

# Health and Safety Policy



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## 1.0 INTRODUCTION

This is the Bedfordshire Schools Trust Limited over-arching Health and Safety policy and must be implemented and adhered to in each academy/nursery within the Bedfordshire Schools Trust (BEST). This documentation has been prepared in accordance with Section 2 (3) of the Health & Safety at Work Act 1974.

Bedfordshire East Schools Trust Nurseries Ltd (BEST Nurseries) is a wholly owned subsidiary of Bedfordshire East Schools Trust Ltd (the “charity”) who are, in turn, a wholly owned subsidiary of BEST (the Trust). The charity is regarded by the Directors of the BEST Nurseries as being the company’s immediate parent entity by virtue of control. Ultimate responsibility for managing the nurseries, which includes all aspects of health & safety, rests with the Trust (see organisational diagram).

This policy describes the safety management strategy to comply with requirements from the Management of Health & Safety at Work Regulations 1999 to ensure that there are appropriate arrangements in place to plan, organise, control, monitor and review safety.

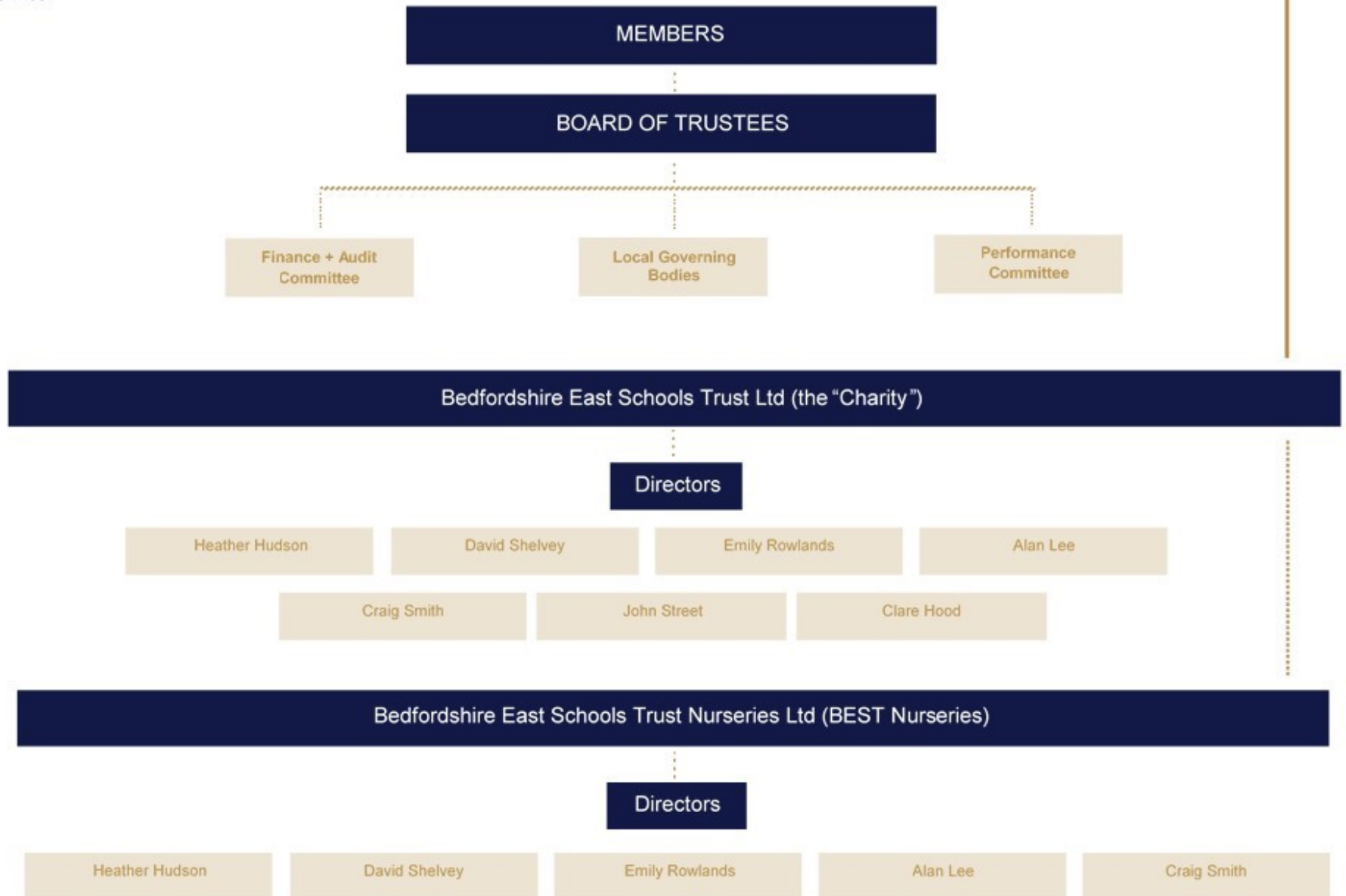
Academies and Nurseries currently within BEST:

- Etonbury Academy
- Gothic Mead Academy
- Gravenhurst Academy
- Langford Academy
- Lawnside Academy
- Pix Brook Academy
- Robert Bloomfield Academy
- St Christopher’s Academy
- Samuel Whitbread Academy
- Best Nurseries (Shefford, Arlesey and Langford WAC club)

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



# Bedfordshire Schools Trust Ltd (the Trust)



## 2.0 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 organisational 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
- this policy will be reviewed annually, updated where necessary and any revisions brought to the attention of the Academy Principals/Nursery Managing Director and all BEST employees.

**Signed:**

**Print:** Dr Alan Lee

**Position:** Chief Executive Officer

**Date:**

### 3.0 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/nursery 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 seven 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 the Local Governing Body of each academy or to the Nurseries.

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 term) from the Chief Operating Officer on serious accidents/incidents and other matters affecting health and safety at Academy/Nursery level.

#### **Chief Executive Officer – Dr Alan Lee**

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. The LGBs and the Directors of the Nurseries will 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 Principals 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 Team Responsibilities**

The relevant Central Services team comprises:

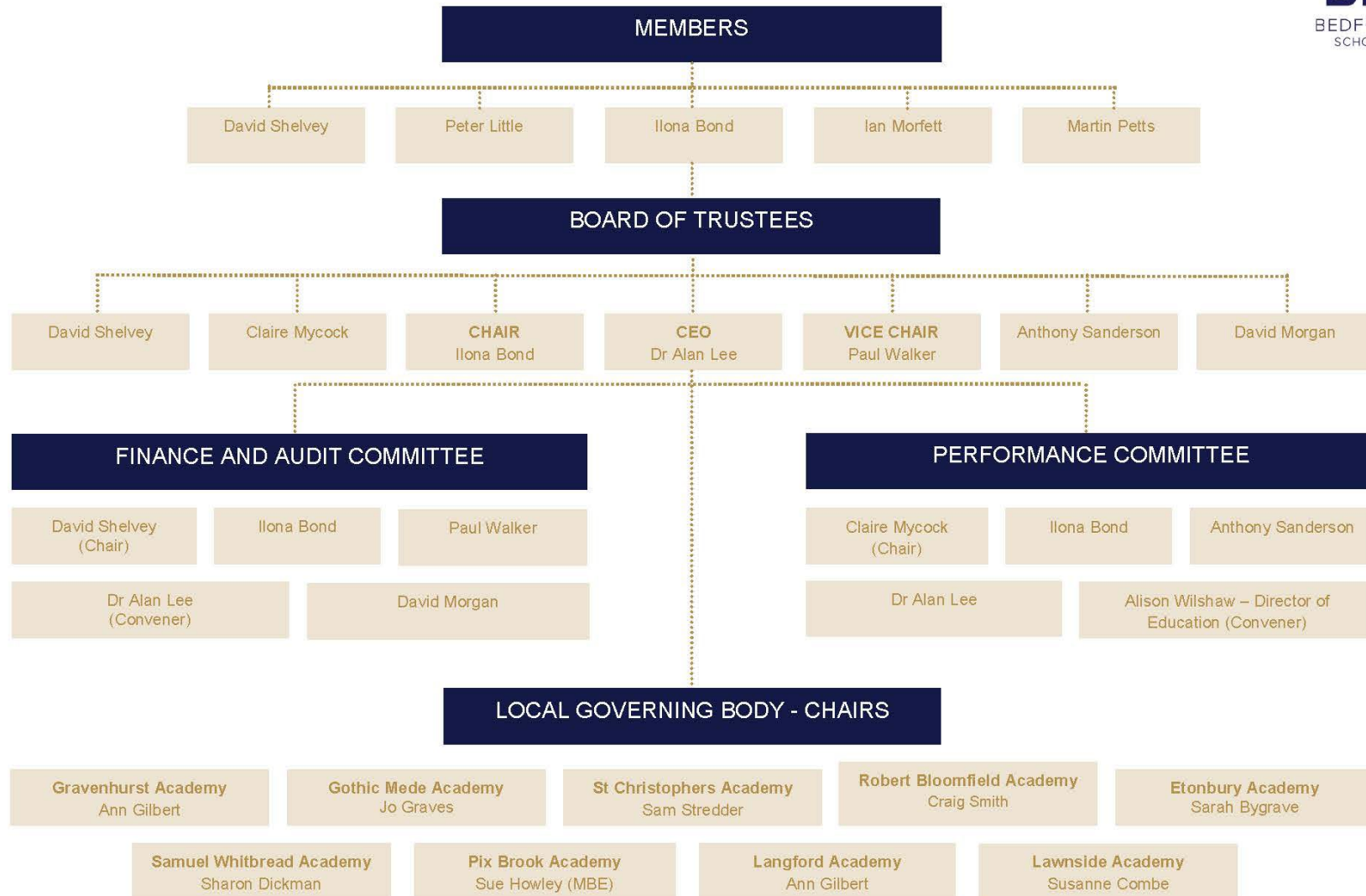
- Chief Executive Officer (CEO)
- Chief Operations Officer (COO)
- Operations Support Officer
- Compliance Officer

