



**Greys Education Centre**  
An Alternative Provision Academy

# Greys Education Centre

## Health and Safety Policy

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To be approved by Trustees December 2020

JH / Policies

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**Greys Education Centre**  
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# Health and Safety Policy

## Section A - Statement of Intent

### Introduction

The aim of the safety policy and associated policies / procedures is to provide a safe and healthy working environment for employees, pupils and visitors to the school.

The Health and Safety at Work Act 1974 imposes a duty of care on employers and employees in the workplace. In order to create a strong and positive health and safety culture within the School, its safety policy must be more than just a document, the safety policy will be part of the overall management structure and arrangements. All Governors, staff and pupils will play their part in its implementation.

The Governing Body will ensure, so far as is reasonable practicable, that employees, pupils and others whose health and safety may be affected by the School's undertaking, are not exposed to unacceptable risks to their health and safety.

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

This policy covers all the operations of Greys Education Centre based at Primary and secondary site and the services it provides to pupils based outside these sites.

### Legislation

This policy is informed by advice from the D of E on Health and Safety in schools and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues and follows guidance issued by the D of E and Public Health on how to reduce transmission in schools, carrying out appropriate risk assessments to protect pupils and staff

**The School's objectives will be achieved by:**

- Providing a safe and healthy working and learning environment.
- Establishing and promoting a robust health and safety management system within the School.
- Preventing accidents and work related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities through the risk assessment process.
- Ensuring safe working methods and providing safe working equipment.
- Ensuring safe storage and use of substances.
- Ensuring roles and responsibilities are understood and communicated.
- Providing effective information, instruction and training.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Engaging and consulting with employees and their representatives (both union and non-union) on health and safety matters and providing advice and supervision on occupational health.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring, so far as is reasonably practicable, that adequate resources are made available for health and safety issues.

The Trust Board will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of employees, pupils and visitors.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Section B - ORGANISATION

### Obligations of All Employees

Apart from any specific responsibilities which may have been delegated to them, all employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. In particular employees must:

1. Comply with the School's Health and Safety Policy and procedures at all times.
2. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
3. Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
4. Act in accordance with any specific H&S training received.
5. Report all accidents and near misses in accordance with school procedures.
6. Co-operate with other persons to enable them to carry out their health and safety responsibilities.
7. Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
8. Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
9. Exercise good standards of housekeeping and cleanliness.
10. Know and apply the school's procedures in respect of fire, first aid and other emergencies.
11. Co-operate with appointed Health and Safety Representatives and the Enforcement Officers of the Health and Safety Executive.
12. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
13. Use all work equipment and substances in accordance with instruction, training and information received.
14. All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate line manager.

An organisational chart for H&S Management is attached at **Appendix 1**.

## The Trust Board

The Trust Board has the responsibility to ensure that:

1. A clear written statement of intent is created which promotes the correct attitude towards safety in staff and pupils.
2. Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
3. Persons have sufficient experience, knowledge and training to perform the tasks required of them.
4. Clear procedures are created which assess the risk from hazards and produce safe systems of work.
5. Sufficient funds are set aside with which to operate safe systems of work.
6. Health and safety performance is measured both actively and reactively.
7. The school's health and safety policy and performance is reviewed annually.

New Health & Safety legislation or guidance is recognised and acted on appropriately and that relevant persons attend training where appropriate to enable them to do this.

## The Head of School

The Head of School has the following responsibilities:

1. To be fully committed to the Trust Board's Statement of Intent for Health and Safety.
2. Ensure that clear written local Health and Safety Policy and Procedures are created.
3. Ensure this Policy and Procedures are communicated adequately to all relevant persons.
4. Appropriate information on significant risks is given to visitors and contractors
5. Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
6. All staff are provided with adequate information, instruction and training on health and safety.
7. Risk assessments of the premises and working practices are undertaken.
8. Safe systems of work are in place as identified from risk assessments.
9. Emergency procedures are in place.
10. Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
11. Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
12. Arrangements are in place to monitor premises and performance.

13. Accidents are investigated and any remedial actions required are taken or requested.
14. A report to the Trust Board on the health and safety performance of the school is completed annually.
15. Ensure that they keep up to date with new Health & Safety legislation or guidance and attend training where appropriate to enable them to do this.

