



The Athelstan Trust

Health and Safety at Work Rules

Health and safety at work rules

- 1 **Your duty:** It is your contractual duty whilst at work to take reasonable care for your own safety and for that of others who may be affected by your acts or omissions.
- 2 **Legal responsibilities:** The Trust and its employees also have legal responsibilities under the health and safety legislation. If you need more information please ask the Chief Financial Officer.
- 3 **Extra precautions:** There may be special precautions, codes of conduct or specific instructions relating to your use of particular equipment and substances. You should familiarise yourself with these and observe them at all times.
- 4 **Fire procedures:** You must comply with the fire regulations, fire drill practices and procedures of the Trust and its Academies. Copies of relevant standards are on all notice boards and at other strategic places throughout the Academies.
- 5 **Reporting accidents:** You must report any accident which occurs at your place of work - however trivial it appears to be. You may obtain an accident report form from the Administration Office.
- 6 **Safety awareness:** All employees are expected to adopt a safety conscious attitude and be aware of the circumstances which can cause accidents. You should, therefore, report immediately any hazards or potential hazards in your work place to the Site Managers or the Chief Financial Officer.
- 7 **Electrical equipment:** Equipment which does not require continuous operation should be switched off when not in use and disconnected from the main electricity supply at the end of the day. On no account should you carry out any adjustments to electrical equipment. In the event of a fault developing, the equipment should be switched off and the Site Managers or the Chief Financial Officer notified of the details.
- 8 **Workplace:** You should endeavour to keep your work place in a tidy state at all times. Care should be taken to ensure that cupboard doors and desk drawers are not left open unnecessarily. Special care should be taken to ensure that rights of way and escape routes are never obstructed.
- 9 **Lifting:** As serious injury, especially to the back, can result from incorrect lifting, you should familiarise yourself with the correct method of lifting heavy objects.
- 10 **First aiders:** The names of First Aiders are posted on the notice boards. If you, another member of staff or a pupil requires attention an appointed First Aider should be contacted. Where necessary, a person requiring treatment should be taken to the sick room. It is the First Aider's responsibility to assess the situation and decide the correct course of action.
- 11 **First aid boxes:** These are located at designated points throughout the Academies and may only normally be opened by qualified First Aiders. If in doubt, you should speak to the Site Managers or the Chief Financial Officer. Neither First Aiders nor any employees are permitted to dispense pharmaceutical products including aspirin and related products without written permission from the parent/guardian. In cases of serious illness or injury you should telephone for an ambulance if deemed necessary. The Headteacher should be kept notified.
- 12 **Breach of health and safety regulations:** In certain circumstances, breaches of health and safety regulations and / or law and / or these Health and Safety at Work Rules may constitute gross misconduct and may result in instant dismissal and possibly civil or criminal proceedings. In any event



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a failure to comply with the appropriate standards will render an employee liable to disciplinary action.



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