Within the Trust, the firsthand overview of health and safety management is delegated to the **Chief Operating Officer (COO)**, who, along with the Academy Principals, the Nursery Managing Director 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.
- Termly report provided to Trust Board on Health and Safety

Please see organisational charts for Governance and Central Services.

# BEST Governance Structure





# BEST CENTRAL TEAM

## 2019 - 2020



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## **Academy Principal/Nursery Managing Director Responsibilities**

The Academy Principals/Nursery Managing Director 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 or designated deputy 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 Termly to LGB and COO on its H&S performance and findings.

## **Academy/Nursery Line Manager Responsibilities**

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

- Familiarising themselves with the BEST health and safety policy
- Ensuring people 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 Academy 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.

In the absence of a Site Manager/Agent, these responsibilities should be delegated as appropriate by the individual Academy Principal/Nursery Managing Director.

### **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/Nursery Managing Director or Site Manager any suspected faults with fire appliances, e.g. discharged fire extinguishers, etc.

In particular they must:

- Make themselves 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/Nursery Managing Director or Site Manager.
- Offer any suggestions to improve health and safety to the Academy Principal/ Nursery Managing Director 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/nursery, and in particular, the procedures for and instructions of staff in relation to emergency situations
- Use and not willfully misuse, neglect or interfere with things provided for their health and safety.

## **4.0 CONSULTATION & COMMUNICATION**

As stipulated in the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, BEST recognises its duties and responsibilities in respect of matters relating to health and safety.

In practice “health & safety” will be a standing agenda item at all routine meetings. The Trust will also communicate with staff on health and safety matters through the BEST staff newsletter and any other appropriate channels.

## **5.0 TRAINING**

Each Academy Principal and the Nursery Managing Director, 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/Nursery Managing Director who will liaise accordingly with the Chief Operations Officer to ensure the timely arrangement of courses.

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

Where an academy/nursery uses SMARTLOG for online training the Academy Principal/Nursery Managing Director is responsible for ensuring there is a Smartlog Administrator and that they ensure relevant staff are invited to complete online training relevant to their role.

## **6.0 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 in accordance of the Management of Health and Safety at Work Regulations 1999.

## **7.0 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 firefighting equipment, may lead to the implementation of disciplinary procedures by the appropriate academy/nursery 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.

## **8.0 GENERAL HEALTH & SAFETY ARRANGEMENTS (A-Z)**

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

### **Accident/Incident/Near Miss Reporting Procedures**

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

For serious accidents when the form has been signed by the Academy Principal/Nursery Managing Director the online accident reporting system administrator will input the details onto the AssessNET system. The system will identify if the accident/incident also needs to be notified to HSE under RIDDOR and each academy/nursery will have local arrangements for reporting to the HSE under RIDDOR. Hard copies of these forms are kept on file in the academy/nursery office and a copy should be emailed to the Operations Support Officer.

