HEALTH AND SAFETY POLICY

Blessed Edward Bamber Catholic Multi Academy Trust

VERSION: 3.1

ADOPTED: AUTUMN TERM 25

NEXT REVISION: AUTUMN TERM 26

Blessed Edward Bamber
Catholic Multi Academy Trust

Proverbs 27:12

The prudent see danger and take refuge.

Version Control

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Previous versions

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1.1	TEM	Feb 2024	Changed Weapons Policy to Prohibited Items Policy
1.1	TEM	Oct 2024	Changes made to Appendix B Policy References
2.1	CEO	Sept 2025	No changes

This is a Trust-Wide Policy which applies to all academies within the Trust

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Statement

The legal requirement for a written safety policy is contained in Section 2(3) of the Health and Safety at Work Act 1974 which states –

"except in such cases as may be prescribed (fewer than 5 employees) it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out the policy and *to bring the statement and any revision of it to the notice of all his employees."*

The Health and Safety at Work Act places duties in respect of health and safety on employers and employees and on each person who has to any extent the control of the School premises. The Management of Health and Safety at Work Regulations 1999 extend these duties in various respects.

Each and every member of staff of Blessed Edward Bamber Multi Academy Trust (BEBCMAT) and its academies must recognise that, under the acts, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer in fulfilling its duties under the acts and supporting legislation as well as under this Health and Safety Policy and arrangements. The organisation and arrangements aim to fulfil the requirements set out in the following policy and its arrangements. BEBCMAT will ensure that sufficient resources are allocated by it and its academies, to ensure as far as is reasonably practicable, that employees, students, visitors and contractors are kept healthy and safe.

This Health and Safety Policy is the central document in each academy's health and safety management system. The Trust and therefore the academy's health and safety objectives are stated within the policy arrangements, and the policy is led by and designed to meet these objectives. Documents and procedures are, where appropriate, implemented to enact the policy, and are in turn led by the Trust and academy objectives. Documents and procedures issued in support of this policy will require the performance of specific tasks by particular employees. Again, these tasks can be delegated by the person/s identified in this policy, provided that he or she is satisfied that the task will be fully carried out.

This policy document gives details of the specific responsibilities of staff in the section entitled Arrangements. Each academy must produce a statement of responsibilities for their specific members of staff (academy arrangements). A copy of this policy document will be made available to all staff, both full-time and part-time visitors and all stakeholders.

BEBCMAT acknowledges that, as the employer, they are ultimately responsible for health and safety in each academy. BEBCMAT will ensure they are fulfilling their legal requirements and that persons using the premises are safe and levels of risk are reduced to acceptable levels. Overall operational management is delegated to the BEBCMAT Chief Executive. BEBCMAT appoints the Executive and Headteacher of each academy to hold overall responsibility for health & safety within their academy.

BEBCMAT is responsible for:

- Leading an effective health and safety culture which seeks to promote high standards of health and safety within the establishment;
- Integration of good health and safety management with business decisions
- Ensuring that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed.
- Ensuring that each academy has access to competent health and safety advice.
- Employees or their representatives to be involved in decisions that affect their health and safety.
- To ensure that contractors and agents of the academy are aware of and work towards the standards set out in BEBCMAT Policies.

- Ensure that all staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy.
- Identify the training needs of employees and arranging for training to be undertaken to ensure that they are 'competent' to carry out their activities
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities which are reported in order to make them safe.
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards.
- Ensuring that accidents, work-related ill health and violent incidents are reported and investigated as necessary and that there is effective first aid provision in place.
- Monitoring the standard of health and safety throughout the organisation.
- Ensuring that effective emergency procedures are in place.
- Ensuring effective control of contractors and sub-contractors undertaking building works on premises.

Note: in the absence of the Headteacher of an academy, day to day responsibilities will be delegated to another member of the Academy Leadership Team.

Signed on behalf BEBCMAT:

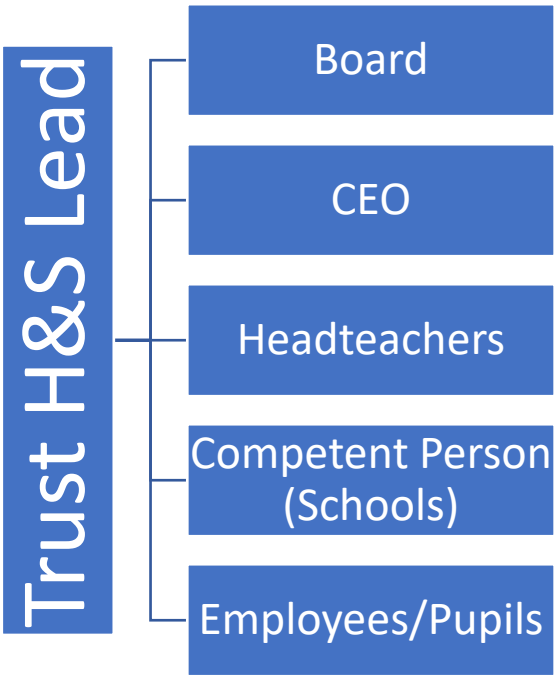
Helen O'Neill
CEO (BEBCMAT) Date: _____

Signed on behalf of BEBCMAT Directors:

Liz Kelly
Chair of BEBCMAT Date: _____

SIGNED COPY ON FILE

Blessed Edward Bamber Multi Academy Trust
Health and Safety Organisation Chart



The overall responsibility for health and safety rests at the highest level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work within BEBCMAT. This part of our Policy allocates responsibilities and provides a clear understanding of individuals' areas of accountability within BEBCMAT.

Health and Safety Responsibilities

3.1 BEBCMAT Board of Directors:

Are the designated persons with overall responsibility for ensuring our compliance with Health and Safety. The Board has overall responsibility for all operations and activities. Overall operational management is delegated to the BEBCMAT CEO and then through the Executive Team to the Headteacher of the academy.

3.2 BEBCMAT CEO:

Has responsibility for ensuring our compliance with health and safety legislation and delegates the responsibility for implementation to the BEBCMAT Executive and academy Headteachers.
BEBCMAT CEO will ensure that:

- Our health and safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required;
- Senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met;
- A system of communication and consultation with employees is established;
- An annual report on the safety performance of BEBCMAT is presented to the trustees.

3.3 BEBCMAT Trust Estate Manager:

is the designated person with responsibility for ensuring our compliance with Health and Safety legislation. They will ensure that:

- Our health and safety policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required;
- A health and safety plan of continuous improvement is created and progress monitored;
- Competent persons are appointed to provide health and safety assistance and advice;
- An adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition;
- Statutory examinations are planned, completed and recorded;
- There is regular communication and consultation with staff on health and safety issues;
- An effective training programme is established to ensure staff are competent to carry out their work in a safe manner;
- Safe systems of work are developed and implemented;
- Accidents, ill health and 'near-miss' incidents at work are recorded, investigated and reported;
- Safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff;
- Contractors engaged are competent, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures (dbs.);
- Effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving operations directors;
- A health and safety plan of continuous improvement is created and that senior management monitor progress against agreed targets;
- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements;
- Adequate insurance cover is provided and renewed (rpa);
- A positive health and safety culture is promoted and that senior management develop a proactive safety culture which will permeate into all activities undertaken and reach all personnel;
- Effective training programs have been put into place.