**<sup>1</sup>The Schools Health and Safety Co-ordinators are The** Heads of School (based on both the Bromham and Kempston sites)

They are responsible for:

1. Co-ordinating and managing the risk assessment process for the school.
2. Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
3. Making provision for the inspection and maintenance of work equipment throughout the school.
4. Ensuring that all health and safety documentation is appropriately maintained and available to all employees and inspecting authorities e.g. Ofsted / HSE.
5. Advising the Executive Principal of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
6. Ensuring that staff are adequately instructed in health and safety matters in connection with their specific work place and the school generally.
7. Carrying out any other functions devolved to them by the Executive Principal or Trust Board
8. Ensuring that unsafe conditions being reported and dealt with to agreed timescales.
9. Keeping up to date with new Health & Safety legislation or guidance and attending training where appropriate to enable them to do this.

### **Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility**

This includes Head of Schools, Assistant Head teachers, Clerical Managers/Supervisors, Network and Site Managers/Agents/Caretakers.

They have the following responsibilities:

1. Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head of schools for the application of adopted/ approved health and safety procedures and arrangements.

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<sup>1</sup> The Health and Safety Co-ordinator must be a senior member of staff. In a small school the Headteacher undertakes this role.

2. Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Executive Principal as appropriate.
3. Ensure that all staff under their management are familiar with the health and safety procedures for their area of work (including temporary staff).
4. Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Executive Principal or Line Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
5. Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. (Some testing of equipment may require a specialist contractor – reports of these inspections must be retained).
6. Ensure the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
7. Ensure all accidents are recorded and investigated appropriately.
8. Include health and safety in the annual report for the Executive Principal.
9. 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, Building & Construction, Science, Physical Education, Managing Contractors, Working at Height, Asbestos, Legionella] and attend training where appropriate to enable them to do this.

### **Special Obligations of Class Teachers**

Class teachers are expected to:

1. 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.
2. Follow the health and safety procedures applicable to their area of work.
3. Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
4. Ensure the correct use of personal protective equipment and guards where necessary.
5. Make recommendations to their Head of School 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.
6. 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.
7. Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.

8. Report all accidents, defects and dangerous occurrences to their Line Manager or Head of School.
9. 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.

## School Health and Safety Representatives

The Trust Board, Executive Principal and Heads of School recognise the role of Health and Safety Representatives appointed under both the Safety Representatives and Safety Committee Regulations 1977 by a recognised trade union (Safety Representatives) and also under the Health and Safety (Consultation with Employees) Regulations 1996, elected by the workforce (Representatives of Employee Safety).

Safety Representatives are not part of the management structure and are carrying out duties on behalf of The Trust Board, Executive Principal and Heads of School

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, to which they have a right under the Safety Representatives and Safety Committee Regulations 1977 or the Health and Safety (Consultation with Employees) Regulations 1996. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative / Representative of Employee Safety in order that they can play an effective role in the management of health and safety within the school.

For further information regarding the different responsibilities of health and safety representatives refer to [www.hse.gov.uk](http://www.hse.gov.uk) (INDG 232), or Bedford Borough Council Health & Safety Manual, secure area for schools document SO6.

## Pupils

Pupils, in accordance with their age and aptitude, are expected to:

1. Exercise personal responsibility for the health and safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
4. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

## Section C – Procedures and Arrangements

**Note:** All Bedford Borough Council documents referred to in the Procedures and Arrangements section are available to download at [www.bedford.gov.uk/education\\_and\\_learning/secure\\_area\\_for\\_schools/health\\_and\\_safety/manual](http://www.bedford.gov.uk/education_and_learning/secure_area_for_schools/health_and_safety/manual).