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

The Academy Principal/Nursery Managing Director will provide analysis of accidents/incidents for inclusion in H&S report to Local Governing Body or equivalent on a termly basis and copy to the Operations Support Officer.

### **Administration of Medicines**

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

### **Asbestos**

Asbestos registers and safe-handling procedures are maintained locally at each academy/nursery. 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/Nursery Managing Director has overall responsibility for the management of asbestos in their setting 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 academies/nurseries use the services of Phil Hill at Cambridgeshire County Council for asbestos consultancy.

Cambridgeshire County Council provide an annual check on the 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.

### **Alcohol and Drugs**

*(see 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**

See separate Behaviour Management Policy on the individual academy websites.

### **Buildings and External Areas**

Such areas will be inspected termly as part of the Academy/Nursery 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/Nursery Managing Director or Site Manager/Agent (and at SWA, the PFI Helpdesk).

### **Catering**

School meals are provided either by contractors or in-house by staff directly employed by the Trust. 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.

#### **Inhouse Catering**

Robert Bloomfield  
Langford  
Nurseries

For in-house Catering the academy/nursery is responsible for the following checks:

- Annual Canopy clean
- Annual kitchen equipment (gas safety check)

For in-house Catering the Kitchen Manager is responsible for:

- Staff training for example; food hygiene level 2 in Food Safety in Catering, allergen training

- Allergen identification of all ingredients
- COSHH
- Ensuring Safer food better business is up to date
- Ensuring risk assessments are in place and regularly reviewed for kitchen activities.
- Cleanliness, safe storage and handling practices.

Local environmental officers carry out regular inspections and any star rating 3 or below should be reported to the Central Team by the Academy Principal/Nursery Managing Director.

For external catering, depending on the contract, the academy may still be responsible for the Annual Canopy clean and equipment servicing. If not, then the Academy Principal/Nursery Managing Director should ensure the Catering company provides copies of works/service reports.

The Academy Principal/Nursery Managing Director is responsible for ensuring that food hygiene standards are met and should carry out an annual check of the school kitchen (in house or external).

The Academy Principal/Nursery Managing Director is responsible for ensuring that pupil Allergen information is shared with the Catering provider annually at the beginning of the academic year and again if there are changes within the academic year.

### **Children at school (non-pupils)**

#### **Staff Children**

Non school children, e.g. the children of a member of staff, should only be allowed into school during holidays and strike days by prior arrangement with the Academy Principal/Nursery Managing Director and will be supervised.

### **Contractors**

The presence and work of contractors on our premises is the responsibility of the relevant Academy Principal/Nursery Managing Director 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/Nursery Managing Director 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 COO, Academy Principal, Nursery Managing Director and, at SWA, the GTFM Site Manager. All Contractors must report to the Reception Office on arrival at the academy/nursery and be escorted accordingly whilst on site.

The Academy Principal/Nursery Managing Director is responsible for the Control of Contractors and will ensure projects adhere to CDM regulations and will ensure designers, contractors, and any other building professionals are assessed for competency. Sufficient time, resources, and information must be allocated to ensure that the health, safety and well-being of all concerned is prioritised.

Active management of contractors, project planning, accurate hazard identification, thorough exchange of information and following suitable and sufficient risk assessment is essential. It is managed through the academy/nursery control of contractor's procedures.

For building projects managed directly by the Central Services Team, the Operations Support Officer will ensure projects adhere to CDM regulations and will ensure designers, contractors, and any other building professionals are assessed for competency. Sufficient time, resources, and information must be allocated to ensure that the health, safety and well-being of all concerned is prioritised.

### **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/Nursery Managing Director or Site Manager/Agent (and at SWA the PFI Helpdesk).

Where cleaning is inhouse, the Site Manager/Site Agent will ensure COSHH safety datasheets are held 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 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. The Academy Principal/Nursery Managing Director must ensure DSE assessments are completed for all users 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 User should complete the DSE Training on Smartlog. A copy of the DSE self-assessment questionnaire is available on the shared drive.

### **Educational Visits and Journeys**

All academies/nurseries follow the Central Bedfordshire education visits and journeys policy.

All the academies/nurseries within the Trust will use the EVOLVE system and all educational visits and journeys are required to be approved by the relevant named EVC who shall ensure compliance with the Educational Visits and Journeys Policy.

The EVC will check and record “competence” of staff annually.

