

Health and Safety Policy



AUTHOR: Chief Operations Officer

PUBLISHED / UPLOADED: BEST Academy Intranets / Internet & BEST Website

ACCESSIBILITY: As required, no restrictions

COMMITTEE: BEST Board of Trustees

DATE APPROVED: 14th March 2018

EFFECTIVE: March 2018

POLICY REVIEW DATE: March 2019

Policy Contents

Introduction

This is the Bedfordshire Schools Trust Limited over-arching Health and Safety policy and must be implemented and adhered to in each academy within the Bedfordshire Schools Trust - BEST.

Academies and Nurseries currently within BEST:

- Samuel Whitbread Academy
- Robert Bloomfield Academy
- Etonbury Academy
- Gothic Mead Academy
- Langford Academy
- Gravenhurst Academy
- St Christopher's Academy
- Best Nurseries (Shefford and Arlesey)

Other schools that join the Trust will become part of BEST and fall under the remit of this health and safety policy.

Section One - HEALTH AND SAFETY POLICY STATEMENT

Section Two - ORGANISATION AND RESPONSIBILITIES

Page

Board of Trustees	4
Chief Executive Officer	4
Local Governing Bodies Responsibilities	5
Central Services Responsibilities	5
Academy Principal/Nursery Manager Responsibilities	5
Academy Line Manager Responsibilities	6
Individual Employee Responsibilities	6
Pupils/Students	6
Staff and Trade Union Consultation	9
Monitoring of Health and Safety	9
Training	9
Competent Persons	10
Disciplinary Procedures	10

1a SWA / PFI Delegated Responsibilities

1b Academy Delegates Responsibilities for Non-PFI Academies

[NB It should be noted that Samuel Whitbread Academy is a PFI site and that Health & Safety responsibilities are shared / designated between the school Management and our PFI Partners: Bedford Education Partnership (BEP) and Galliford Try Facilities Management (GTFM) – Appendix 1b shows specific areas of responsibility.

Section Three – General Health and Safety Arrangements (A-Z):

Accident Reporting Procedures
Administration of Medicines
Asbestos
ASD
Alcohol and Drugs
Behaviour Management Policy
Buildings and External Areas
Catering
Contractors Work
Cleaning and Housekeeping
Control of Substances Hazardous to Health (COSHH)
Curriculum Safety
Display Screen Equipment
Driving for work
Electricity and Electrical Installations
Emergency Evacuation and Invac Procedures
Equipment and Machinery (including Hand Tools)
Enforcement Officer Visits
Fire & Evacuation Systems incl. Emergency Light Systems
First Aid Arrangements
Grounds Maintenance
Incident Reporting Procedures
Infection Control
Lettings
Lone / Out of Hours Working
Manual Handling Operations
Managing behaviour
MEP Plant, Boilers, Lifts etc.
New and Expectant Mothers
Personal Emergency Evacuation Plans (PEEPs)
Personal Protective Equipment (PPE)
Risk Assessments
Smoking
Trips & Educational Visits
Vehicle Use
Visitors
Well-being / Employee & Occupational Health Support
Work experience
Working at height

Section One - HEALTH AND SAFETY POLICY STATEMENT

The Board of Trustees of Bedfordshire Schools Trust (BEST) are responsible for the management of the premises it occupies and also for the services it provides.

The Health and Safety at Work Act 1974 requires us to publish a statement of policy with respect to the health and safety of its constituents, and to publicise the existing organisation and arrangements for carrying out that policy.

The Trustee Board have executive responsibility for ensuring that the policy is reviewed regularly, and that it is subject to consultation with employees and their Trade Union Representatives.

It is our commitment to ensure so far as is reasonably practicable:

- the health, safety and, where appropriate, welfare at work of all its staff, pupils/students, and other persons who may visit or use our premises, or be otherwise affected by our activities, is in accordance with the relevant statutory requirements
- that risks created by our activities are controlled via our management function, that health and safety is integrated into our management systems and that the appropriate resources are provided as a matter of priority to implement this policy
- that we develop competence in health and safety management issues and practices at all levels and ensure that we maintain effective means of communication and consultation with all stakeholders within our community on health and safety issues
- that we conform to all legal requirements and appropriate Codes of Practice, etc. and take any reasonable measures necessary to manage our affairs to ensure compliance with this policy
- that we provide and maintain plant and systems of work that are safe and without risks to health and make arrangements for ensuring the safe use, storage, handling and transport of articles and substances that are inherently or potentially dangerous.

We will ensure that:-

- areas of responsibility for health and safety including training are delegated and defined as appropriate
- this policy statement is brought to the attention of all BEST employees;
- all employees are made aware of their own responsibilities through staff induction to take reasonable care for their own health and safety, and that of others who may be affected by their activities or failure to act
- we provide a means of consultation on relevant health and safety matters for all our employees and pupils/students (see page 5 – Staff and Trade Union Consultation)
- this policy will be reviewed annually, updated where necessary and any revisions brought to the attention of the Academy Principals and all BEST employees.

Signed:



Print:

Alan Lee

Position:

Chief Executive Officer

Date:

14/03/18

Section Two - ORGANISATION AND RESPONSIBILITIES

Health and Safety is considered to be a collective and devolved responsibility of every BEST employee, who are expected to take ownership for adherence to this policy. BEST will seek to achieve high standards by enlisting the full support and commitment of all employees through effective communication, consultation and training.