3.4 BEBCMAT Academy Head Teachers:

Have responsibility for ensuring our compliance with health and safety legislation and delegates the responsibility for implementation to ensure that those who have been assigned specific responsibilities in each academy for health and safety and premises responsibilities have been identified, this has been communicated, and adequate training or instruction has been given. They will ensure that:

- Sufficient competent persons are in place;
- They actively lead the implementation of our health and safety policy;
- They monitor their staff to ensure that they work safely, arrange increased supervision for new and young workers;
- Safe systems of work are developed and implemented;
- Risk assessments are completed, recorded and regularly reviewed;
- Accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported
- They communicate and consult with staff on health and safety issues;
- They encourage staff to report hazards and raise health and safety concerns;
- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner;
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented;
- Premises, plant and work equipment are maintained in a safe condition;
- Statutory examinations are planned, completed and recorded;
- Personal protective equipment is provided, staff instructed in its use and that records are kept;
- Adequate arrangements for fire and first aid are established;
- Any safety issues that cannot be dealt with are referred to the BEBCMAT trust estates manager for action;
- Welfare facilities provided are maintained in a satisfactory state;
- Health surveillance is carried out and records are kept;
- Contractors engaged are competent, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures;
- Health and safety notices are displayed;
- Agreed safety standards are maintained particularly those relating to housekeeping;
- BEBCMAT health and safety rules and procedures are followed by all.

3.5 Delegated Academy Competent Persons will ensure that in their areas of control:

- they implement our health and safety policy;
- they supervise their staff to ensure that they work safely, providing increased supervision for new and young workers;
- they communicate and consult with staff on health and safety issues;
- BEBCMAT health and safety rules and procedures are followed by all;
- they encourage staff to report hazards and raise health and safety concerns;
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff;
- any safety issues that cannot be dealt with are referred to the Health and Safety Team for action;
- safety training for staff is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner;
- safe systems of work are developed and implemented;
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported;
- personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement;
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures;

- risk assessments are completed, recorded and regularly reviewed, with any changes being brought to the attention of staff who may be affected;
- contractors engaged are competent, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures;
- health and safety notices are displayed;
- agreed safety standards are maintained particularly those relating to housekeeping.

3.6 Employees:

All employees must:

- Take reasonable care of their own safety;
- Take reasonable care of the safety of others affected by their actions;
- Observe the safety rules;
- Comply with the BEBCMAT health and safety policy;
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others;
- Dress sensibly and safely for their particular working environment or occupation;
- Conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks;
- Use all safety equipment and/or protective clothing as directed;
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others;
- Maintain all equipment in good condition and report defects to their supervisor;
- Report any safety hazard or malfunction of any item of plant or equipment to their supervisor;
- Report all accidents whether an injury is sustained or not;
- Attend as requested any health and safety training course;
- Observe all laid down procedures for processes, materials and substances used;
- Report all instance of absenteeism;
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

3.7 Pupils/Students

Pupils/Students, 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 and safety rules of the academy and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

3.8 BEBCMAT Health and Safety/Premises Committee

The Health and Safety/Premises Committee's responsibility is to facilitate communication and consultation on health and safety issues across BEBCMAT. They are responsible for ensuring that:

- There is regular communication and consultation with staff/union representatives on health and safety issues;
- Health and safety issues raised by employees are discussed and considered for action;
- Health and safety performance and standards are monitored;
- Trends in accident statistics across the organisation are identified and making recommendations for action;
- Health and safety Is promoted and new initiatives are considered to progressively improve standards in all areas;
- Employees are aware of significant changes to our health and safety policy documentation;
- All premises issues/reporting are discussed.

4. Arrangements

4.1 Absence due to illness

Students

Students are not expected to attend an academy when they are not well enough to do so whether as a result of short term, long term or recurring illnesses. Students should not be kept away from an academy when they are well enough to go to lessons or when they have minor ailments which do not prevent them from taking part in their education. Each academy has systems in place to enable parents/carers to report their child's absence because of illness. It is reasonable for an academy to ask the nature of the illness, ask the parent the expected length of absence and make arrangements for the parent to call the academy again if the situation changes.

BEBCMAT has the right to consider whether to accept the parent/carer's position with regard to medical absence as there are occasions when parents report parentally condoned absence to the academy as medical absence. If an academy has concerns that the illness may not either be genuine or warrant the amount of absence accruing, BEBCMAT will ask the parent to substantiate the illness by asking to see additional evidence.

All academies will address incidences of recurring absence where illness is given as a reason.

Each Academy decides whether to authorise absence and it can refuse to authorise absence if, after considering all the available information, it believes that the students' absence did not appear to be caused by genuine or proven illness. If an academy chooses not to authorise the absence it will notify the parent or carer of this. If after investigation and substantiated evidence accepts that a student was not well enough to attend the academy, the absence will be authorised and recorded.

Exclusion of academy activities

BEBCMAT has the right to consider whether to accept the parent/carer's position with regard to medical absence as there are occasions when parents report parentally condoned absence to the academy as medical absence. If an academy has concerns that the illness may not either be genuine or warrant the amount of absence accruing, BEBCMAT will ask the parent to substantiate the illness by asking to see additional evidence.

Employees

To Report all instances of absenteeism following the **Attendance Policy/Absence Management Policy**

4.2 Accessibility, access and egress

The academy must ensure the safe access and egress to and from all workplaces. The Head Teacher must ensure, so far as is reasonably practicable, the segregation of vehicular and pedestrian traffic and *that safe walkways are provided where appropriate.*

4.3 Accidents and incident reporting

All accidents must be reported using the Kym Allan Online Reporting system/Accident Books Headteachers are responsible for ensuring that there are specific arrangements in place within each department for accident reporting. It is the responsibility of each employee to ensure that accidents/incidents/near misses are reported in the appropriate way. BEBCMAT Lead Health and Safety must be notified of all major accidents and near misses. Each Academy will appoint a lead

administrator of the reporting system. All RIDDOR incidents will be fully investigated by BEBCMAT appointed Health and Safety and the HSE.

Accident Reporting and first Aid procedures (Academy). Accident, Incident and Investigation Policy and Procedures (BEBCMAT)

4.4 Administration of medicines

Medication is only administered to students when the parental consent form has been completed The medicine will be administered by a member of staff and appropriate records kept Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional. Medicines are kept in a locked cupboard in a secure place within the academy The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school. BEBCMAT Policy states that in no circumstances should staff administer prescribed medication on their own initiative or without the written consent of parents/carers.

Administering Medicines Policy (Academy)

4.5 Asbestos

- All staff have been made aware of the location of any asbestos in school
- All contractors must sign to say they have seen the register before starting work on site

Contractor Policy/Asbestos Management Policy (Academy)

4.6 Bullying

Employees

The Health and Safety Executive (HSE) strongly condemns any form of workplace bullying and harassment. It is recognised by the HSE that bullying is a form of organisational violence and, if not dealt with properly, is a potential source of work – related stress. Bullying is an employment issue, an equality issue and a health and safety issue.