Medication for school trips will be covered by the individual academy/nursery Managing Medications Policy.

### **Electricity and Electrical Installations**

Academy/nursery staff are not permitted to undertake any electrical maintenance or repair work on live electricity, unless they have received the appropriate training and have the level of skills and experience required to do so safely and competently. Certification of such training would be required as proof.

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/Nursery Managing Director 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/nursery mains supply should not be brought to the academy/nursery. If such a need exists, e.g. a medical requirement, prior permission must be obtained in writing from the local Academy Principal/Nursery Managing Director or Site Manager/Agent and the item must be PAT tested.

### **Emergency Evacuation and Invac (Lockdown) Procedures**

*See local Academy/Nursery 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/Nursery Managing Director 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.

Academy Principals/Nursery Managing Director are responsible for updating their Critical incident plans a copy of which should be sent to the Operations Support Officer.

### **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/Nursery Managing Director.

### **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.

### **Fire Safety**

The Academy Principal/Nursery Managing Director is the “responsible person” as defined in Regulatory Reform (Fire Safety) Order 2005 and is responsible for ensuring:

- A fire risk assessment is carried out and reviewed annually.
- Emergency plan is in place (fire action notices displayed in classrooms).
- Fire alarm is tested on a weekly basis and recorded
- Statutory maintenance and testing of fire alarm and emergency lighting is undertaken
- Fire drill is undertaken each term
- Personal emergency evacuation Plans (PEEP’s) are completed for staff and pupils

- Staff are trained on fire evacuation procedures annually
- Fire extinguisher training for Fire Wardens (every 3 years).

Staff are required to report defects or missing fire-fighting equipment. Fire exits, routes and firefighting equipment shall not be obstructed at any time.

Each individual academy/nursery is required to have an up-to-date fire safety risk assessment carried out by a competent person. It is the responsibility of the individual Academy Principal/Nursery Managing Director to ensure that adequate and appropriate fire safety measures are put in place, based on the fire risk assessment, to minimize the risk of injury or loss of life in the event of a fire.

Each academy/nursery must have an individual evacuation plan. It is the responsibility of the individual Academy Principal/Nursery Managing Director to ensure that this plan is communicated to staff and a practice should be carried out regularly and in the event of any material change to the premises. Where staff are expected to undertake the role of Fire Marshall, adequate training must be provided and details recorded on the relevant training records.

Any systems that are provided in respect of fire detection, protection or evacuation, including emergency lighting systems, should be maintained in accordance with the appropriate planned maintenance schedule. Records of any inspections and checks that are carried out must be retained locally.

Personal Emergency Evacuation Plans (PEEPS) must be completed for any staff and pupils with a disability (either permanent or temporary). Each academy/nursery will have individual arrangement for ensuring these are completed for staff and pupils where applicable.

### **First Aid Procedures**

Each academy/nursery will have in place local first aider procedures.

In accordance with the First Aid at Work Regulations 1981, first aid facilities and trained first aiders are available within each academy/nursery. The locations of First Aid boxes and a list of qualified First Aiders are issued and displayed locally by the Academy Principal/Nursery Managing Director and Site Manager/Agent. The Academy Principal/Nursery Managing Director is responsible for ensuring a first aid risk assessment is carried out to ensure there is adequate first aid provision on site at different times with suitable qualifications.

All administration of first aid will be recorded at each of the academies/nurseries.

Academies/nurseries using Smartlog should record First Aiders and their qualifications in the system.

### **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. The gas supply should be isolated in the event of an emergency.

The Academy Principal/Nursery Managing Director or Site Manager/Site Agent is responsible for ensuring gas appliances are serviced annually.

## **Grounds Maintenance**

The Academy Principal/Nursery Managing Director/Site Agent at each academy/nursery will oversee their respective Grounds Maintenance contractor 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 essential.

## **Infection Control**

In the event of an individual academy/nursery taking notification from a parent of a notifiable disease, checks should be made of the Health Protection Agency guidelines on exclusions 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. Each academy/nursery should have local arrangements in place for dealing with spillages.