It is recognised that the school is an academy and ultimately responsible for health and safety. The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

## Accident Reporting, Recording and Investigation

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Also see BBC Health and Safety Manual – A01 Accident and Incident Reporting and Investigation

- All members of staff are required to ensure that all accidents, incidents and near misses are reported to the nominated person at the school who will ensure that the details are entered on to AssessNet online reporting system and reported to the Health & Safety Executive if required.
- Location of accident book: Reception (both sites)
- Completed accident forms should be passed to: The Heads of School
- Assessnet online accident system Administrator: Medical Needs Administrative Assistant
- Person responsible for entering accidents/incidents onto the online system and completing F2508 form for accidents that come under RIDDOR (Reporting of Injuries, Diseases, Dangerous Occurrence Regulations), which is included as part of the online system: Medical Needs Administrative Assistant
- Accidents must be reported within the same working day.
- The person who would undertake any investigation: The Head of school

## Asbestos

Also see BBC Health and Safety Manual – A02 Asbestos Health & Safety Procedure, Information Circular BBSIC/10/35 (Sept 2010), Bedford Borough Council's Asbestos Management Plan, BBC Manual for Site Agents and Caretakers

- The Heads of School are responsible for drawing up a site specific Asbestos Management Plan which should clearly set out who has responsibilities for Asbestos management on site, including site agents on both sites.
- The Heads of School, Site Agents and any other staff delegated by the Executive Principal will attend training with regard to asbestos management. Names of attendee(s) are maintained by the Executive Principal PA.
- Location of Site Asbestos Log Book: Reception on both sites.
- Location of site specific asbestos management plan: Reception on both sites.
- Persons responsible for ensuring contractors have sight of and complete the Asbestos Log Book for the site prior to starting any work on the premises: Operations Manager, Site Agent or Network Manager as appropriate.
- Person responsible for briefing staff re. rules on drilling, affixing anything to walls and, ceilings etc: Heads of School
- Procedure for reporting damage to asbestos containing materials: evacuate the area and immediately report to the Site Agent, Heads of School and/or Operations Manager, by telephone or in person.

## Audit

- Inspections of the site will be undertaken termly, including a yearly inspection by a member of the Trust Board and a yearly inspection by the Bedford Borough CSU. Inspection reports will be forwarded to the Trust Board and CSU. Plant and equipment for specific departments will be

inspected as scheduled by the Department Head, Operations Manager, Site Agent or Network Manager as appropriate (also see section D: Arrangements for Monitoring and Evaluating the Policy)

- Person responsible for monitoring, inspections and audit: Executive Principal /Head of School with responsibility for Health and Safety.

### **Behaviour Management / Bullying**

- Arrangements: Behaviour policy and Anti Bullying Policy published on school website and attached as Appendices 2 & 3.
- Staff training provided: Workshops and regular briefings; Team Teach may be offered.
- Support, monitoring policies and procedures: all students have a risk assessment which is regularly reviewed; behaviour and praise log is within SIMS administration system; Head of School with responsibility for this area monitors and reviews procedures regularly.

### **Caretaking and Cleaning**

Refer to BBC Manual for Site Agents and Caretakers, [www.bedford.gov.uk/ education and learning/ secure area for schools](http://www.bedford.gov.uk/educationandlearning/secureareaforschools). See also Hazardous Substances section of this document for information on Control of Substances Hazardous to Health (COSHH).

- Arrangements in place for caretaking: Greys site agents on each site + cover site agent
- Arrangements in place for cleaning: External Provider at Kempston; Greys cleaner at Bromham
- Procedures for how cleaning is undertaken: Site agents' folders
- Staff responsibilities: Site agents train cleaners; Curriculum heads ensure staff are trained
- Training records: Records maintained by Executive Principal 's PA
- PPE issue and maintenance: available from Site Agents, Reception or Curriculum heads
- Procurement of materials process (to ensure same brand/ products purchased consistently to match COSHH risk assessments): Site agents or Operations Manager

### **Contractors**

See BBC Health & Safety Manual – C02 Managing Contractors.