Management of Stress Policy.

BEBCMAT works to ensure that a workplace bullying culture is discouraged by the introduction of meaningful policies, and support for staff. Bullying takes many forms and can occur in a variety of situations.

Students

BEBCMAT is committed to working with students and parents to provide a learning environment that is secure and supportive so that all individuals can develop academically and socially free from fear of ridicule, harassment or physical threat. Incidents of bullying will always be taken seriously and followed up by staff. Parents have an essential role to play in counteracting bullying. Where bullying is clearly identified, parents of both victim and perpetrator will always be contacted and the academy will seek to involve them in securing solutions.

Academy Anti – Bullying Policy

4.7 Chemicals safety (CLEAPSS)

(Control of Substances Hazardous to Health Regulations 1994)

Technicians in Science and Technology have received the appropriate training. COSHH regulations are followed and the documentation is regularly updated. Appropriate records are maintained. All equipment in the workshops and laboratories are regularly tested.

4.8 Class size

The Health and Safety at Work etc. Act 1974 places a general duty on the employer (BEBCMAT) to ensure, so far as is reasonably practicable, the health, safety and welfare of its staff and students. This means that it is BEBCMAT's responsibility to put such arrangements in place with regard to class size in practical lessons that the risk of harm be properly controlled, a process which should be done by means of a suitable risk assessment – as required by the Management of Health and Safety Regulations 1999. A risk assessment will entail a careful examination of hazards likely to exist, an assessment of whether the particular hazards are likely to harm anyone and what precautions need to be taken. BEBCMAT academies have specific legal duties to carry out risk assessments for all areas of workplace health and safety, and to appoint a 'competent' person or persons to carry them out. Decisions on class sizes might be influenced where appropriate support staff can be timetabled to assist during the course of practical sessions, for example with some aspects of equipment use and the collection of materials from stores and elsewhere. The Academy has a legal responsibility to carry out 'suitable and sufficient' risk assessments in all curriculum areas, including PE

Class Size: Physical Education

No statutory limit is placed on class sizes in PE lessons. In determining staff/student ratios, it is necessary to rely on health and safety legislation and in particular the risk assessment process (see below).In particular, when determining the size of teaching groups in PE, account should be taken of:

- The nature of the activity;
- The location of the activity –e.g. Indoor/outdoor; and
- The age, experience, maturity, competence etc. of the students.

Class Size: Design and Technology

DATA (www.data.org.uk) advises that at KS3, class sizes of 20 should normally be manageable, reducing to 18 at KS4 and 16 for post-16 classes. It furthermore suggests that determination of class size will "require the exercising of professional judgement by the Headteacher and the subject leader". Another authoritative source of guidance is British Standard 4163:2007 on safety in design and technology in schools. BS 4163:2007 states that 'in England and Wales the recommended maximum number of students in any one work area is 20 students with one competent, qualified teacher.' (para.3.1). the academy may choose to control the risk by another means but it must control the risk. For example, the academy may decide to employ extra staffing for one group in an area if the number exceeds 20.Moreover, BS 4163:2007 states that a risk assessment should be carried out to determine the appropriate number of students

Class Size: Other practical subjects

What matters is the nature of the activity and the circumstances in which it is being undertaken although some activities are inherently more hazardous than others, all practical activities can become hazardous in some circumstances due to factors such as age and ability of students, design of work areas, number of students etc.

4.9 Control of Hazardous Substances

The use of hazardous substances in each academy will be kept to a minimum The Lead Site Supervisor (with appropriate support from senior manager/SLT/Lead Science Tech/Cleaning Supervisor) will complete/obtain a COSHH assessment for all substances used on site. The associated procedures and control measures will be enforced. BEBCMAT complies with COSHH Regulations 2002. In practice that means that no work which is liable to expose any member of the BEBCMAT community to any substances hazardous to health unless a suitable and sufficient assessment of risk created by that work to the health and wellbeing of the community has been carried out and the necessary steps to mitigate against any assessed risks have been put in place.

- Determine control measures to minimise the risk of injury or loss;
- Define use and purpose of the substance;
- Define who is likely to come into contact;;
- Define emergency procedures;
- Define disposal arrangements.

Disposals of old chemicals are carried out by COSHH compliant contractors and any such work is documented by each academy.

4.10 Contractors

Management must ensure that where contractors are engaged on behalf of that:

- Contractors are competent;
- Risks to health and safety are assessed;
- Adequate control measures are taken by the contractors;
- Staff, students and members of the public are protected from the hazards and risks associated with work by contractors.

Management appointing contractors must ensure that there is appropriate consultation with the departments in control of premises.

4.11 Communication/Consultation

Head Teachers are responsible for ensuring that the BEBCMAT Health and Safety Policy, especially local arrangements, is communicated to staff and students at all levels. The H&S delegated/competent person will be responsible for disseminating information on health and safety issues within their academy/department or service. The academy should state how staff can access information such as outcomes of inspections and risk assessments and local procedures for health, safety and fire.

Health and safety should also be a regular item (at least once per term) from the agenda of staff briefings. The H&S Law poster should be displayed in prominent positions in all workplaces. Staff and students should be able to access H&S safety information online/televisions/staff noticeboard.

Where appropriate, staff briefings in the morning will be used to communicate health and safety information in order to keep staff and students updated on the preventative and protective measures taken by the academy. BEBCMAT HR will ensure that all new employees know where to find copies of the health and safety policy and all relevant policies.

4.12 Confined spaces

Work in confined spaces should be avoided unless it is not reasonably practicable to do so.

4.13 Covid-19

UKHSA/DFE Government

4.14 Display screen equipment (DSE)

For members of staff with 'desk based jobs' BEBCMAT procedure for carrying out workstation self-assessments on an annual basis will be followed. For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current BEBCMAT guidance on their use.

HSE Guidance for Display Screen Equipment

4.15 Drama

Staff and Technicians operating/tutoring on theatre lighting/equipment are competent by virtue of them holding a recognised training award or having received approved training.

- All theatre lighting and associated equipment is thoroughly examined and tested on an annual basis.
- All hired electrical equipment is within current certification (12 months);
- Staff erecting/using temporary access equipment are competent by virtue of them holding a recognised training award or having received approved training.