## **Legionella**

It is the responsibility of the individual Academy Principal/Nursery Managing Director to ensure that:

- a water risk assessment(s) is/are in place at each academy/nursery and that these are reviewed at least every two years and in the event of any change or incident relating to the site/sites' water systems;
- the findings of water risk assessment(s) are acted upon within the recommended timescales;
- the requirements for temperature monitoring, flushing and descaling identified within risk assessments are translated to operational monitoring schedules and maintained within a Legionella monitoring folder;
- equipment and substances required for carrying out monitoring and water hygiene activities are provided and maintained;
- staff carrying out Legionella risk management activities are provided with appropriate information, instruction, training and supervision to perform these tasks competently; and
- sufficient staff are appointed and trained to carry out monitoring and water hygiene activities, to ensure that schedules are maintained.

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

*Where applicable see individual academy website*

The individual Local Governing Bodies are responsible for maintaining the health and safety and welfare in relation to buildings and facilities management when letting part of an academy premises. Terms and conditions, including emergency arrangements and insurance requirements are detailed prior to formal arrangement and contract. Where the premises are let out for business use i.e. Karate Club, then a copy of the Hirer's indemnity insurance and appropriate risk assessments should be obtained prior to commencement of the hire. 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 a 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 School Business/Office Manager/Site Agent is responsible for informing the lettings of the emergency procedures for the building and securing the building after lettings.

### **Lifting Equipment & Lifting Operations**

The Academy Principal/Nursery Managing Director and Site Manager/Site Agent is responsible for ensuring all lifts, hoists, lifting equipment and lifting accessories are maintained and have undergone a thorough examination (6 monthly if equipment is used for lifting people & annually for other lifting equipment.) In addition, users will undertake a visual check of equipment prior to use.

Where installed the Site Manager/Site Agent will be trained to deal with lift breakdowns.

### **Lone / Out of Hours Working**

*See separate local school lone working procedures*

Definition of Lone Working:

- Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

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/Nursery Managing Director and Site Manager/Agent, as are arrangements for out of hours academy events.

A lone worker will most probably fall within one of the following categories:

- Those who work in an otherwise unoccupied part of the building
- Those who work in an isolated part of school grounds
- Those that work during school holidays or outside normal school hours
- Those responding to an alarm call out after normal school hours

Where long working is unavoidable, the Academy Principal/Nursery Managing Director should ensure there is a lone working risk assessment in place.

### **Maintenance and Inspection of Site and Equipment**

The School Business/Office Manager/Site Manager/Agent will ensure that testing, inspection and maintenance of equipment in accordance with legislation and guidance.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be

unserviceable, or of doubtful serviceability shall be taken out of service, adequately labelled, locked away and the defect reported via the school hazard reporting system. The School Business/Office Manager/Site Manager/Agent will arrange for repair or replacement.

The School Business/Office Manager/Site Manager/Agent has a duty to check the general conditions of the premises and, in particular the non-classroom areas, and for ensuring that health and safety hazards are dealt with. Where action required is outside their authority or ability, the matter will be reported to the Academy Principal/Nursery Managing Director for appropriate action.

Health and Safety needs in respect of the maintenance of site or buildings should be highlighted in the School Condition Survey and taken into account when prioritising works.

Each school will have their own system to monitor planned preventative maintenance and record site defects/hazards.

Academies/nurseries with access to Smartlog should record planned preventive maintenance on the system and upload certificates and documents. Planned preventative maintenance compliance will be monitored annually by the Trust's Operations Support Officer.

Samuel Whitbread Academy is a PFI school and as such the responsibilities for managing the building lie with Galliford Try – see appendix 2 for full details of responsibilities.

### **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.

Wherever reasonably practicable, manual handling will be avoided, using mechanical lifting methods instead e.g. a trolley may have been provided for staff to use to avoid manual handling injuries.

The Academy Principal/Nursery Managing Director are responsible for ensuring manual handling risk assessments are completed for the activities in their academy/nursery.

Manual Handling training will be provided to the site staff and any other staff that may require it through Smartlog.

### **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 Managing Director/School Business Manager or Site Manager will

conduct once a term inspection of their academy/nursery and record any obvious defects on the **termly** Health and Safety Inspection checklist, either on a hard copy or via Smartlog.

Completed checklists are forwarded to the Chief Operations Officer/Operations Support 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 Managing Director will prepare a **Termly** Health and Safety Report for their Local Governing Body (reports also stored on shared drive), and copy sent to COO/Operations Support Officer.

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

The Academy Principals/Nursery Managing Director also meet monthly with the CEO and COO at Executive team meetings and Health and Safety issues can be raised here.

