

BEDFORD
CATHOLIC
SCHOOLS
A TRULY UNIQUE JOURNEY

Health and Safety Policy

COMMITTEE:	Catholic Life
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Introduction

This is the Bedford Catholic Schools Trust over-arching Health and Safety policy and must be implemented and adhered to in each academy within the Bedford Catholic Schools Trust (BCST)

St Thomas More Catholic School
St John Rigby Catholic School
St Joseph and St Gregory's Catholic School

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Comment [AW1]: SJG feedback:

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Managing behaviour
New & expectant mothers
Vehicle use

On list, not detailed in document.

Section One: HEALTH AND SAFETY POLICY STATEMENT

The Board of Directors of Bedford Catholic Schools Trust (BCST) are responsible for the management of the premises it occupies and for the services it provides.

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

The Board of Directors 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 Bedford Catholic Schools employees;
- all employees are made aware of their own responsibilities through staff induction to take reasonable care for their own health and safety, and that of others who may be affected by their activities or failure to act
- we provide a means of consultation on relevant health and safety matters for all our employees and pupils/students (see page 8 – Staff and Trade Union Consultation)
- this policy will be reviewed annually, updated where necessary and any revisions brought to the attention of the Headteachers and all employees.

Section Two: ORGANISATION AND RESPONSIBILITIES

Health and Safety is considered to be a collective and devolved responsibility of every BCST employee, who are expected to take ownership for adherence to this policy. BCST 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.

Board of Directors Responsibilities

- To be accountable for ensuring health and safety compliance
- Nominate a Health & Safety Director to have a local overview in each school and to liaise termly with the Headteacher/Delegated SLT member 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 are 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

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

Headteacher and SLT Responsibilities

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

The Headteachers 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 are 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.
- Notify the Chair of Directors of any correspondence from any enforcement agency OFSTED, Police, HSE, EHO or Fire Service.
- Prepare a summary report for ASIG on its H&S performance and findings.

School Line Manager Responsibilities

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

- Familiarising themselves with the BCST health and safety policy
- Ensuring persons, they supervise are inducted and aware of any hazards in their workplace
- Ensuring all employees, they supervise know what to do in the event of a fire or other emergency
- Ensuring that all employees they supervise know the whereabouts of first aid facilities
- Investigating accidents to ascertain the cause and to eliminate recurrence if within their competence
- Ensuring all safety rules are observed and that safety equipment is worn or used where appropriate
- Ensuring all defects in the workplace they are responsible for are promptly reported and rectified
- Maintaining good housekeeping standards
- Ensuring classroom and teaching practices comply with health & safety protocol and policy
- Highlighting any health and safety concerns to the Headteacher or Site Manager
- Highlighting to the Headteacher any training needs of staff identified from the performance review system.
- Ensure that they keep up to date with new Health & Safety legislation or guidance applicable to their specific area of expertise e.g. Design & Technology, Science, Physical Education, Managing Contractors, Working at Height, Asbestos, Legionella, and attend training where appropriate to enable them to do this.

Site Manager/Agent Responsibilities

Site Agents are responsible for:

- To work with the Headteacher/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.
- Ensure fire precaution requirements are in place and up to date.
- Ensure compliance on disability access for staff and pupils.
- Reporting back to the Headteacher 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 Headteacher/School Business Manager.
- 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.

Special Obligations of Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid, accident/ incident reporting and other emergencies, and to carry them out, applying the same principles to include off-site activities, work-placements and educational visits and journeys.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.

- Ensure the correct use of personal protective equipment and guards where necessary.
- Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to safe systems of working, plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department.
- Ensure that they keep up to date with new Health & Safety legislation or guidance applicable to their specific area of expertise e.g. Design & Technology, Science, Physical Education

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 Headteacher or Site Manager any suspected faults with fire appliances, e.g. discharged fire extinguishers, etc.

In particular they must:

- Make one-self familiar with and conform to health and safety procedures at all times.
- Wear appropriate safety equipment and use appropriate safety devices as necessary.
- Conform to all instructions given by those with responsibility for health and safety.
- Report hazards, accidents, faults, defects, damage, etc. to the designated Headteacher 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 School, and, 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

Staff and Trade Union Consultation

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

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

Monitoring of Health and Safety

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

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 Trustee along with the Headteacher/School Business Manager/Site Manager will conduct once a term inspection of each school and record any obvious defects on the standard *Health and Safety Inspection Sheet*. Completed forms are forwarded to the Headteacher and shared at Catholic Life Committee meetings. 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).