This section details the specific health and safety roles and responsibilities assigned to the following posts and functions.

BEST Board of Trustees Responsibilities

The Board of Trustees is responsible for the effective operation of BEST and each academy therein. It provides ongoing challenge and support to the executive team and to Local Governing Bodies (LGBs). The Board of Trustees meets six times per year plus any extraordinary meetings.

The Board fulfils the following core functions through delegation of its powers to the CEO:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of BEST and its pupils; and
- Overseeing the financial performance of the BEST and making sure its money is well spent.

The Board of Trustees currently comprises of nine members, including the CEO. Future trustees may be appointed or elected under BEST's Articles. These latter set out the operation of the Board.

Key responsibilities:

- Strategic leadership that champions vision, ethos and strategy
- Accountability that drives up educational standards and financial performance
- People with the right skills, experience, qualities and capacity
- Structures that reinforce clearly defined roles and responsibilities
- **Compliance with statutory and contractual requirements including Health and Safety**
- Evaluation to monitor and improve the quality of impact of governance.

Aspects of these responsibilities may be delegated to Local Governing Body of each academy or Nursery.

Annually the Board of Trustees will:

- Review Trust-wide Health and Safety performance (against annual plans, training records and accident/incident data) and in light of this and any prevailing environmental and legislative changes, review Policy and Procedures, and set the Annual Plan and Objectives for the forthcoming year.
- Receive update reports (every 6 months) from Chief Operating Officer on serious accidents/incidents and other matters affecting health and safety at Academy/Nursery level.

Chief Executive Officer

The CEO takes overall lead in responsibility for BEST health and safety performance and is required to ensure that:

- decision-making is in line with the policy and procedures for health and safety and any statutory provisions set out in legislation;
- adequate resources are made available for health and safety;
- health and safety performance is robustly monitored and reviewed;
- suitable action plans for improving health and safety are developed and implemented;
- the performance of local Governing bodies and Principals is measured against health and safety targets and objectives;
- The Trust's health and safety policy and performance is reviewed annually.

Local Governing Bodies (LGB) for Academies and Nurseries Responsibilities

Local Governing Bodies, who meet at least once a term, will consider and discuss any local (Academy) matters, track local performance against Policy and the Trust's Annual Plan and Objectives, and in particular will:

- To be accountable for ensuring health and safety compliance
- Nominate a Health & Safety Governor to have a local overview in the Academy and to liaise regularly with the Academy Principal to ensure day to day management is robust including monitoring health & safety training records
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- Consider reports on Fire Safety, including Evac and Invac Drills undertaken locally
- Consider reports of safety inspections, and follow-up actions
- Make recommendations to improve standards and performance generally

Central Services Responsibilities

High standards of health and safety management and the implementation and monitoring of this policy is the local responsibility of the Principals, as Head Teachers, and their Senior Leadership Teams.

Within the Trust, the first hand overview of health and safety management is delegated to the **Chief Operating Officer**, who, along with the Academy Principals and at SWA, PFI Partners, is responsible for:

- Ensuring there is effective monitoring of health and safety performance across the Trust schools and Nurseries.
- Key Health and Safety risks that cannot be addressed at local level are highlighted to the CEO and Trust board.

Academy Principal/Nursery Manager Responsibilities

The Academy Principals/Nursery Manager are responsible for:

- Ensuring this Policy is communicated adequately to all relevant persons.
- Ensuring health and safety is implemented and managed as per the Trust Health and Safety policies and procedures.
- Ensuring Academy specific policies are in place for dealing with emergencies etc.
- Ensuring there is adequate resources within the budget for health and safety.
- Ensuring that safety monitoring inspections are carried out on a termly basis
- Ensuring contractors are made aware of hazards and procedures they are required to follow.
- Ensuring all statutory maintenance checks are carried out.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Keep a log of all health & safety qualifications and training courses attended by staff.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to monitor premises and performance.

- Accidents are investigated and any remedial actions required are taken or requested.
- Reporting to and liaising with the appropriate authorities on any local matters as deemed appropriate.
- Meeting regularly with the COO and discussing health and safety risks within their Academy/Nursery.
- Notify the CEO and COO of any correspondence from any enforcement agency OFSTED, Police, HSE, EHO or Fire Service.
- Prepare a summary report to LGB and COO on its H&S performance and findings.

Academy/Nursery Line Manager Responsibilities

Heads of Departments, Line Supervisors and Site Managers are responsible for:

- Familiarising themselves with the BEST health and safety policy
- Ensuring persons they supervise are inducted and aware of any hazards in their workplace
- Ensuring all employees they supervise know what to do in the event of a fire or other emergency
- Ensuring that all employees they supervise know the whereabouts of first aid facilities
- Investigating accidents to ascertain the cause and to eliminate recurrence if within their competence
- Ensuring all safety rules are observed and that safety equipment is worn or used where appropriate
- Ensuring all defects in the workplace they are responsible for are promptly reported and rectified
- Maintaining good housekeeping standards
- Ensuring classroom and teaching practices comply with health & safety protocol and policy
- Highlighting any health and safety concerns to the designated Academy Principal or Site Manager
- Highlighting to the LGB the annual training needs of staff identified from the performance review system.