The use of the following equipment is under the control of a competent person:

- Smoke and Vapour effect units
- Lasers
- Strobe Lights
- Pyrotechnics

Risk Assessments for any activity where there is a significant hazard (whether involving Pupils, Teachers, Technicians or members of the public) are produced and documented to ensure that suitable *controls are implemented. These must be regularly reviewed to ensure they remain valid.*

4.16 Drugs/Alcohol/Substances

Any student/employee who reports for duty under the influence of alcohol or illegal drugs, brings an alcoholic beverage or illegal drugs into the school or consumes alcoholic beverages or illegal drugs while *on duty may be subject to disciplinary procedures.*

BEBCMAT Drug Policy

4.17 Educational visits

All off site trips and activities will be subject to approval of BEBCMAT Evolve. A risk assessment must be undertaken in the planning of all trips. The nature of the trip will determine the element of risk. All trips must use BEBCMAT EVOLVE. All trip organisers must produce documentation about the trip for the EVC and delegate a 'Head'. The Educational Visits Co-ordinator will be involved in educational visit management in order to ensure:

- Offsite Activities and Educational Visits, Regulations and Guidelines are followed;

- Ensure that the aims of the educational visit are achievable;
- Confirm that adequate risk assessments have been carried out;
- Support the Headteacher in the management of and evaluation of educational visits;
- Confirm the leadership of the visit group is appropriate, including the accompanying staff and volunteers.

4.18 Electrical installation

(Electricity at Work Regulations 1989)The fixed electrical installation is tested by maintenance contractors every 5 years. Following this check a certificate is issued to confirm the electrical installation is safe.

4.19 Electrical testing

(Electricity at Work Regulations 1989)

All electrical equipment is checked annually by qualified contractors appointed by the academy. Any concerns over the safety of electrical equipment must be brought to the attention of the academy Health and Safety competent person/Site Team member and/or BEBCMAT Head of Estates.

4.20 Emergency procedures

Serious or Major Incident

The Head Teacher is responsible for ensuring that appropriate arrangements are in place in case of a major emergency. They must ensure that the Emergency Plan is maintained, reviewed and exercised at appropriate intervals by the responsible competent person/s within the academy.

Lockdown Policy/Emergency Plan

4.21 Emergency procedures: Local

Head Teachers must ensure that there are appropriate arrangements in place in case of an emergency or crisis. This shall include such arrangements that are necessary for fire, bomb threat, chemical or gas release and spillage of chemicals or other substances and Inclement Weather.

Academy Emergency Plan

4.22 Employee health and wellbeing

BEBCMAT HR support the academy and staff referred as outlined in the Sickness Absence Policy

4.23 Environment

To maintain a healthy and safe environment any faults or issues relating to the fabric of academy buildings, equipment and anything that may affect people's safe use of the site should be reported without delay to staff and all employees and students to be made aware of reporting procedures.

4.24 Equality

BEBCMAT is committed to the promotion of equality of opportunity and good relations between persons of different racial groups, and rejects discrimination on racial grounds (colour, race, nationality or ethnic or national origins). It also rejects discrimination on other invidious grounds

(such as gender*, sexual orientation, age or disability) as incompatible with the purposes of the academy, and, through its policies and practice, seeks to promote equality of opportunity. BEBCMAT's approach towards ensuring equality of opportunity, including the racial, gender, and disability equality policies here stated, is to meet the law's requirements to fulfil its general and specific race equality duties and develop and implement appropriate race, gender and disability equality schemes.

Equality Policy

4.25 Expectant employee/new employee/student

In line with the Management of Health and Safety at Work Regulations, BEBCMAT is required to assess the workplace risks that may affect the health, safety and welfare of any pregnant staff or new mother. This risk assessment will outline the existing control measures designed to safeguard the staff member and unborn child as well as detail what further action needs to be taken to remove or reduce these risks from occurring. Pregnant staff or new mothers will be required to comply with any changes to their job design; activities etc. in line with any assessment actions, as well as inform their line manager of any concerns that may require the assessment to be reviewed.

4.26 Hazard/warning signs and notices

Employees/students must comply with all hazard/warning signs and notices displayed on the academy premises

4.27 Fire risk assessment (Regulatory Reform (fire Safety) Order 2005

Fire Risk Assessments are reviewed annually to examine the fire safety procedures and measures required in each academy. The full evacuation procedure within each academy will be rehearsed at regular intervals in the form of fire drills in order to identify any weakness in the evacuation strategy

Academy Fire/Evacuation Plan

4.28 Fire safety and evacuation of buildings

All fire exits have appropriate signage. Plans showing exit routes are displayed by the door of each classroom. A fire drill is practised and documented once a term Evacuation times and any issues which arise are reported to SLT. Fire extinguishers are checked annually. Designated person will ensure that fire safety measures, including fire risk assessments, fire drills, fire precautions, fire alarm systems etc. are in place and are maintained for all workplaces under their control. (Fire Precautions Act 1971, Fire Precautions (Workplace) Regulations1997) A separate fire safety policy and risk assessment has been produced for each academy. Head Teachers must ensure that there are adequate arrangements in place for the safe evacuation of staff and students from premises under their control in the event of an emergency. In the case of staff and students with impairments or disabilities, Personal Emergency Evacuation Plans (PEEPs) should be drawn up.

Academy Fire/Evacuation Plan

4.29 First aid provision

Head Teachers will ensure that there are adequate arrangements for first aid within workplaces under their control. This must include the availability of first aiders at all times during working hours including holiday and sickness cover.

Accident Reporting and first Aid procedures

4.30 Food technology

Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place. Staff must be satisfied that the tasks undertaken are appropriate for the students concerned.

4.31 Gas

All academy buildings have access to a gas supply which is fed from the mains. The effects of misuse or neglect of gas systems can be extremely serious. It is, therefore, particularly important for academies to consider potential risk when dealing with gas installation and gas fuelled equipment.

The risks associated with the use of gas are:

- Fire;
- Explosion;
- Exposure to the by-products of combustion, such as carbon monoxide

The main requirements of the above regulations are:

- To maintain gas installations in a safe condition;
- To have annual safety checks on fixed gas appliances. This does not include mobile or portable appliances, such as heaters which operate from a cylinder;
- Only to allow Gas Safe approved fitters to work on gas installations.

4.32 Glass and glazing

All glass in doors and side panels are to be safety glass. All replacement glass is to be of safety standard. Through continual assessment of the premises where there is low standard glass the glass will be covered with plastic film where necessary. All incidents of smashed glass should be dealt with immediately.

4.33 Hazards (Identification of) and substances

Headteachers must ensure, so far as is reasonably practicable, that all significant hazards within their academy are identified, properly assessed, the risks eliminated or controlled.

4.34 Health and Safety and Premises Committee

Within BEBCMAT there is a Health & Safety Premises Committee for consultation with regards to health and safety at work. Union appointed health and safety representatives may make representation to management on any matter affecting the health, safety and welfare of those they represent. Union appointed health and safety representatives may investigate potential hazards, dangerous occurrences and any health, safety or welfare complaint reported by those they

represent. Union appointed Health and Safety Representatives may periodically inspect the workplace. Union appointed Health and Safety Representatives may examine potential causes of accidents involving those they represent. Following an accident they may inspect the workplace, related statutory documents and represent their employee group in consultation with HSE inspectors.

4.35 Health and safety law poster

BEBCMAT have a legal duty under the Health and Safety Information for Employees Regulations (HSIER) to display the poster in a prominent position in each academy or provide each worker with a copy of the equivalent leaflet, which is also available in hard copy,

4.36 Health and safety signage

Formal health and safety signage throughout BEBCMAT academies conforms to the requirements of the Health and Safety (Signs and Signals) Regulations. All are compliant with the guidance contained in BS5378 with regards to colours, and BS5499 with regard to fire signage. Documented inspection records should be in place.