In addition to the above, audits of health and safety systems and processes across the Academies and Nurseries will be carried out as required by a Health and Safety Consultant or a suitable trained person internally.

Summary of H&S Monitoring:

Level of monitoring	Frequency	Responsibility
Weekly checklists	Weekly	Site Manager/Site Agent/School Office Manager
Termly H&S monitoring form	Termly	Principal/Nursery Managing Director
Termly H&S report to LGB and copy to COO and Operations Support Officer.	Termly	Principal/ Nursery Managing Director
Report to BEST Board	Termly	COO
Annual update of PPM for each school to Operations Support Officer	Annual	Principal/ Nursery Managing Director
Annual Audit	Annual	External consultant/Suitably trained person internally within the Trust
Meetings with Site Agents	Termly	COO, Operations Support Officer, Compliance Officer, Site Agent

### **New and Expectant Mothers**

Specific health and safety requirements relating to new and expectant mothers at work are mainly contained in Regulations 16 to 18 of the Management of Health and Safety at Work Regulations 1999.

Once an employee provides written notification to the appropriate Academy Principal/Nursery Managing Director stating that she is pregnant, or that she has given birth within the past six months or that she is breastfeeding, the Academy Principal/ Nursery Managing Director should immediately take into account any risks identified in their workplace risk assessments. If a risk assessment has identified any risks to the health and safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary

preventive and protective measures under other relevant health and safety legislation, then the Academy Principal/ Nursery Managing Director must take action to remove, reduce or control the risk.

Although it is not a legal requirement to conduct a specific or further individual risk assessment for new and expectant mothers, it is recommended that the Academy Principal/ Nursery Managing Director does so each trimester as part of the process by which they reach a decision about what action should be taken. All general risk assessments should have already considered any specific risks to new and expectant mothers when considering the rest of the workplace.

This will enable the Academy Principal/ Nursery Managing Director to take immediate action, if and when necessary. If the Academy Principal/ Nursery Managing Director suspects that the general risk assessment is no longer valid or that there has been a significant change to the matters to which it relates, then they should revisit and review that risk assessment accordingly.

Further guidance can be obtained from the Health & Safety Executive website.

### **Permits to Work**

Where required the Site Manager/Agent will issue permit to work for high risk activities such as hot works, work at height, confined space.

### **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/departmental 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**

BEST operates a strict no-smoking policy. Smoking (including the use of electronic cigarettes) is not permitted anywhere within academy/nursery premises. 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 this policy.



## **Vehicle Use**

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 be sought from the Academy Principal/Nursery Managing Director. The Academy Principal/Nursery Managing Director or designate is responsible for ensuring that Trust 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.

Where appropriate, see the individual Academy Mini Bus Policies 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 and Wellbeing guidance*

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 allows pupils from other schools to undertake work experience placements. Before the start of the placement, the academy/nursery will complete an appropriate risk assessment for those young person's undertaking the work experience.

The Academy Principal/Nursery Managing Director oversees all work experiences and is ultimately responsible for ensuring that a young person risk assessment is completed and that any control measures 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.

**APPENDIX 1 – LIST OF ADMINISTRATORS**

<b>Academy/Nursery</b>	<b>AssessNET</b>	<b>Smartlog admin</b>	<b>Frontline admin</b>
Central Team	-	Alison Austin	Alison Austin
Etonbury Academy	Lorna Miller	-	Paul O’Grady
Gothic Mead Academy	Thomas Clarke	-	Thomas Clarke
Gravenhurst Academy	Debbie Randall Carol Davison	Debbie Randall Carol Davison	Debbie Randall Carol Davison
Langford Academy	Debbie Randall Paul Vince	Debbie Randall Paul Vince	Debbie Randall Paul Vince
Lawnside Academy	Clare Webb	Clare Webb	Clare Webb
Pix Brook Academy	-	-	n/a
Robert Bloomfield Academy	Lisa Lyon Steve Fox Louise Barnett	Sam Farmer Louise Barnett Flora Burt Steve Fox Andy McCarthy	Andy McCarthy
St Christopher’s Academy	Rebecca Tootell	Rebecca Tootell	Rebecca Tootell
Samuel Whitbread Academy	Tony Edwards	-	Tony Edwards
Best Nurseries (Shefford and Arlesey)	n/a	-	n/a

## APPENDIX 2 - SWA / PFI DELEGATED RESPONSIBILITIES

Areas	Executive Responsibility		Local 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