Site Manager/Agent Responsibilities

Site Agents are responsible for:

- To work with the Principal/School Business Manager to ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Ensure the safe maintenance and security operations of the school premises.
- Oversee the maintenance budget and works.
- Ensure fire precaution requirements are in place and up to date.
- Ensure compliance on disability access for staff and pupils.
- Reporting back to the Principal if standards fall below legal requirements due to a lack of resources or other matters that they are unable to control.
- Where external services or contractors are procured to ensure that those organisations or people have systems in place to manage Safety, Health & Environmental responsibilities effectively and that contractor safety controls are adhered to.
- Ensuring that plant and equipment is maintained and that statutory thorough examinations have been undertaken where necessary, including for equipment that has been hired.
- Carrying out any other functions devolved to him/her by the Principal.
- Unsafe conditions being reported and dealt with to agreed timescales.
- Ensure in-house cleaners are trained in COSHH and COSHH folder is kept up to date.
- Provide H&S information to the Principal for inclusion in H&S report to the Governing body.

Individual Employee Responsibilities

All employees have a personal responsibility to prevent injury to themselves and others and damage to equipment and buildings. They also have a responsibility through routine observation to report to the Academy Principal or Site Manager any suspected faults with fire appliances, e.g. discharged fire extinguishers, etc.

In particular they must:

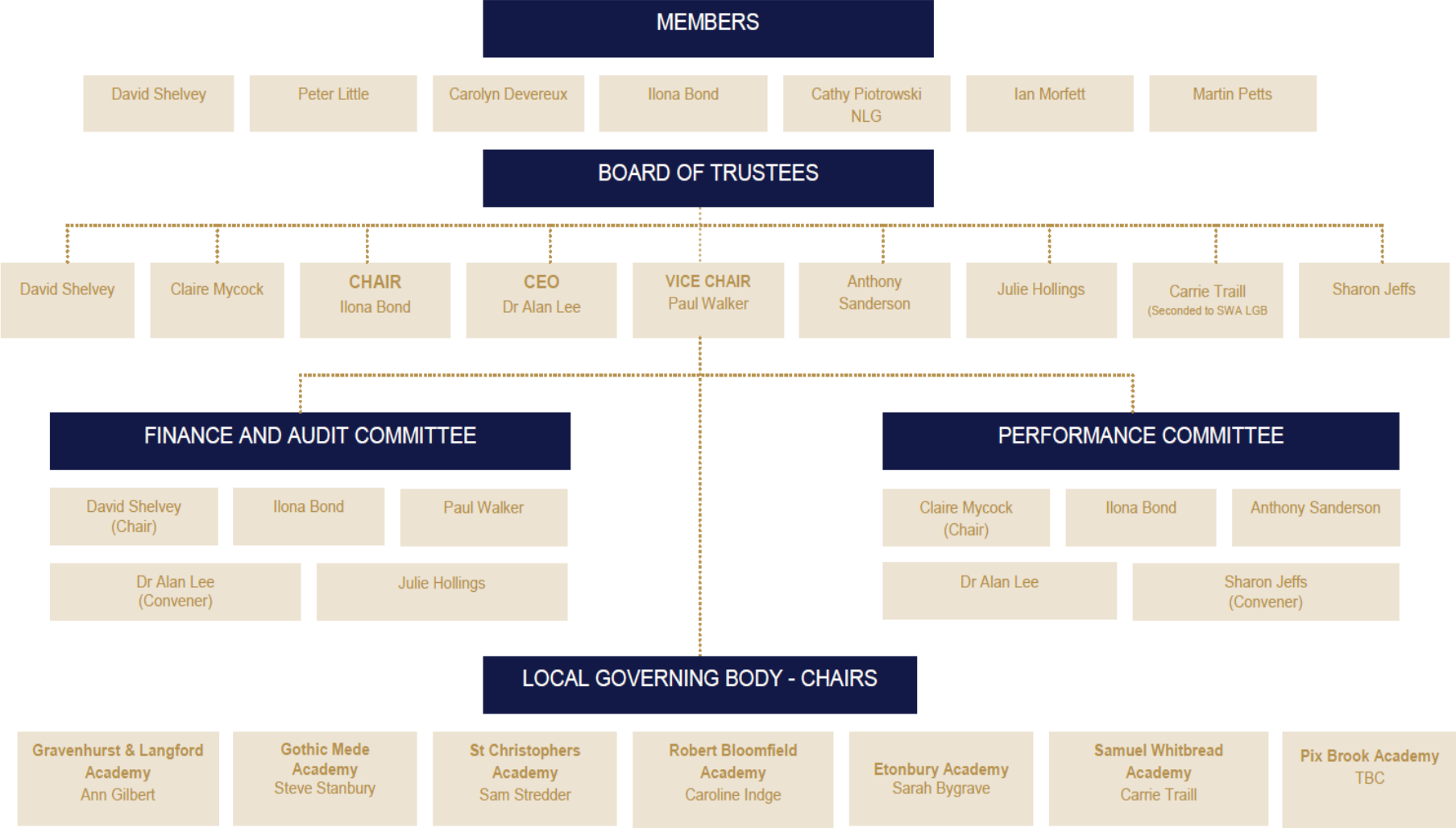
- Make one-self familiar with and conform to health and safety procedures at all times.
- Wear appropriate safety equipment and use appropriate safety devices as necessary.
- Conform to all instructions given by those with responsibility for health and safety.
- Report hazards, accidents, faults, defects, damage, etc. to the designated Academy Principal or Site Manager.
- Offer any suggestions to improve health and safety to the Academy Principal or Site Manager
- Not misuse any plant, equipment or hand tools.
- Take a responsible attitude towards health and safety, to include having due care for themselves and others.
- Follow all manufacturers and suppliers instructions when using plant and equipment.