4.37 Health and safety training

Head Teachers are responsible for ensuring that all staff receive sufficient training to enable them to carry out their duties, so far as is reasonably practicable, without risk to health and safety. Site Leads must ensure that health and safety training needs are identified for each employee, a training schedule is developed and that training records are maintained. BEBCMAT Lead H&S will recommend identified training as required. The Competent person elected within each academy shall be responsible for co-ordinating training for site teams and cleaning operatives.

4.38 Housekeeping

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping.

It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.

The site team undertakes an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc.

The site team reports all hazards, obstructions, defects or maintenance requirements. If any spillages occur, these are dealt with immediately.

The academy is cleaned as per the cleaning schedule.

4.39 Induction/temporary staff

On taking up a new appointment, each academy has a duty to ensure that all new members of BEBCMAT staff receive an effective health and safety induction and understand or relevant information given. The new employee should be advised on BEBCMAT policies and procedures that will allow them to work safely, which will include arrangements for first aid, fire and evacuation etc. To ensure that all the relevant information is supplied the induction checklist should be used as a guide as to what should be covered. It is not practicable for this document to specify all associated

risks, hazards and variations in practice that could occur. Thus these should be used as a template, and modified, taking into account local surroundings and circumstances.

Temporary staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role.

Temporary staff are directly accountable to the Headteacher whilst on the school site.

Induction Form

4.40 Infectious diseases

When people live or work closely together they are more at risk from spreading infections and diseases. When a person has an infectious illness/disease strict precautions will be observed. It is BEBCMAT policy to:-

Train staff so they are aware of any risks and precautions to be taken to prevent the spread of infection/disease.

Provide preventative measures such as personal protective equipment (PPE), training and procedures.

Record all incidents of infection/disease

Report notifiable infections to the local enforcing authority.

Infection Control Policy

4.41 Insurance RPA (Risk Protection Agency)

All employers must have specific insurance to provide compensation to employees following successful civil law claims for damages in the event of work related injury or damage to health.

The risk protection arrangement (RPA) is an alternative to commercial insurance for academy trusts. Under RPA, the UK government covers the losses instead of commercial insurance.

4.42 Investigation

All accidents/incidents and dangerous occurrences are investigated, a report is produced and the necessary corrective action is taken. Assistance with accident investigation is available from the BEBCMAT Lead Health and Safety. Competent investigators must be appointed at each Academy investigating and reporting all work related accidents, incidents, ill health and near misses as required or directed by BEBCMAT Lead H&S, with the aim of preventing recurrence.

Accident Reporting and Investigation Policy

4.43 Legionella and water management

BEBCMAT complies with the requirements of the Approved Code of Practice (L8). Monthly inspections are carried out and are recorded.

All non-routinely used outlets (taps/showers) that have been identified are regularly flushed and also flushed throughout the academy holidays and logged. A Risk Assessment will be carried out as required.

4.44 Lettings

Organisations must provide a risk assessment of the activity being undertaken, Liability Insurance, and, if applicable, DBS. A contract of behaviour must be signed and a signed agreement confirming that organisations must be prepared to abide by the academy policies and arrangements. In most cases the Site teams of each academy will be the liaison with external organisations.

4.45 Lifts and hoists

All passenger lifts and hoists for disabled students are inspected by a competent engineer on a six monthly basis. Lifting equipment not used to lift people is inspected on an annual basis.

4.46 Lightning protection

Lightning protection is fitted to some academy buildings as necessary. It is subject to annual inspection by specialist contractors. Full details are available from each site affected.

4.47 Local duties

Members of staff will be tasked to carry out certain health and safety management or supervisory duties on behalf of their academy and BEBCMAT.

These may include:

- Academy/Health & Safety co-ordinators
- Safeguarding H&S
- Workplace management co-ordinator
- First Aid co-ordinator
- Accident Investigation Officers
- First Aider(s)
- Evacuation Officer
- Fire Wardens
- COSHH Supervisors
- Laboratory Responsible Persons

Any member of staff appointed to such a position must have the sufficient authority to carry out their duties and will have access to report to the person responsible for overseeing that function. In addition, adequate training, time and resources will be made available in order for them to carry out their duties effectively.

4.48 Local management of health and safety

The Head Teacher is responsible for ensuring that organisational arrangements for health and safety within their academy are put in place. BEBCMAT Lead Health and Safety will oversee the management of health and safety within the BEBCMAT organisation. At academy level Head Teachers must ensure that a competent person/s is appointed and trained to a suitable training standard and has sufficient time to carry out their duties. Local academy arrangements will include: risk assessments, local health and safety procedures inc. fire plan, fire RA, Inclement weather management and employee consultation health and safety training records. Competent members of staff will be tasked, by the Headteacher, to carry out certain health and safety management or supervisory duties on behalf of their academy and BEBCMAT.

4.49 Lone working

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. Lone working is not where individuals experience transient situations in which they find themselves alone, but where individuals are knowingly and foreseeably placed in circumstances in which they undertake work activities without direct or close supervision.

In practical terms, persons are considered to be working alone if they have neither visual nor audible communication with someone who can summon assistance in the event of an accident or illness.

Under the Health and Safety at Work etc. Act 1974, BEBCMAT as an employer has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees. There is also contained in the legislation a general duty of care to protect students and members of the public. These requirements are applicable to all work situations, including where staff (and others) are working alone or outside normal working hours.

Lone Working Policy

4.50 Maintenance/inspection of equipment

All statutory compliance checks of equipment, machinery and other facilities will be carried out with suitably qualified contractors as detailed by the Lead site Supervisor/competent person at each academy. The items to be inspected and frequency will be detailed in the academy audit schedule. The records will be held by the academy and Central Services.

4.51 Managing/supporting and administering medication to pupils/students

The Children and Families Act 2014 Section 100 includes a duty for schools/academies to support children with medical conditions. Where children have a disability, the requirements of the Equality Act 2010 will apply. Where children have an identified special need, the SEN Code of Practice will also apply. All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.

4.52 Manual handling

(Manual Handling Operations Regulations 1992)

All heavy lifting should be handled by the Site team, who have received the necessary training and have the appropriate equipment.

4.53 Members of the public and visitors

BEBCMAT must take such care as is reasonable in the circumstances to ensure the health and safety of members of the public and visitors to an academy In order to meet these responsibilities, the academy must take such steps as is reasonable to: -

- Provide safe access/egress;
- Control work processes such that visitors are safeguarded against hazards presented to them by the academy's activities;
- Control hazardous areas by means of excluding or restricting access.

Visitors Policy

4.54 Members of the public becoming volunteers

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis, should contact the Headteacher's PA in the first instance. All our Volunteers will need to have Enhanced DBS clearance and be able to provide the details of two referees.