- Detail process used to select contractors: Job specification approved & put out to tender
- Person responsible for induction of contractors to exchange health and safety information and agree safe working practices while on site: Site Agents / Network Manager / Operations Manager
- Person responsible for checking contractor risk assessments: Operations Manager
- Detail the frequency of meetings during works: Daily

- Name of person responsible for monitoring contractors working methods: Site Agents / Network Manager / Operations Manager
- Detail procedure for staff to report health & safety concerns: speak to Operations Manager /SLT
- Persons responsible for liaising with Contractor re health and safety matters: Site Agents / Network Manager /Operations Manager

### Consultation arrangements with employees

- Safety committee meets termly; membership comprises all staff with Health and Safety expertise of any sort; any interested staff member may attend meetings; agendas, minutes and inspection reports posted on staff notice boards
- Name of H&S rep: TBC
- Detail how employees will be consulted on H&S related issues: standing agenda item at all team meetings; staff representation at Site Issues meetings; notice given by email of all matters affecting staff health and safety in good time to allow concerns to be addressed

### Curriculum Safety (including out of school learning activities)

Risk assessment policy attached as Appendix 2; risk assessments for all school work activities including those off site e.g. Physical Education, Design, Technology, Building & Construction, Science, Food Technology, Art, Textiles etc. to be available in designated folder in reception

- Specific qualification requirements to teach certain activities: Building & Construction and Gym areas to be supervised at all times by qualified instructors; Design and Technology, Science, and Music Tech areas to be supervised at all times by appropriate specialist teachers.
- Refer to Cleapss Guidance for Science and Food technology.
- Refer to DATA (Design & Technology Association) for Design & Technology and British Standard 4163.
- Refer to BBC guidance and Safe Practice in Physical Education and School Sport (Association for Physical Education – [www.afPE.org.uk](http://www.afPE.org.uk))
- Refer to CITB guidance for Building & Construction.

### Display Screen Equipment (DSE)

See BBC Health & Safety Manual –D01 Display Screen Equipment, DSE01 Self-assessment form (This will need to be confirmed for our school – MG will report back end of November).

- Person responsible for ensuring DSE self-assessments are completed by users and reviewed: Line manager
- Location of DSE self-assessment form: see Executive Principal's PA

- Provision of guidance information for DSE users: all users provided with HSE guide Working With VDU's: available on P drive or at [www.hse.gov.uk](http://www.hse.gov.uk)
- Arrangements for eyesight testing: Operations Manager
- How to report health concerns associated with DSE and to whom: see Line Manager

### **Educational Visits and Journeys**

Refer to current BBC Educational Visits and Journeys Policy.

- Educational visits and journeys co-ordinator: Head of Schools
- Evolve online system used
- Location of guidance information for staff to follow when organising any off-site trips: see Head of School in person; guidance pack available from Assistant Headteacher with responsibility for trips; *no visit may go ahead without authorisation by a Head of School in each case*

### **Electrical Equipment** (fixed and portable including curriculum based equipment)

See BBC Health & Safety Manual – E01 Electrical Safety.

- Name of competent person(s)/ company responsible for inspection and testing of portable electrical equipment: Northants Testing
- Frequency of user checks: daily
- Person responsible for maintaining records of inspection and testing: Network Manager
- Limitations: no personal electrical items may be brought to school without specific agreement of Operations Manager
- Name of competent person(s)/ company who undertake examination of fixed electrical installation: Northants Testing
- Name of competent person responsible for checking lighting: Northants Testing
- How to report defective electrical equipment: Site Agent's book in reception at each school site.

### **Equipment (other, including curriculum based equipment)**

- Name of competent person(s)/ company responsible for inspection and testing of appliances listed below:
- Frequency of user checks: before each use
- Inspection and testing by competent person: annual
- Person responsible for maintaining records of inspection and testing: Curriculum Head
  - Local Exhaust Ventilation maintenance (LEV):

- Gas Appliances:
- Kilns – not currently in use
- Fume Cabinet: ChemAnalysis
- Steam Engine: Tony Goddard

## Fire Precautions and Emergency Procedures

See BBC Health & Safety Manual – FR01 Fire Risk Assessment Template, F02 Fire Risk assessment guidance, PP01 Emergency Evacuation of persons with mobility impairment guidance, PP01A Personal Emergency Evacuation Plan template.