Pupils/Students

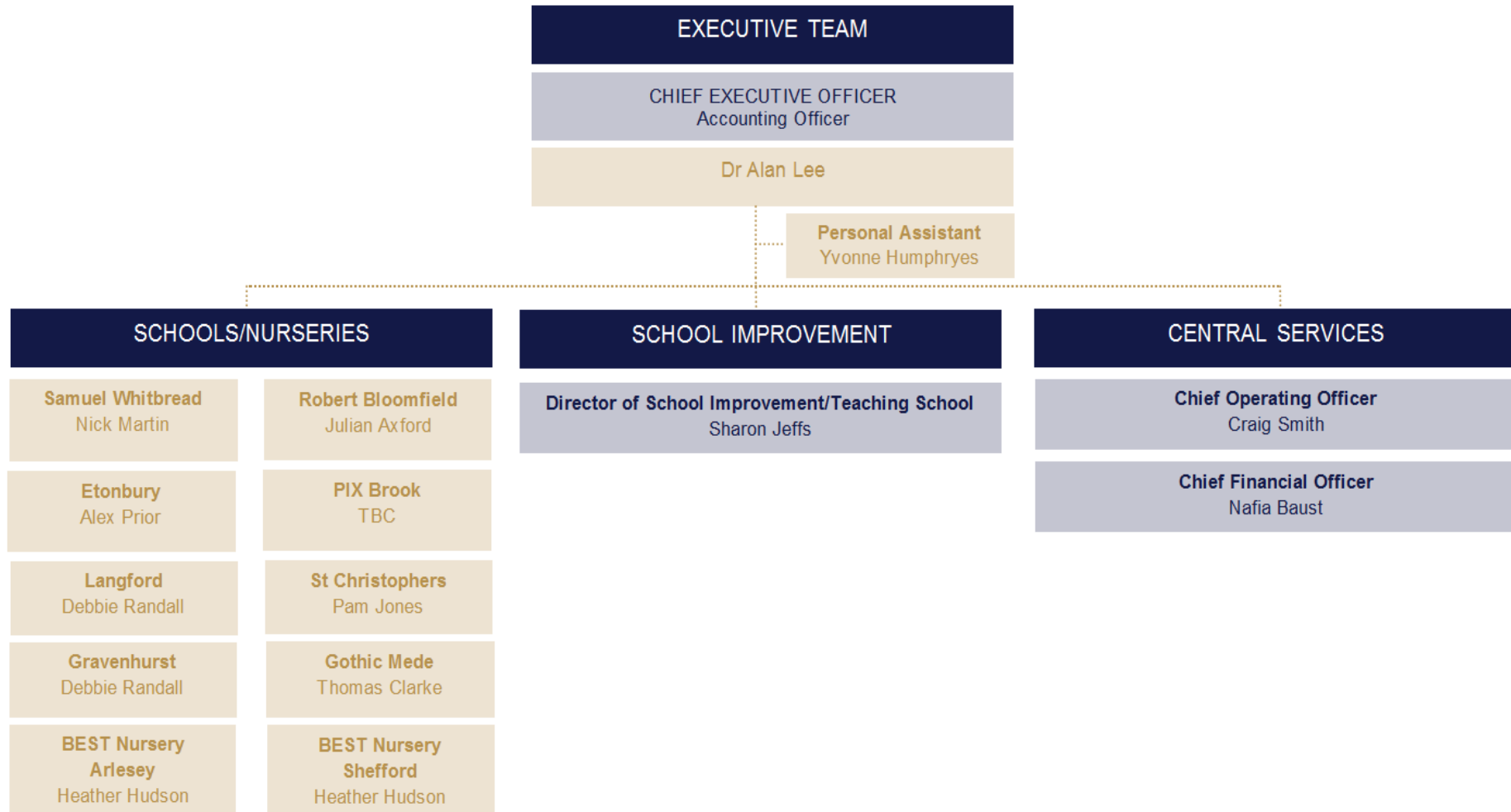
Pupils/Students, as specified in the code of conduct, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health & safety rules of their respective Academy, and in particular, the procedures for and instructions of staff in relation to emergency situations
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

BEST Governance Structure



BEST Operational Structure



Staff and Trade Union Consultation

As stipulated in the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, BEST recognises its duty and responsibility to consult with its staff and the recognised Trade Unions on any matter related to health & safety.

As such we openly embrace and welcome the opportunity to discuss, consult and/or work with Staff or Trade Union representatives to ensure health & safety management is regularly and routinely addressed.

In practice “health & safety” will be a standing agenda item at all routine meetings of BEST Management and Trade Union, HR meetings.

The Trust will also communicate with staff on health and safety matters through the BEST staff newsletter.

Monitoring of Health and Safety

As part of BEST health and safety management system the Trust will regularly review health and safety throughout the organisation.

Inspections provide an opportunity to discover poor housekeeping, conditions of floors, passages and stairs, inadequate waste disposal, damaged tools and equipment, poor lighting, inadequate fire prevention and protection, failure to use the appropriate protective equipment, dangerous machinery, poor food hygiene, etc.

