needs.</p> <p>Before use, the IT technician ensures screens are suitable for their intended use.</p> <p>All display screens include swivel and tilt mechanisms so that users can adjust the height and angle according to their needs.</p> | | | | | | | | | |
| Software | x | x | | | <p>Fatigue/musculoskeletal strain/injuries</p> <p>All software is installed by the IT technician, who teaches staff members, and where necessary Students, how to adjust settings to suit their specific needs.</p> <p>Software is only chosen if it helps users carry out tasks, minimise stress and is user-friendly.</p> <p>The IT technician regularly reviews and, if necessary, updates software to ensure it remains beneficial to users.</p> | 2 | 2 | 4 | | | | | | |
| Furniture | x | x | | | <p>Fatigue/musculoskeletal strain/injuries</p> <p>Large devices, such as printers and servers, are kept out of classrooms to ensure there is enough room for people to work in.</p> <p>All rooms are fitted with ample plug sockets and network points to allow space to be maximised and for desks to be rearranged.</p> <p><u>The site manager</u> undertakes annual inspections of all furniture to ensure it is in good working order and carries out any required maintenance.</p> | 2 | 2 | 4 | | | | | | |

| | | | | | | | | | | | | | | |
|-------------|---|---|--|--|--|---|---|---|--|--|--|--|--|--|
| Environment | x | x | | | <p>Fatigue/musculoskeletal strain/injuries</p> <p>To mitigate the risk of trips and falls if unavoidable cable protectors are used on walkways.</p> <p>Offices and classroom spaces are designed to give people room to move and stretch comfortably.</p> <p>Classroom teachers undertake daily inspections of their classrooms to ensure they remain tidy and free of hazards.</p> <p>Blinds are fitted to all windows to allow users to control the levels of light.</p> <p>All classrooms and offices are built with windows on more than one wall to ensure a clean flow of air can always be maintained.</p> <p>All classrooms and offices are fitted with radiators to ensure a comfortable temperature can be maintained.</p> <p>All Students are told to remain quiet to avoid disturbing their classmates and other neighbouring rooms.</p> | 2 | 2 | 4 | | | | | | |
| Breaks | x | x | | | <p>Fatigue/musculoskeletal strain/injuries</p> <p>All office workers are encouraged to take regular, short breaks away from their desks or workstations at regular intervals to mitigate the risk of eye strain and to stretch.</p> <p>All staff members are reminded of the importance of stretching and moving around and are encouraged to lead active lives.</p> | 2 | 2 | 4 | | | | | | |

| | | | | | | | | | | | | | | | |
|------------------|---|---|--|--|---|--|---|---|---|--|--|--|--|--|--|
| Eye tests | x | x | | | Fatigue/musculoskeletal strain/injuries | The Academy offers free eye tests to all staff members who are regular DSE users. Where the eye test shows that a staff member is required to use glasses for work with DSE, the Academy pays for them. | 2 | 2 | 4 | | | | | | |
| Posture | x | x | | | Fatigue/musculoskeletal strain/injuries | All chairs are adjustable to allow users to sit comfortably. All staff members and Students are taught how to correctly adjust their chairs to allow them to sit comfortably. All staff members and Students sit with their feet flat on the floor and are discouraged from crossing their legs. Staff members who spend long periods on the phone as part of their jobs are provided with headsets to mitigate the risk of straining neck muscles. | 2 | 2 | 4 | | | | | | |
| Lack of training | x | x | | | Fatigue/musculoskeletal strain/injuries | The Academy offers guidance and support relating to good posture and DSE. As part of their inductions, new staff members will be guided in setting up their workspace to maximise comfort. All new staff members are asked to complete the HSE's 'Display screen equipment (DSE) workstation checklist' to ensure their workspace | 2 | 2 | 4 | | | | | | |