- Responsible person as defined in Regulatory Reform (Fire Safety) Order 2005: Executive Principal
- Arrangements for undertaking and reviewing the fire risk assessment: Fire Safety Services
- Location of map of assembly points: folder in reception
- Emergency plan location: in progress; will be in folder in reception
- Frequency and arrangements for test of fire alarm, extinguishers, emergency lighting, drills, procedures to be followed all recorded into Fire log book, location of log book: Reception
- Name(s) of staff with special responsibilities for fire safety e.g. List of fire warden(s) displayed at each site
- Person responsible for maintenance of fire exit/escape routes: Site agents
- Detail staff training (recorded in Fire log book): Fire Warden training + Site agents
- Process for calling emergency services: use Reception phone
- How to report faults and hazards: Site agent's book in Reception at each school site

## First Aid

See BBC Health & Safety Manual – F03 First Aid.

- Names and locations of trained first aid staff: see posters throughout school
- Location of first aid boxes: Reception, gym, kitchens, staff room, Art, Science, B&C, Manor, Y11, school vehicles; portable kits available
- Person responsible for checking and restocking first aid boxes: First aiders / trip leaders / vehicle drivers
- Who summons an ambulance: Receptionists
- Who accompanies children to hospital: any teacher or STA
- Arrangements for first aid outside school hours: portable first aid kit + school mobile phone

- Arrangements for first aid for off-site activities: portable first aid kit + school mobile phone
- Arrangements for the provision of first aid cover in the event of the temporary absence of the appointed first aider: PE teacher / Gym instructor
- Person responsible for organizing training and retraining of first aiders/ training records: Executive Principal PA

## Grounds Maintenance

See also Contractors & Hazardous Substances sections of this document for information on Managing Contractors and the Control of Substances Hazardous to Health (COSHH).

- Person(s)/ company responsible: Hybrid Grounds Maintenance
- Person(s) responsible for managing Grounds Maintenance Contractors: Executive Principal delegated to Heads of School
- Arrangements and procedures school has in place for grounds maintenance on school site: contractors arrive after students have left or are supervised by Site agent / Operations manager
- Arrangements and procedures contractor has in place for health and safety e.g. accident reporting, first aid etc.: Greys reception in school hours, site agent after hours
- Person responsible for record keeping: Operations Manager

## Hazardous Substances (Control of Substances Hazardous to Health Regulations (COSHH))

See BBC Health & Safety Manual – C03 COSHH Guidance, CA01 COSHH Assessment Template.

- Arrangements for the procurement and use of hazardous substances: Site agents, curriculum heads
- Location(s) of hazard data sheets/ COSHH assessments/ emergency procedures for spillages: Site agent's folder / to be in risk assessment folder in reception
- Name of person(s) responsible for undertaking COSHH risk assessments: Site agents, curriculum heads
- Detail any staff training: CLEAPSS training (Science) CITB (B&C) BBC training (Site agents)
- Detail any Personal Protective Equipment (PPE) provided: gloves, eye protection, boots
- Person(s) responsible for selection, issue, maintenance and storage of PPE: Site agents, curriculum heads
- Note: For curriculum Science and Design and Technology CLEAPSS guidance will be applicable to COSHH assessments.
- Person with access to CLEAPSS guidance and hazcards: Curriculum heads
- Guidance on emergency procedures for spillages is contained on hazards and in more detail in Section 7 of Cleapss Handbook: to be in folder in reception

- Person(s)/ company to contact re disposal of chemicals: site agent will call contractor

## **Inclusion**

Arrangements for planning and assessment for Special Educational Needs (SEN) pupils:

- All students have IEPs regularly reviewed by Assistant Headteacher / Head of School
- Arrangements for making reasonable adjustments in respect of access under the Disability Discrimination Act: accessible parking, ramps to entrances;
- Arrangements to ensure staff are suitably informed and trained to be able to support include pupils safely and effectively: all teachers and teaching assistants are specialists (SEN point 1); regular training and updates in CPD / briefing / meetings schedule

## **Legionella**

- Person responsible for legionella management on site: Site agents
- Arrangements e.g. risk assessment, implementation of actions: Site agents
- Frequency of temperature checks: weekly – planned rotation
- Record Keeping: Site agents
- Training: records kept by Executive Principal's PA

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

- N/A

## **Lone Working**

See BBC Health & Safety Manual – L02 Lone Working Policy and Guidance, (Work Instruction) SWI06 Lone Working

- Detail Safe working practices/rules for staff who work alone: Policy attached as Appendix 5
- Detail contact arrangements for lone workers: Monitored by phone contact
- Name of person responsible for risk assessment of lone working activities: Executive Principal advised by Head of Hospital Education

## **Managing Medicines & Drugs**

Refer to BBC Guidance on Managing Medicines in Schools and Early Years Settings, and DFE Managing pupils with medical conditions 2014.