The designated Academy Principal/Nursery Manager/School Business Manager and Site Manager will conduct once a term inspections of their academy and record any obvious defects on the standard *Health and Safety Inspection Sheet*. Completed forms are forwarded to the Chief Operations Officer (reports stored on shared drive). It should be noted that the intention of these inspections is to highlight obvious visual defects based on a ‘common-sense’ approach, i.e. there is no requirement for specialist training in advance (although generic Health & Safety Awareness training will be considered).

Each Academy Principal/Nursery Manager will prepare a Termly Health and Safety Report for their Local Governing Body, (reports also stored on shared drive).

The Chief Operating Officer (COO) will prepare a H&S report twice a year to the Board which is an overview of the key issues highlighted in the Health and Safety reports to Local Governing Bodies.

The COO will meet with each Academy Principals/Nursery Manager once a half a term (Best Principal/COO update meetings sheet) and discuss H&S.

The Principals/Nursery Manager also meet monthly with the CEO and COO and Health and Safety issues can be raised here.

In addition to the above an audit of health and safety systems and processes will be carried out by a Health and Safety Consultant on an Annual Basis across the Academies and Nurseries.

Training

Each Academy Principal along with their Senior Leadership Team will ensure that staff are appropriately trained in the appropriate work areas for their specific role. On-going training needs will be reviewed formally as part of the standard Performance Review process.

Update or refresher training will be provided as appropriate where new responsibilities are undertaken or where there is a change in equipment or work procedures.

Any requirements for generic health and safety training should be directed to the Academy Principal who will liaise accordingly with the Chief Operations Officer to ensure the timely arrangement of course.

Academy Principals will ensure that new employees will receive induction training locally on health and safety including arrangements for first aid, emergency procedures, fire and evacuation.

Health and Safety Competent Person

The Trust uses the services of an external Consultant, Cousins Safety Limited to provide Health and Safety Competent Person advice.

Disciplinary Proceedings

Understanding and complying with all the health and safety procedures is of the utmost importance. Failure to comply with these procedures, or tampering with any of the health and safety equipment, including fire fighting equipment, may lead to the implementation of disciplinary procedures by the appropriate Academy authority. Any person, who intentionally or recklessly misuses, removes, interferes with or damages safety equipment (see definition below) may be liable to prosecution under the Health and Safety at Work Act 1974.

“Safety Equipment” means any item of equipment (e.g. a fire extinguisher or a first-aid box) or any part of a building (e.g. a fire escape, fire alarm or fire door) provided specifically in the interests of health, safety or welfare as distinct from other items or equipment, parts of buildings, etc, which have other purposes.

Appendix 1a - SWA / PFI Delegated Responsibilities



Areas	Executive Responsibility		Local School Responsibility
	SWA	GTFM	
Asbestos Management		○	
COSHH	○	○	HODS/Department Technicians for example for substances used in curriculum areas such as Science, DT, Art and food tech.
Curriculum Equipment General	○	○	HODS/Department Technicians
Electricity & Electrical Installations		○	
Electrical Equipment - Curriculum	○		Dept Technicians
Emergency Evacuation Plan	○		Principal
Emergency Lighting		○	
Fire Detection and Prevention Systems		○	
Fire Exits and Fire Equipment Checks		○	
Fire Log Book		○	
Fire Risk Assessments & Plans		○	
First Aid Equipment;	○	○	First-Aid Coordinator for administering First Aid.
Food Safety Issues		○	GTFM
Food Safety – Curriculum	○		HOD/Dept Technicians
Gas Safety Checks		○	
Health & Safety Operations (local)	○		Principal
Health & Safety Monitoring (local)	○	○	Principal/Governors/COO
Inspections of Lifts / Hoists		○	
Lab Safety	○		HODS/Dept Technicians
Legionella Risk Assessments & Logs		○	
Lightning Protection		○	
Manual Handling	○	○	HODS/Dept Technicians
MEP, Boilers, Lifts, Plant, etc		○	
Portable electrical appliance testing		○	
Risk Assessments	○	○	Principal/HODs/Trip Leaders
SEN / PEEPs	○		SENCO
Training Records	○	○	Principals
Trips	○		Trip Organisers/EVC
Vehicles	○		Principal
Well-being	○		Senior Leadership Team
Work Equipment Registers & Checks	○	○	HODS/Department Technicians

Appendix 1b - Academy Delegated Responsibilities for Non-PFI Academies



<u>Areas</u>	<u>Academy Principal</u>	<u>Delegated Responsibility</u>
Asbestos Management	○	Site Manager/Agent
COSHH	○	HODS; Department Technicians; Site Manager/Agent
Curriculum Equipment General	○	HODS; Department Technicians; Site Manager/Agent
Electricity & Electrical Installations	○	Site Manager/Agent
Electrical Equipment - Curriculum	○	Dept Technicians
Emergency Evacuation Plan	○	Principal
Emergency Lighting	○	Site Manager/Agent
Fire Detection and Prevention Systems	○	Site Manager/Agent
Fire Exits and Fire Equipment Checks	○	Site Manager/Agent
Fire Log Book	○	Site Manager/Agent
Fire Risk Assessments & Plans	○	Site Manager/Agent
First Aid Equipment;	○	First-Aid Coordinator
Food Safety Issues	○	Kitchen Manager
Food Safety – Curriculum	○	HOD; Dept Technicians
Gas Safety Checks	○	Site Manager/Agent
Health & Safety Operations (local)	○	Site Manager/Agent
Health & Safety Monitoring (local)	○	Also Governors
Inspections of Lifts / Hoists	○	Site Manager/Agent
Lab Safety	○	HODS; Dept Technicians
Legionella Risk Assessments & Logs	○	Site Manager/Agent
Lightning Protection	○	Site Manager/Agent
Manual Handling	○	HODS; Dept Technicians
MEP, Boilers, Lifts, Plant, etc	○	Site Manager/Agent
Portable electrical appliance testing	○	Site Manager/Agent
Risk Assessments	○	HODS; Trip Leaders; Site Manager/Agent
SEN / PEEPs	○	SENCO
Training Records	○	
Trips	○	Trip Organisers; EVC
Vehicles	○	
Well-being	○	Senior Leadership Team
Work Equipment Registers & Checks	○	HODS; Department Technicians