| | | | | | | | | | | | | | | |
|--------------|---|---|--|--|---|---|---|---|--|--|--|--|--|--|
| | | | | | enables them to work comfortably. Any areas for improvement identified by the checklist are remedied as soon as possible by the Academy. | | | | | | | | | |
| Lone working | x | x | | | <p>Fatigue/musculoskeletal strain/injuries</p> <p>Lone working is undertaken in accordance with the Academy's Lone Worker Guidance.</p> <p>Lone workers familiarise themselves with this risk assessment and the Lone Worker Risk Assessment before working alone.</p> <p>Before undertaking lone working, staff members are required to complete the HSE's 'Display screen equipment (DSE) workstation checklist' to ensure their working space is adequate.</p> | 2 | 2 | 4 | | | | | | |

APPENDIX F: RISK REGISTER

| Impact of Risk Occurring | | | Probability of Risk Occurring | | | |
|--------------------------|--------|--|-------------------------------|--------|--|--|
| 5 | High | Significant financial impact Significant impact on teaching and learning Significant stakeholder concern | 5 | High | Likely to occur each year, or more than 25% chance of occurrence within the next 12 months. | Potential of it occurring several times within a <u>4 year</u> period. |
| 4 | | | 4 | | | |
| 3 | Medium | Moderate financial impact Moderate impact on teaching and learning Moderate stakeholder concern | 3 | Medium | Likely to occur within a <u>4 year</u> time period or less than 25% chance of occurring within the next 12 months. | Could occur more than once within a <u>4 year</u> period. |
| 2 | Low | Low financial impact Low impact on teaching and learning Low stakeholder concern | 2 | Low | Not likely to occur within a <u>4 year</u> time period or less than 5% change of occurrence. | Some history of occurrence. |
| 1 | | | 1 | | | |
| | | | | | | Is not likely to occur. |

| | | | | | | | |
|--------|--------------------|---|----|----|----|----|---|
| Impact | 5 | 5 | 10 | 15 | 20 | 25 | MLT Risk Categories 1. Strategy 2. Financial 3. Leadership and Governance 4. Information and Technology 5. Safeguarding 6. Human Resources and People 7. Commercial 8. Reputational 9. Site and Premises 10. Legal |
| | 4 | 4 | 8 | 12 | 16 | 20 | |
| | 3 | 3 | 6 | 9 | 12 | 15 | |
| | 2 | 2 | 4 | 6 | 8 | 10 | |
| | 1 | 1 | 2 | 3 | 4 | 5 | |
| | | 1 | 2 | 3 | 4 | 5 | |
| | Probability | | | | | | |

| Pre-Mitigation | | Post Mitigation | |
|------------------|-------------|------------------|-------------|
| 15 | | 10 | |
| Probability 3 | Impact 5 | Probability 2 | Impact 5 |

APPENDIX G: RISK ASSESSMENT

Risk Assessment

School:

| | | |
|----------------------|---------------------|------------------|
| Risk Assessment for: | Generic / Specific* | |
| Assessment by: | Date: | Review Date Due: |

| Hazard | Who might be harmed? | | | | Risk | Current Control Measures | Score | | | What if any further control measures are required | Action | Revised Score following additional Control Measures | | | Date Completed |
|--------|----------------------|---------|---------|--------|------|--------------------------|------------|----------|-------------|---|--------|---|----------|-------|----------------|
| | Employee | Student | Visitor | Public | | | Likelihood | Severity | Score (LXS) | | | Likelihood | Severity | Score | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |

Notes:

Specific* = Young Person, new or expectant mother, physical or other condition that may increase personal risk – In these circumstances a specific assessment is required

Scores: Likelihood – 1-Very unlikely, 2-Possible,3-Probable.

Reviewed: December 2025

Severity: 1 Minor (e.g., cut/graze); 2 Medium (e.g., deep cut, sprained ankle); 3 High (e.g., disability or fatality)

Score 1-3 Low, 4-6 (tolerable) Medium, 7-9 (should be reduced to a tolerable level within agreed time frame, High (stop until immediate controls in place)