- See separate school managing medications policy on website

- Specific staff training and retraining requirements: staff members who volunteer to manage medicines to attend regular training (managing medicines, epi-pen etc.)
- Arrangement for storage/disposal of medicines: stored in locked cabinet, returned to parents
- Location of forms with regard to administration of medicines (templates in BBC Guidance on Managing Medicines document: Greys admission pack)

Note: School Management of Medicines policy also to be included in school admission pack

### **Manual Handling and Lifting**

See BBC Health & Safety Manual – M01 Manual Handling, MA01 Template Manual Handling Risk Assessment, Work Instruction SWI02 Manual Handling.

- Arrangements for identifying all activities involving lifting/handling: Line manager
- Person(s) responsible for completing manual handling risk assessment(s): Line manager
- Risk assessments to identify precautions to minimise manual handling tasks: Line manager
- Staff training in manual handling/ date: BBC training usually in Autumn term as required
- Guidelines for specific tasks: as advised by Line Manager
- Availability / location of lifting aids on site: available from Site agents / Operations Manager

### **Noise**

- Detail any arrangements in place for noise monitoring e.g. D&T/ Music: Line manager
- Detail any arrangements for health surveillance where appropriate Occupational Health
- Detail any Personal Protective Equipment provided e.g. ear plugs: TBA

### **Occupational Health**

- Access to occupational health: apply via Executive Principal s PA. (School buys-back HR services from Bedford Borough Council - access to the Borough Council's Occupational Health Service)

### **Outdoor Play Equipment & PE Equipment**

- Arrangements and procedures for use: staff on duty organise use of equipment
- Risk Assessments for use of equipment, (including setting up, moving and packing away): equipment collected from and returned to reception
- Supervision requirements: supervised by staff at all times
- Detail user checks required: visual / stability check of climbing frame, ball hoops and play area

- Name of approved contractor who conducts inspections/ regularity: Sportsafe
- Detail inspections by approved contractor: Annual
- Detail periodic inspections: Site agents carry out periodic checks
- How to report hazards: see PE coordinator
- Repair and maintenance procedures: Site agent's book and email PE coordinator
- Name of person responsible for keeping records: PE coordinator
- Staff responsibilities: Staff on duty are responsible for safe use of equipment
- Instruction and training for staff/pupils provided: general awareness; instruction to be provided

### **Personal Protective Equipment (PPE)**

See BBC Health and Safety Manual – Work Instruction SWI01 PPE.

- Person(s) responsible for assessing requirements for PPE: Site agents / Operations Manager / Curriculum heads
- Risk assessment(s): in planning / site agents' folders; to be in folder in reception.
- Arrangements for supply and maintenance of equipment required: Site agents /Operations Manager
- Person(s) responsible for training in use of PPE. Site agents / Operations Manager / Curriculum heads

### **Radiation**

- N/A

### **Risk Assessments - General**

See BBC Health and Safety Manual – R01 Risk Assessment Guidance, RA01 Risk Assessment Template, PA01 New and Expectant Mothers Assessment Template, D01 Display Screen Equipment Guidance, DSE01 DSE Assessment Template, C03 COSHH Guidance, CA03 COSHH Assessment Template, FR01 Fire Risk Assessment Template, F02 Fire Risk assessment guidance, PP01 Emergency Evacuation of persons with mobility impairment guidance, PP01A Personal Emergency Evacuation Plan template M01 Manual Handling Guidance, MA01 Manual Handling Risk Assessment Template.