Volunteer Policy

4.55 Members use of academy premises (Lettings)

Organisations must provide a Risk Assessment of the activity being undertaken, safeguarding, liability insurance and, if applicable DBS. A contract of behaviour must be signed, fit for purpose activity forms completed and agree to abide by the Lettings policy. Food and Drink are not allowed in all activity areas. These organisations must be informed of our policies and must be prepared to abide by them. In most cases the Site Team will be the liaison with external organisations.

4.56 Minibus

BEBCMAT minibuses are a valuable resource, which helps to provide students with access to visits and off-site residential, as well as to numerous other extra-curricular activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use. The aims are to provide clear procedures relating to use of BEBCMAT Minibuses and to ensure that all users of BEBCMAT Minibuses are aware of their legal responsibilities.

Minibus Policy

4.57 Monitoring

To monitor the effectiveness of the BEBCMAT Health and Safety Policy internal 6/12 monthly audits of each academy take place. These inspections are carried out by the competent person/s at each academy. A written record of each inspection and subsequent remedial action is kept and available for scrutiny.

Additionally, informal checks of the workplace are undertaken on a regular basis including checking of means of escape, fire doors, fire extinguishers, weekly testing, water etc. and 6 monthly/annual servicing records of facilities equipment. BEBCMAT Lead Health and Safety will oversee all inspections and conduct audits.

Regular monitoring is conducted through the Health and Safety/Premises meetings. Formal and informal inspections as well as checks of high risk areas such as workshops are carried out regularly at each academy to ensure that all working procedures detailed in the guidelines and risk assessments are followed e.g. the use of guards on machines, the use of PPE. Each academy is advised to conduct a periodic examination of documents such as risk assessments and training records and to make sure suitable arrangements are in place. Each academy is subject to external audits. These audits mainly focus on a detailed examination of the systems that are in place to effectively manage health and safety within the academy and also check compliance with the BEBCMAT Health and safety Policy by carrying out a tour of selected (by the auditor) areas within the trust. The BEBCMAT H&S Action Plan is used to identify health and safety objectives and room for improvement. It provides a timetable to ensure that these objectives are met. Monitoring performance is an essential part of effective health and safety management. It involves checking that arrangements and systems are working as they should, for example that:

- Physical controls are in place and working;

- Staff have done what they are supposed to do; and
- Review procedures are working.

BEBCMAT H&S Action Plan (not a policy)

4.58 Noise and vibration

Where local assessments indicate that noise or vibration levels may be significant, BEBCMAT Lead Health and Safety should be consulted and a quantitative assessment will be carried out, where indicated. Risk assessments must be reviewed and areas re-surveyed following changes to equipment or noise action levels.

4.59 Occupational health

Advice should be sought, where necessary, from BEBCMAT HR in connection with occupational health matters including health surveillance.

4.60 Personal protective equipment (PPE)

Where risks cannot be controlled at source, appropriate personal protective clothing and/or equipment will be provided free of charge. (HSWA and Personal Protective Equipment at Work Regulations 11)

4.61 Permit to work

A Permit to Work system must be used as a Safe System of Work for activities which are determined to present a relatively high level of risk and cannot be controlled by other means. High risk activities include:

- High Voltage Electricity;
- Hot Work (welding, burning and cutting);
- Confined Spaces.

4.62 Physical education

Head of Department shall ensure that:

Supervising Teachers have the appropriate qualification/training for the activities taught as outlined in the afPE Publication: Safe Practice in Physical Education, School Sport and Physical Activity (2016).

Risk Assessments are undertaken for activities within Physical Education, School Sport and Physical Activity.

Gym equipment is within the current test period and adequately maintained and inspected before use. The inspection shall be organised on behalf of the school by the Lead supervisor/business manager.

Pupils using PE equipment are adequately supervised... The Class Teacher shall ensure that:

They carry out a cursory visual check of equipment and the playing surface/area prior to the commencement of Physical Education activities.

Pupils using PE equipment are adequately supervised.

Areas used for physical education, school sport and physical activity are thoroughly inspected and any necessary preparation works carried out prior to the class commencing. This includes ensuring that landing areas such as sandpits are raked and softened and playing fields are cleared of obvious debris immediately prior to use.

Goalposts (rugby/football) are checked before use and on a regular basis.

4.63 Planning and development

Development works must, where applicable, be planned, designed and conducted in accordance with the requirements of BEBCMAT. BEBCMAT shall be responsible for ensuring that risk assessments are conducted for all planned developments and that the risks identified are taken into consideration in any subsequent plans and designs. Designs must take into account the proposed use of a facility including, where appropriate, risks to vulnerable groups such as the disabled or the very young and be constructed according to the appropriate standards approved under the Building Regulations.

4.64 Plant

Systematic inspections of plant and equipment will take place at appropriate intervals to ensure the effective operation of workplace precautions. BEBCMAT, as an employer, will provide equipment for use, from hand tools and ladders to electrical power tools and larger plants. Each academy will demonstrate that arrangements are in place to make sure they are maintained in a safe condition. Maintenance on plant equipment is carried out to prevent problems arising, to put faults right and to ensure equipment is working effectively.

Maintenance will be part of a scheduled servicing programme or may have to be carried out at short notice after a breakdown.

The provision and Use of Work Equipment Regulations 1998 (PUWER) require work equipment and plant to be maintained so it remains safe and the maintenance operation is carried out safely in our academies.

4.65 Play equipment

Fixed outdoor play equipment is designed and installed by a competent contractor who operates within the requirements of BSEN 1176 and BSEN 1177. A post installation inspection of new fixed outdoor play equipment shall be undertaken by an independent organisation, in consultation with property support/school surveyors.

Whether new or existing fixed outdoor play equipment, the Headteacher shall ensure that:

Risk assessments are conducted to identify the hazards, determine suitable precautions and help devise the management system for the fixed play equipment. Certain play equipment may become slippery in cold or wet conditions; these items of equipment should be identified as part of the risk assessment process and sufficient precautions put in place to make them safe for use or place out of action if it is not possible.

Operational procedures are in place that define the arrangements around the use of the

equipment. These arrangements must be communicated to staff and pupils and should specify the level of supervision for each area.

4.66 Playground supervision

Appropriate levels of supervision will be maintained in playgrounds as described in the academy playground risk assessment.

4.67 Public events and entertainments

Academies must ensure, as far as is reasonably practicable within their control, that all entertainment events occurring at an academy are safe and without risk to safeguarding, health and welfare. Risk assessments must be conducted for all major events including those organised and managed by external bodies. Management in control of premises must ensure that all events are properly licensed by the relevant statutory authority and that any restrictions or directions given by the relevant statutory authority are complied with. Entertainment events shall be controlled, where appropriate, by such means as marshalling, signage, supervision and security.

4.68 Preventing extremism and radicalisation

Any prejudice, discrimination or extremist views, including derogatory language, displayed by students, staff, visitors or parents will always be challenged and addressed. The school will work with other agencies, including Social Care, the National College for Teaching and the Police as necessary and appropriate.

Preventing Extremism and Radicalisation Policy

4.69 Prohibited Items

The **Prohibited Items Policy** for the Academy under the BEBCMAT organization outlines strict regulations regarding items that are banned on or around the Academy premises and during Academy activities. The primary reasons for this policy are to ensure safety, prevent incidents like bullying or injuries, and maintain a positive educational environment.