Training

Each Headteacher 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.

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

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 School authority. Any person, who intentionally or recklessly misuses, removes, interferes with or damages safety equipment (see definition below) may be liable to prosecution under the Health and Safety at Work Act 1974.

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

Appendix 1 - Academy Delegated

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

SECTION 3

GENERAL HEALTH & SAFETY ARRANGEMENTS (A-Z)

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

Accident Procedures

See separate Accident reporting procedure.

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

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

When the form has been signed by the Headteacher the online accident reporting system administrator will input the details onto AssessNET system.

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

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

The Headteacher will provide analysis of accidents/incidents for inclusion in H&S report to ASIG on a termly basis.

Administration of Medicines

See separate Managing Medications Policy

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

Asbestos

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

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

All contractors shall be referred to the asbestos register before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the log-book before commencing work and sign the permit to work sheet.

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 Managing Pupils with Medical Needs policy and Trust Disciplinary Procedures)

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

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

Behaviour Management Policy

See separate Behaviour Management Policy

Buildings and External Areas

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

Catering

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

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

Contractors

The presence and work of contractors on our premises is the responsibility of the relevant School Headteacher and Site Manager/Agent. Contractors are responsible for familiarising themselves with all relevant health and safety procedures. Working practices adopted by contractors will be monitored by the designated Headteacher/Business Manager/ 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 Headteacher or Head of Projects and Capital. All Contractors must report to the Reception Office on arrival at the School and be escorted accordingly whilst on site.

Cleaning and Housekeeping

In order to assist the cleaning teams to do their task thoroughly all employees are expected to maintain tidy workspaces and as clear as is practicable work surfaces, and ensure gangways, corridors etc, within their work area and classrooms are clutter free and have no obstructions or hazards. If there are concerns or any requirement to have cleaning items and/or equipment removed or relocated these should be directed to the designated Headteacher or Site Manager/Agent

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

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

assessments for materials handled by staff under their control. Details will be kept locally indicating the correct use of the material, the identified hazards and the PPE required by the user.

Curriculum Safety (including out of school learning activities)

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

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

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

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

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

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

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

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

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

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

- Science department policy
- DT department policy.

Electricity and Electrical Installations

All fixed installations are maintained and managed locally as are arrangements for inspecting and testing portable appliances. All employees have a responsibility through routine observation to report any obvious defects with electrical appliances they use/within their department and to report (to the Headteacher or Site Manager/Agent) 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 a School's mains supply should not be brought to the School. If such a need exists, e.g. a medical requirement, prior permission must be obtained in writing from the Headteacher and the item must be PAT tested.

Emergency Evacuation and Invac (Lockdown) Procedures

See each school emergency procedures

Procedures are implemented locally stating the action to be taken in the event of an emergency or fire – these are issued and displayed locally by the Headteacher or Site Manager/Agent. All new members of staff

are instructed on the emergency evacuation procedure as part of their induction training by their Departmental Manager. Visitors must always be escorted around site.

Equipment and Machinery (including Hand Tools)

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

Enforcement officers

Any contact with or subsequent letters, notices or other action by Enforcement Officers must be notified to the Trust Chair of Directors 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 Headteacher

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

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

First Aid Procedures

See separate First Aid Policy

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

Grounds Maintenance

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

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

Gas Safety

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

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

Incident Reporting Procedures

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

Infection Control

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

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

See separate Lettings policy

The Board of Directors are responsible for maintaining the health and safety and welfare in relation to

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

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

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

Lone / Out of Hours Working

See separate lone working policy

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

Manual Handling Operations

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

MEP Plant, Boilers, Lifts etc.

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

Personal Emergency Evacuation Plans

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

Personal Protective Equipment (PPE)

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

Risk Assessments

See separate Risk Assessment guidance.

In addition to specific risk assessments carried out (COSHH, Manual Handling, Trips etc.) general risk assessments for specific/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

BCST operates a strict no-smoking policy. Smoking in a public place is against the law and the trust may, on a case-by-case basis, decide to take legal action against anyone found to be in breach of policy.

Trips and Educational Visits

See separate Educational Visits and Journeys Policy

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

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 Bedford Borough 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

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

Work Experience

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

The Heateacher or designated member of staff is responsible for completing the young person risk assessment and ensuring any control measure identified from the risk assessments are implemented.

Working at Height

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