SECTION 3

GENERAL HEALTH & SAFETY ARRANGEMENTS (A-Z)



The following procedures and arrangements have been established within our Trust schools to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. The schools may have local policies and procedures and these should be followed.

Accident Procedures

See separate Accident reporting procedure.

All staff are required to complete an Incident/Accident/Near Miss Report within 24 hours of any of the following occurring:

- incidents resulting in injury, illness or fatality
- Near misses
- Property damage resulting in injury or near miss to a person

When the form has been signed by the Principal/Nursery Manager the online accident reporting system administrator will input the details onto AssessNET system.

The system will identify if the accident/incident also needs to be notified to HSE under RIDDOR and the site administrator will complete the paperwork. Hard copies of these forms are kept on file in the school office.

The office manager/first aider or member of Senior Leadership Team will investigate the accident depending on the severity of the accident.

The Principal and will provide analysis in accidents/incidents for inclusion in H&S report to Local Governing Body on a termly basis.

Administration of Medicines

See separate Managing Medications Policy

The administration of medicines to pupils/students is strictly controlled (via the Supporting Students with Medical Needs Policy) and managed locally by First-Aid Coordinators. Details of the policy is available on our website.

Asbestos

Asbestos registers and safe-handling procedures are maintained locally at each Academy. Advance reference must be made to these documents in any circumstances where works to the fabric of buildings is to be undertaken.

The Academy Principal has overall responsibility for the management of asbestos in their school and will ensure that all staff are briefed regarding the rules for drilling, affixing anything to walls and ceilings etc.

All contractors shall be referred to the asbestos register before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the log-book before commencing work and sign the permit to work sheet. The Trust and its schools use the services of Phil Hill at Cambridgeshire County Council for asbestos consultancy.

CCC provide an annual check on condition of asbestos.

Staff will also be reminded that they must report any damage to asbestos materials to the Site Team by staff briefing and emails.

ASD Provision

See separate SEND policy

Alcohol and Drugs

(See Managing Pupils with Medical Needs policy and Trust Disciplinary Procedures)

Staff are responsible for ensuring that they do not work under the influence of alcohol or non-prescribed drugs. Failure to follow this falls under the Trust Disciplinary policy.

Individuals who must take prescribed drugs that could affect their ability to work safely must have their work carefully risk assessed so should inform their line manager so that the relevant controls can be implemented to ensure that they are not a danger to themselves or to others.

Behaviour Management Policy

See separate Behaviour Management Policy

Buildings and External Areas

Such areas will be inspected termly as part of the Academy's self-inspections. Any defects discovered whether through inspection or routine observation must be logged and reported to the appropriate authority, usually by email to the Academy Principal or Site Manager/Agent (and at SWA, the PFI Helpdesk).

Catering

See separate Catering guidelines

Academy meals are provided either by in-house contractors or in-house staff. In either case the Food Hygiene (England) Regulations 2006 and Regulations (EC) No 852/2004 on the hygiene of foodstuffs are complied with under the monitoring and guidance of the Food Standards Agency / Local Authority Environmental Health Officers.

The Kitchen Manager is responsible for staff training for example COSHH, safer food better business etc. The kitchen Manager is responsible for ensuring risk assessments are in place and regularly reviewed for kitchen activities.

Contractors

See separate Managing Contractors policy

The presence and work of contractors on our premises is the responsibility of the relevant Academy Principal and Site Manager/Agent. At SWA it is also the responsibility of the PFI Partners. Contractors are responsible for familiarising themselves with all relevant health and safety procedures. Working practices adopted by contractors will be monitored by the designated Academy Principal and Site Managers/Agent. Poor or dangerous practices will be brought to the attention of the contractor's management, and where there is a serious concern a stop-notice may be served by either the Principals, Head of Projects and Capital, and at SWA the GTFM Site Manager. All Contractors must report to the Reception Office on arrival at the Academy, and be escorted accordingly whilst on site.

Cleaning and Housekeeping

In order to assist the cleaning teams to do their task thoroughly all employees are expected to maintain tidy workspaces and as clear as is practicable work surfaces, and ensure gangways, corridors etc, within their

work area and classrooms are clutter free and have no obstructions or hazards. If there are concerns or any requirement to have cleaning items and/or equipment removed or relocated these should be directed to the designated Academy Principal or Site Manager/Agent (and at SWA the PFI Helpdesk).

Where cleaning is inhouse the Site Manager/Site Agent will ensure COSHH safety datasheets and staff are appropriately trained.