Prohibited Items Policy

4.70 Risk assessment/Risk list

Each academy will maintain a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds

They are all available on the academy group/shared drive for staff to inspect and refer to as necessary. The Head Teacher and delegated H&S Lead at the academy will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments All risk assessments are reviewed regularly (except risk assessments for school trips which should be reviewed each time the trip takes place)

4.71 Risk: Hierarchy of controls

Each academy must ensure that the most appropriate and effective method or methods of risk control are utilised in eliminating or managing risks.

The 5 Steps to Risk Assessment are:

1: Identify the Hazards.

2: Decide Who Might Be Harmed and How.

3: Evaluate the Risks and Take Action to Prevent Them. 4: Record Your Findings.

5: Review the Risk Assessment.

Each Head of Department/Responsible Person/SLT must ensure that all operations and activities within their area of responsibility are assessed locally for risks to health and safety and adequate control measures put in place to ensure that all significant risks are adequately controlled. Risk assessments must be reviewed, and whenever there are significant changes to such operations

4.72 Risk: Assessment (task)/Risk control measures

Each Head of Department/Responsible Person/SLT must ensure that all operations and activities within their area of responsibility are assessed locally for risks to health and safety and adequate control measures put in place to ensure that all significant risks are adequately controlled. Risk assessments must be reviewed, and whenever there are significant changes to such operations.

4.73 Risk: Factors (special)

The following special risk factors should be taken into consideration when risks assessments are conducted:

- Age, Gender, Health
- New or Expectant employee Young Persons at Work
- Staff and Students with Impairments and Disabilities EYS

Risk assessments must be reviewed when a new member of staff or student from a vulnerable group such as those with disabilities joins the academy.

Equality Policy

4.74 Review of risk assessments

BEBCMAT Lead Health and Safety will check that local risk assessments are reviewed or whenever there are any significant changes to the work or legislation.

4.75 Safe access and egress

Each academy must ensure the safe access and egress to and from all workplaces. The designated person in the academies will audit and monitor the segregation of vehicular and pedestrian traffic on all BEBCMAT property and that safe walkways are provided where appropriate and report any findings to the Trust Estates Manager.

4.76 Safeguarding: Child protection

To inform all adults working or volunteering within BEBCMAT

To support the development of safe environments for students to learn, develop and grow

Procedures to report safeguarding

To safeguard children from extremism and radicalisation and to support PREVENT strategy

Safeguarding Policy

4.77 Science

It is the duty of all members of the science staff, i.e. teachers/supply staff who work in the department occasionally, technicians and other support staff:

- To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions during work;
- To be familiar with the BEBCMAT Science Policy by periodic reference to it
- To look out for revisions
- To follow its provisions
- To co-operate with other members of staff in promoting health and safety.

Head of Department shall ensure that:

- A Science Department Health & Safety Policy is developed and maintained, documenting the arrangements that are in place within the Department. The Departmental Policy should be provided to all members of staff, i.e., Teachers, Technicians, Trainees, etc, working within the Department on a recorded basis.
- Teaching staff and Technicians have access to CLEAPSS Science Handbook and CLEAPSS Hazards and other CLEAPSS guidance and teaching resources.
- Risk Assessments for any activity where there is a significant hazard (whether carried out by the Pupils, Teachers or Technicians) are produced and documented to ensure that suitable controls are implemented. These must be regularly reviewed to ensure changes in legislation. The findings of the risk assessment must be communicated to all relevant staff on a recorded basis.
- They undertake audits of the Science Department, on at least an annual basis, to ensure that it is running effectively and safely. An audit of teaching, preparation and store rooms, and the equipment within them, will help identify the nature of hazards, and risks which result from using equipment and rooms. The audit will also help pinpoint where action is needed to reduce the risk and the outcomes of the audit be addressed, to minimise risk.
- Equipment, including fume cupboards, are adequately maintained and tested by a competent Engineer and are within the current test period.
- An up-to-date list of chemicals used in the department, their amounts, location and hazard classification is maintained.
- Each member of staff is issued with employee guidelines on Safety in Science Laboratories which can be found in the CLEAPSS Science Laboratory Handbook.
- The CLEAPSS Hazards are kept up to date and COSHH assessments have been carried out where required.
- The gas pipework is visually inspected annually by a competent person and a programme to check soundness of gas supply pipe work is completed once every five years.

4.78 Science: Equipment and resources

Fume Cupboards – COSHH regulations –testing

Radioactive Sources – (Where applicable) RPA. The local rules for the use of ionising radiations have been adapted from the CLEAPSS model in consultation with the RPA

Pressure vessels (Where applicable) Autoclaves, pressure cookers and model steam engines need periodic inspection under the Pressure Systems Safety Regulations. Inspection should take place annually.

Chemicals – The task of arranging safe storage of chemicals (and where necessary disposal), including highly-flammable liquids, in accordance with the requirements of the Dangerous Substances and Explosive Atmosphere Regulations (DSEAR) is given to the science technician at each academy (Where applicable) who will ensure that chemicals are stored securely, the risks of fire, explosion and spillage are minimised, labels are readable and that a spill kit is available and properly replenished.

4.79 Security

This document identifies the key elements of BEBCMAT security management system and the ways in which the security of students, staff, governors, contractors and visitors is applied. It is essential that risks to their security are properly controlled through an effective security management system and commitment at all levels.

4.80 Slips, trips and falls

The potential for slips trips and falls within each academy has been risk assessed and appropriate controls have been put in place. This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

4.81 Snow and ice

A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions**.** If it becomes impossible to keep these routes clear the Headteacher is informed immediately and this information contributes to any decision to close the academy.

4.82 Stress at work

It is the policy of BEBCMAT to take all reasonable and practicable steps to safeguard the health and safety of its employees at work. BEBCMAT recognises that excessive levels of stress, especially if endured for long periods, can lead to ill health. While BEBCMAT have no control over external factors, the objectives are to:

Identify sources of harmful levels of stress and prevent, as far as is reasonable and practicable, employees being exposed to harmful levels of stress at work

Enable staff to recognise, at an early stage, problems which might be related to harmful levels of stress

Provide support for those who are suffering ill health due to work related stress and provide assistance

4.83 Students/pupils (With exceptions nursery/EYS)

All students are expected to:

- Exercise personal responsibility for safety of themselves and others
- Observe standards of dress consistent with safety and hygiene

- Observe the safety rules of BEBCMAT including the emergency evacuation procedures
- To tell a member of staff as soon as possible if they become aware of any health and safety issue to another student or person.