- Identify who is responsible for ensuring that risk assessments are undertaken: Head of Schools / Operations Manager
- Arrangements for undertaking specific risk assessments (i.e. staff who are pregnant or who have health problems: Site agents / Operations Manager / Head of Schools
- Arrangements for undertaking specific pupil risk assessment where appropriate e.g. SEN): Assistant Headteachers
- Arrangements for the retention and periodic review of risk assessments: in pupil or staff file

## School Transport

Currently via Bedford Borough; JC will advise further on this section  
See BBC Health and Safety Manual, Occupational Road Risk Policy (RO2)

- Licence requirements: UK driving licence
- Authorised drivers: School vehicle- any permanent staff
- Training received (name/ date): MIDAS training for minibus;
- Name of person responsible for undertaking checks on minibuses: driver checklist
- Pupil supervision arrangements: escort / 2<sup>nd</sup> staff member – no exceptions
- Driver medical arrangements: TBA
- Insurance requirements: all permanent staff have business insurance for driving which are checked by Executive Principal's PA.

## Security

See Insurance and Risk "School Security" guidance (contact BB Insurance Team for copy)

- Arrangements in place for securing school site: Class teachers / meeting hosts close windows and internal doors and switch off equipment; Site agents / key holders secure building
- Staff responsible for securing school site: Site agents / key holders
- Emergency contacts: Alarm company(SPL) calls out site agents or key holders in list order
- School opening times: 7 am to 6 pm
- CCTV Policy: Appendix 6

## Site Maintenance

- See also BBC Manual for Site Agents and Caretakers (available at [www.bedford.gov.uk/education-and-learning/secure-area-for-schools](http://www.bedford.gov.uk/education-and-learning/secure-area-for-schools)).
- Arrangements and responsibilities in place for upkeep and maintenance of school buildings and site: Site agents for each site
- Process for reporting of hazards: Site agent's book or email business manager
- Responsibility for safety signage: Operations Manager
- Site issues are also discussed the termly Site Meeting attended by the Executive Principal, School Operations Manager, Staff H&S rep, Head of Schools and Site Agents.

## Slips, Trips and Falls

- Detail how hazards are minimised: periodic safety inspections (every term) / staff to report defects vis site agent's book in reception

## Staff Training & Development

- Arrangement to brief new staff/ temporary staff about health and safety arrangements: Head of Schools
- Name of person responsible: Head of Schools
- Arrangements to identify training needs: PDR / sickness review process / incident reviews
- Specific training for certain roles: site agent/caretaker, health and safety co-ordinator, first aid, fire safety, training updates, competencies / membership of professional bodies for curriculum heads / CITB, working at height, risk assessment
- Person responsible for keeping general staff training records: Executive Principal's PA

## Stress

- Refer to BBC Stress Management Policy, chapter 3, section 17 of Personnel Handbook for Schools.
- Half-termly staff relaxation workshops
- Daily briefings to support staff in managing challenging students
- Wellbeing and Counselling package available

## Swimming

- Refer to Guide 2 Swimming Pools (Managing School Facilities) available at [www.teachernet.co.uk](http://www.teachernet.co.uk).
- Refer to LA "Swimming in Schools Policy"
- Refer to Safe Practice in Physical Education and School Sport (Association for Physical Education, section 26.2, Aquatic activities)
- Hydrotherapy pool not in use – swimming takes place at Kempston pool
- Person responsible for undertaking Risk assessments for pool activities: PE Coordinator

## Vehicle Movements on site

- Paths clearly set out and maintained; pupils supervised by staff when moving around the site.
- Site agent manages contractor vehicles on site e.g. deliveries, building works etc

## Violence (also see lone working)

- See BBC Health and Safety Manual VO1, Violence at Work, Work Instruction SW107 Violence at Work.
- Reporting of violence: reverse of Borough accident/ near-miss report, plus narrative account in incident book and logged on behaviour log
  - Lone working policy to be finalised as **appendix 5**

## Visitors

- Arrangements for providing health & safety information to contractors / visitors to school i.e. parking, disabled facilities, accident reporting, fire and evacuation, first aid: all contractors and visitors report to reception and are accompanied while on site
- Arrangements for recording visitor information: all visitors signed in at reception

## Work Experience

See BBC Health and Safety Manual YO1 Young Persons, YO1A Employment of temporary staff and young persons safety record.