The Control of Substances Hazardous to Health Regulations 2002 requires all employers to assess and control the risks to health of all substances hazardous to health (which are widely defined). Cleaning Supervisors, Lab Technicians and/or any other appropriately trained and responsible staff will ensure that, for proprietary materials (e.g. cleaning agents, chemicals) the suppliers' hazard data sheets and instructions for use will be available to all staff. Appropriately trained and responsible staff will carry out COSHH assessments for materials handled by staff under their control. Details will be kept locally indicating the correct use of the material, the identified hazards and the PPE required by the user.

Curriculum Safety (including out of school learning activities)

All teachers are responsible for ensuring that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level.

If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support, then they should log the hazard/issue via the Academy reporting system.

The following Heads of Departments shall ensure compliance with the following guidance:

- Science – CLEAPPS
- Design and Technology - BS 4163, 2014 Health and Safety for Design and Technology in Schools and Similar Establishments, Code of Practice.
- Physical Education - British Association for Physical Education (AfPE) Safe Practice in Physical Education.

Any off site activities during the school day should be referred and approved by the Educational Visits and Journeys Coordinator EVC for each Academy/Nursery.

Teaching staff should consider any significant health and safety issues such as class size, pupil behaviour, maturity, limitations of space, layout, equipment etc. as part of their planning and preparation, risk assessment is just another name for that process.

Prior to use, all equipment must be checked by an appropriate, trained member of staff such as a qualified teacher, technician or teaching assistant.

Staff are trained in Departments on the appropriate use of machines and equipment. Members of staff new to the school are informed within their departments of the for relevant curriculum activities.

Heads of Departments are responsible for ensuring these risk assessments are available on the shared drive.

The following departments will have their own specific policy developed by their Head of Department:-

- Science department policy
- DT department policy.

Samuel Whitbread Academy buys into the Radiation Protection Adviser support from Cambridgeshire County

Council and the Head of Science at SWA will ensure CLEAPSS guidance is followed.

Display Screen Equipment

Information on the risks associated with DSE will be provided within the first week of commencing employment. DSE users will have their work stations assessed annually or following an office move. The school will provide equipment and adjustments as identified by the risk assessment.

A user has been defined as staff that use a pc or laptop continuously for more than 1 hour a day. This applies to school office staff. The school will pay the costs of an eyesight test every 2 years for a user and basic costs up to £50 voucher for corrective appliances (glasses) for those users that require them for VDU use only.

The Academy Principal to ensure DSE assessments are completed for all DSE users annually or following an office move.

Electricity and Electrical Installations

All fixed installations are maintained and managed locally as are arrangements for inspecting and testing portable appliances. All employees have a responsibility through routine observation to report any obvious defects with electrical appliances they use/within their department and to report (to the Academy Principal or Site Manager/Agent and at SWA, GTFM Helpdesk) any obvious defects / damaged cables, plugs, exposed or charred wires etc.

As a general rule personal items of electrical equipment, such as heaters, cooking equipment, fridges, TVs, etc. or anything else that needs to be plugged in to an Academy's mains supply should not be brought to the Academy. If such a need exists, e.g. a medical requirement, prior permission must be obtained in writing from the local Academy Principal or Site Manager/Agent and the item must be PAT tested.

Emergency Evacuation and Invac (Lockdown) Procedures

See local school emergency procedures

Procedures are implemented locally stating the action to be taken in the event of an emergency or fire – these are issued and displayed locally by the Academy Principal or Site Manager/Agent. All new members of staff are instructed on the emergency evacuation procedure as part of their induction training by their Departmental Manager. Visitors must always be escorted around site.

Equipment and Machinery (including Hand Tools)

Safe operation and maintenance of such equipment and machinery is the responsibility of the appropriate department. Proper methods, instructions and procedures for safe-use must be clearly displayed and conveyed in advance to those who operate/utilise them. No employee may use any item of equipment or machinery unless they have been trained to do so. Maintenance manuals must be maintained up-to-date by designated Technicians and be kept in the appropriate locations/workshops.

Enforcement officers

Any contact with or subsequent letters, notices or other action by Enforcement Officers must be notified to the Trust CEO and COO without delay so that they can be acted upon immediately. Teachers and non-teaching staff are not permitted to speak on behalf of the Trust and should refer formal enquiries to the Academy Principal.

Fire Detection, Protection & Evacuation Systems incl. Emergency Light Systems

All systems are maintained by third party agents with records of inspections and checks kept locally.

First Aid Procedures

See separate First Aid Policy

In accordance with the First Aid at Work Regulations 1981, first aid facilities and trained first aiders are available within each Academy. The locations of First Aid boxes and a list of qualified First Aiders are issued and displayed locally by the Academy Principal and Site Manager/Agent.

Grounds Maintenance

The Site Agent at each Academy oversees the Grounds Maintenance contract who use their own equipment. When on site Grounds Maintenance contractors are required to sign in and state what work they are carrying out in the Grounds Maintenance Log Book. On completion, signing out is essentially.

The grounds maintenance contractor have their own key to the grounds but will always coordinate with the PE department over grass cutting and liaise with line marking dates etc.

Gas Safety

Staff working in areas where a gas supply is in use shall ensure that the gas supply is switched and locked off when not in use. Ensure the gas supply is isolated in the event of an emergency.

The Site Agent is responsible for ensuring gas appliances are serviced annually.

Incident Reporting Procedures

Other Incidents (distinctly different from accidents) such as loss / damage / theft of Academy or personal property, fire alarm activations, any other incident or dangerous event shall be recorded on an Accident **Incident Form** and submitted to the designated Academy Principal and Site Manager/Agent.