4.84 Supervision of students/pupils

Sensible, safe behaviour will be promoted to students by all members of staff. Dangerous or risky behaviour displayed by students will be addressed and dealt with within the academy rules. Students will only be allowed into or stay in classrooms under adult supervision appropriate supervision of cloakrooms and toilet access will be in place at busy times

4.85 Temperature

Surveys (to measure both high and low temperature levels) are carried out on request with the aid of a temperature logger

4.86 Traffic management

Each Academy will endeavour to:

- Segregate access vehicular and vulnerable (pedestrians & cyclists) traffic
- Design-out vehicular and vulnerable traffic route conflicts, both at access and on-site
- Wherever possible avoid same-access for all

4.87 Training, information, instruction, and supervision

Health and Safety Training Needs are assessed as part of an individual's annual review**.** Training needs may also be identified as part of a risk assessment process. Headteachers are responsible for ensuring that all staff receive sufficient training to enable them to carry out their duties, so far as is reasonably practicable, without risk to health and safety. The Head Teacher must ensure that health and safety training needs are identified for each employee, a training schedule is developed and that training records are maintained within the academy. Refresher training must also be carried out when appropriate. Employees must be given comprehensible information, instruction, training and supervision necessary to ensure their health and safety and that of others. [HSWA, MHSW and other regulations e.g. COSHH].

4.88 Violence at work

A risk assessment has been carried out for violence at work and lone working - separate policies and procedures are in place. All staff must report to their line manager/Headteacher any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported via the School's on-line incident reporting system.

Abusive Parents Policy

4.89 Volunteer

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis, should contact the Headteacher's PA in the first instance. Prospective volunteers will then be invited to have an informal chat about the voluntary opportunities available and what each role involves. All our

Volunteers will need to have Enhanced DBS clearance and be able to provide the details of two referees.

Volunteer Policy

4.90 Wellbeing

Our health and safety at work is not only determined by the physical environment we work in, but also by the nature of our work, our emotional wellbeing, fitness, our relationships and

issues from outside work that impact on physical and mental wellbeing. BEBCMAT considers staff wellbeing by ensuring staff have access to support. Additional support and risk assessments are put in place dependent on the individual needs of the members of staff. Team BEBCMAT has been developed as a management tool to identify and address work related stressors and team resilience skills such as good communication, positive work relationships, dignity and respect between colleagues, fair and appropriate performance management etc.

4.91 Welfare

Sufficient toilet facilities are available for both employees and students, which include adequate hand washing/hand drying facilities. Students have access to drinking water throughout the day. There is adequate provision of heating, lighting and ventilation which is monitored and maintained by the (Lead Site supervisor/Trust Estates Manager/BEBCMAT Premises Committee). All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.

4.92 Working at height

Working at heights risk assessments have been completed. Appropriate record keeping and safe systems of work are kept in the working at heights file. All site/caretaking staff who undertake working at heights have been on a half day training course. Work at heights must be avoided so far as reasonably practicable from untrained employees.

4.93 Workplace risk assessment

All workplaces will be assessed to ensure so far as is reasonably practicable that they are safe and without risks to health and with facilities and that arrangements are adequate for the welfare of those persons using the premises.

4.94 Work equipment

Lead Site Supervisor/Head of Departments/must ensure that the risks to health and safety in the operating and use of equipment at work are properly assessed and controlled in accordance with the Provision and Use of Work Equipment and other applicable regulations must ensure that equipment used is designed and constructed in compliance with the essential requirements of any relevant European Community directives and the Provision and Use of Work Equipment Regulations (HSE) and is suitable for its intended use.

4.95 Workplace equipment maintenance

The Academy/Lead Site Supervisor must ensure that any plant and machinery within their control or responsibility is properly maintained and, so far as is reasonably practicable, is safe to use.

4.96 Work placement

A risk assessment must be undertaken in the planning of all work placements. The nature of the work placement will determine the element of risk. The academy/external approved provider will carry out the Risk Assessment. Procedures will follow the guidance contained in BEBCMAT Safeguarding Policy.

4.97 Workplace inspections

Delegated Competent Persons from each academy must ensure that regular housekeeping inspections and statutory inspections are carried out and evidenced to ensure workplaces are maintained to a sufficient standard especially with regards to means of escape and fire safety.

4.98 Workplace Management

The Headteacher must ensure that there are organisational measures in place within their academy to ensure their academy is safe as far as is reasonably practicable.

The Headteacher must ensure that a member of staff is given the responsibility for the co-ordination of workplace health and safety matters for each workplace occupied by the academy, including parts of buildings and shared workplaces. This co-ordinator must, amongst other things, ensure that the workplace is maintained with respect to the lighting, electrical installation, heating and ventilation, that there is a system in place for workplace risk assessment, reporting defects and, in the event of a shared workplace, that there is appropriate liaison with other building users. This role may be combined with that of the Lead Site Supervisor but only where the Lead Site Supervisor is able and competent to carry out this role.

4.99 Workplace statutory examinations

All Staff/Heads of Department must ensure that all equipment within their control, and which is to be maintained by the academy, is notified to the Lead Site Supervisor/Business Manager for inclusion in the testing regime. The academy site team must ensure that all equipment requiring statutory testing receives periodic testing at the appropriate time. Each academy must ensure that a register of all equipment owned and/or maintained by the trust which requires statutory testing is maintained.

Appendix A - Overview of BEBCMAT Health and Safety Policy

The statutory responsibility for ensuring the health and safety of students, Staff and Visitors, so far as is reasonably practicable, lies with the BEBCMAT Trust.

BEBCMAT will ensure, as far as is reasonably practicable, that students, staff and visitors are not exposed to risks to their health and safety in an academy and during off-site visits. BEBCMAT will have a health and safety policy and arrangements to implement it. BEBCMAT will assess the significant risks of all activities, introduce measures to manage those risks and tell their employees about the measures.

BEBCMAT has the power to ensure that its health and safety policy is carried out. It will provide health and safety guidance to academies and ensure that staff members who are delegated tasks such as risk assessment and risk management are competent to carry them out. If risk assessment shows that training is needed BEBCMAT will make sure this takes place. BEBCMAT will fulfil its statutory duty by monitoring how well its academies and staff are complying with its Health and Safety Policy and associated policies.

Employees have health and safety duties as well as employers. This reflects the fact that for good safety management it is essential for the employer and employees to work together.

Staff must:

Take reasonable care for the health and safety of students while at work

Co-operate with their employer and the Headteacher as far as necessary to enable compliance with the above duties.

Follow instructions from the employer on health and safety matters

Carry out activities in accordance with school policies, training and instructions.

Inform delegated staff of any serious risks or hazards.

It shall be the duty of every employee whilst at work:-

'To take reasonable care of their own health and safety and of any other person who may be affected by their acts or omissions and to co-operate with their employer so far as is necessary to enable BEBCMAT to meet their requirements with regards to any statutory provisions'

The expectation is that all employees and stakeholders familiarise themselves with the full

BEBCMAT Health and Safety Policy

Appendix B Policy Reference:

BEBCMAT Expected Behaviour of Parents & Visitors

BEBCMAT Lone Working Policy

BEBCMAT Prohibited Items

BEBCMAT Safeguarding Policy

BEBCMAT Sickness Absence Policy

LOCAL: Academy Lockdown Policy, Academy Emergency Plan, Academy Fire/Evacuation Plan, Academy Inclement Weather Plan, Safe Systems of Work, Lift Usage, Playground Safety Policy, Lift Usage, Administering Medication.