Infection Control

School office may take notification from a parent of a notifiable disease and will check the HPA guidance on exclusion or precautions to take. Anything that requires decontamination etc will be notified to the Site Team. All spillages will be cleared up by the Site Team/PFI contractor. PPE gloves are provided.

Lettings/shared use of premises/use of Premises Outside School Hours

See separate Lettings policy

The Governing Body are responsible for maintaining the health and safety and welfare in relation to buildings and facilities management when letting part of the school premises. Terms and conditions, including emergency arrangements, insurance requirements are detailed prior to formal arrangement and contract. Where the premises are Let out to business use i.e. Karate Club then the Hirer's indemnity insurance will be needed. All other third party hirers are covered by the school's insurance provision.

The School Business/Office Manager and Site Agent are responsible for management of lettings at the school. The lettings agreement covers fire and emergency arrangements and the booking form is completed before the letting and/or annually. DBS will also be included as part of this check on hirers that involve children on the school site.

The relevant Site Agent is responsible for informing the lettings of the emergency procedures for the building and securing the building after lettings.

Lone / Out of Hours Working

See separate lone working policy

No person shall work alone where there is a serious health or safety hazard. Such work activities especially those likely to occur outside normal hours should be assessed by each Departmental Manager. Local arrangements in place for reporting after hours working are issued and displayed locally by the Academy Principal and Site Manager/Agent, as are arrangements for out of hours academy events.

Manual Handling Operations

The Manual Handling Operations Regulations 1992 require hazardous manual handling operations to be avoided so far as is reasonably practicable. Where this is not reasonably practicable, a suitable and sufficient assessment must be made to identify hazards and preventive measures to be implemented to minimise risks of personal injury due to manual handling activities.

MEP Plant, Boilers, Lifts etc.

Records of all such plant and installations and their maintenance arrangements are held locally.

New and Expectant Mothers

See separate guidance

Personal Emergency Evacuation Plans

Each employee or pupil/student who, for whatever reason, may be compromised in evacuating the building in an emergency will have a PEEP agreed with either the SEN coordinator or designated First-Aid Coordinator.

Personal Protective Equipment (PPE)

In accordance with the Personal Protective Equipment Regulations 1992, suitable personal protective equipment appropriate for the specific hazards of the task being carried out will be provided to all relevant users. Ordering, inventory management, issue and proper use of PPE will be undertaken and managed locally by each department, e.g. safety goggles, etc. It is the responsibility of the individual to whom personal protective equipment has been issued to wear the equipment where required, to take proper care of that equipment and to promptly report any defects.

Risk Assessments

See separate Risk Assessment guidance.

In addition to specific risk assessments carried out (COSHH, Manual Handling, Trips etc.) general risk assessments for specific/departamental activities will be undertaken as required by the appropriate department. The assessments should identify potential hazards and any risk reduction actions already being carried out and any further actions required to control or eliminate risks. They will be continually reviewed by each originating colleague/department and a copy of the records kept locally.

Smoking

See BEST No Smoking Policy

BEST operates a strict no-smoking policy. Smoking in a public place is against the law and the trust may, on a

case-by-case basis, decide to take legal action against anyone found to be in breach of policy.

Trips and Educational Visits

See separate Educational Visits and Journeys Policy

Educational visits are subject to stringent health and safety stipulations/ requirements. Trips are categorised by activity determined by the Local Authority,. Each school will have an Educational Visits and Journeys co-ordinator who will oversee all trips for the school using the EVOLVE online system.

Vehicle Use

See Occupational Road Risk Policy

See separate Minibus policy

This section applies only to those vehicles owned or hired by BEST, and used by BEST staff while undertaking BEST activities. The policy is that staff do **not** use their own vehicles to transport pupils/students or colleagues for business/academy activities. However if this is unavoidable approval must sought from the Academy Principal. The Academy Principal or designate is responsible for ensuring that college owned vehicles are properly serviced, maintained and provided with appropriate insurance. Vehicles must be driven only by authorised employees who are in possession of a valid driving licence. See the Academy Mini Bus Policy for further information and detail.

Visitors

All visitors must sign in/out at the local Reception. Any visitors who either do not hold a DBS or have not logged their Central Bedfordshire CRB/DBS number with Reception must be escorted at all times whilst on site. All unescorted visitors will be briefed on the Emergency Evacuation procedures upon arrival.

Well-being/Employee & Occupational Health Support

See separate Stress Policy

Employees may receive Counselling and Occupational Health Support, currently provided via Bedford Borough Council, for a range of personal and work-related problems including stress, anxiety, depression, emotional difficulties, alcohol and drug misuse, family concerns and bereavement issues. This support will be offered on a strictly confidential basis, either by telephone or face-to-face meetings. The contact telephone number to avail of such services is 01234 276121 (24 hour answer-phone).

Work Experience

The Trust does allow pupils from other schools on work experience and are required to complete risk assessments for those young person's undertaking the work experience.

The Principal oversees all work experiences and is responsible for completing the young person risk assessment and ensuring any control measure identified from the risk assessments are implemented.

Working at Height

Such equipment must conform to minimum industrial standards (domestic rated items cannot be used) and an inventory must be maintained locally within departments. Local technical staff should undertake regular visual inspections and report/rectify/remove any items deemed unsafe for use. Proper methods, instructions and procedures for safe-use must be clearly displayed and conveyed in advance to those who operate/utilise them. Only trained employees may use such equipment.