- Arrangements for work experience: Head of Schools s
- Identify who is responsible for undertaking Risk assessments: Head of Schools s
- Induction and training: Head of Schools s
- Monitoring and supervision: Head of Schools s and supervising teachers
- Information provided e.g. Staff Handbook: First Day booklet to be developed (JC/HW/JH/EA)

## Working at Height

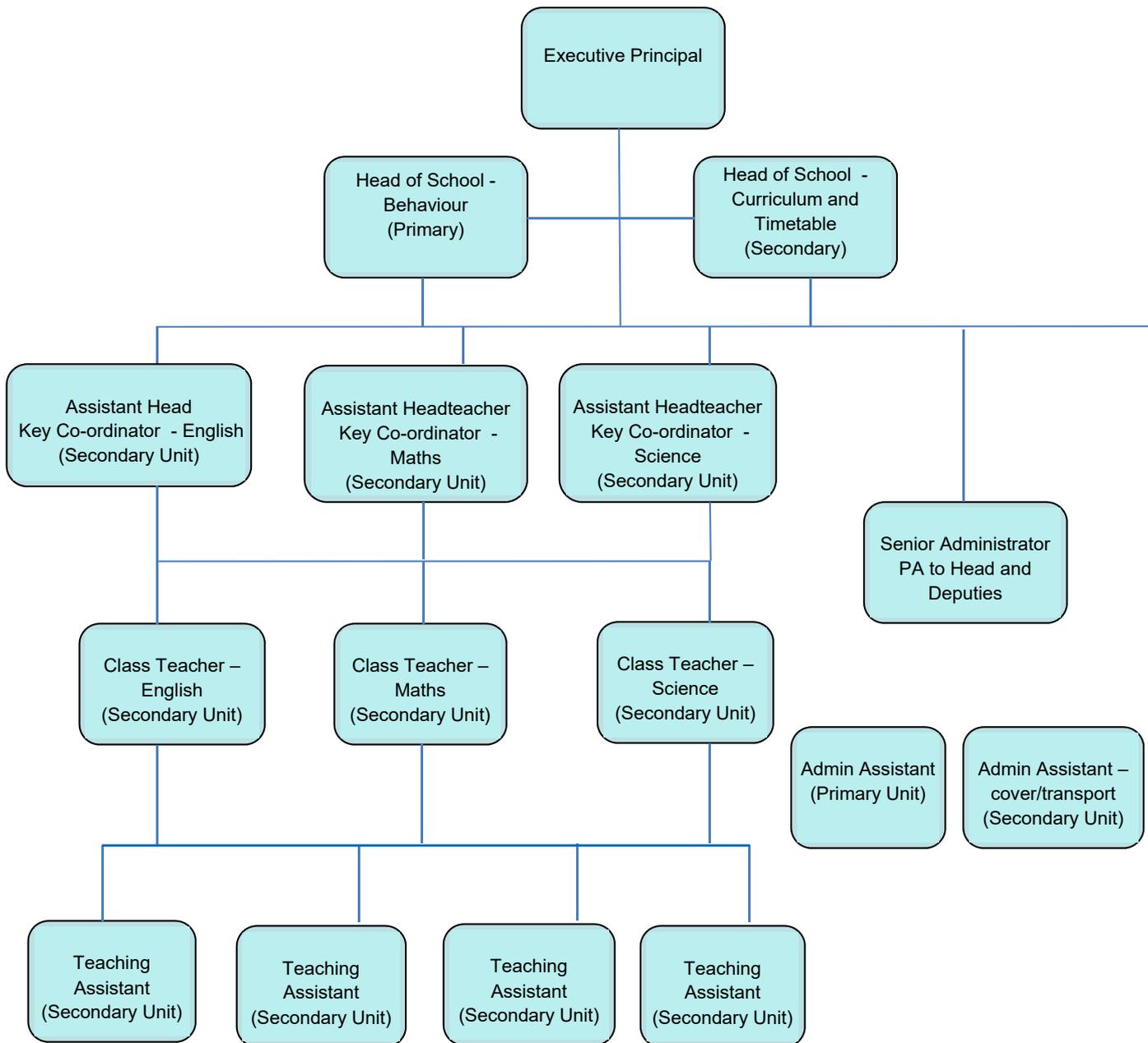
Refer to BBC Health & Safety Manual, SWI05 Working at Height, refer to BBC Manual for Site Agents and Caretakers

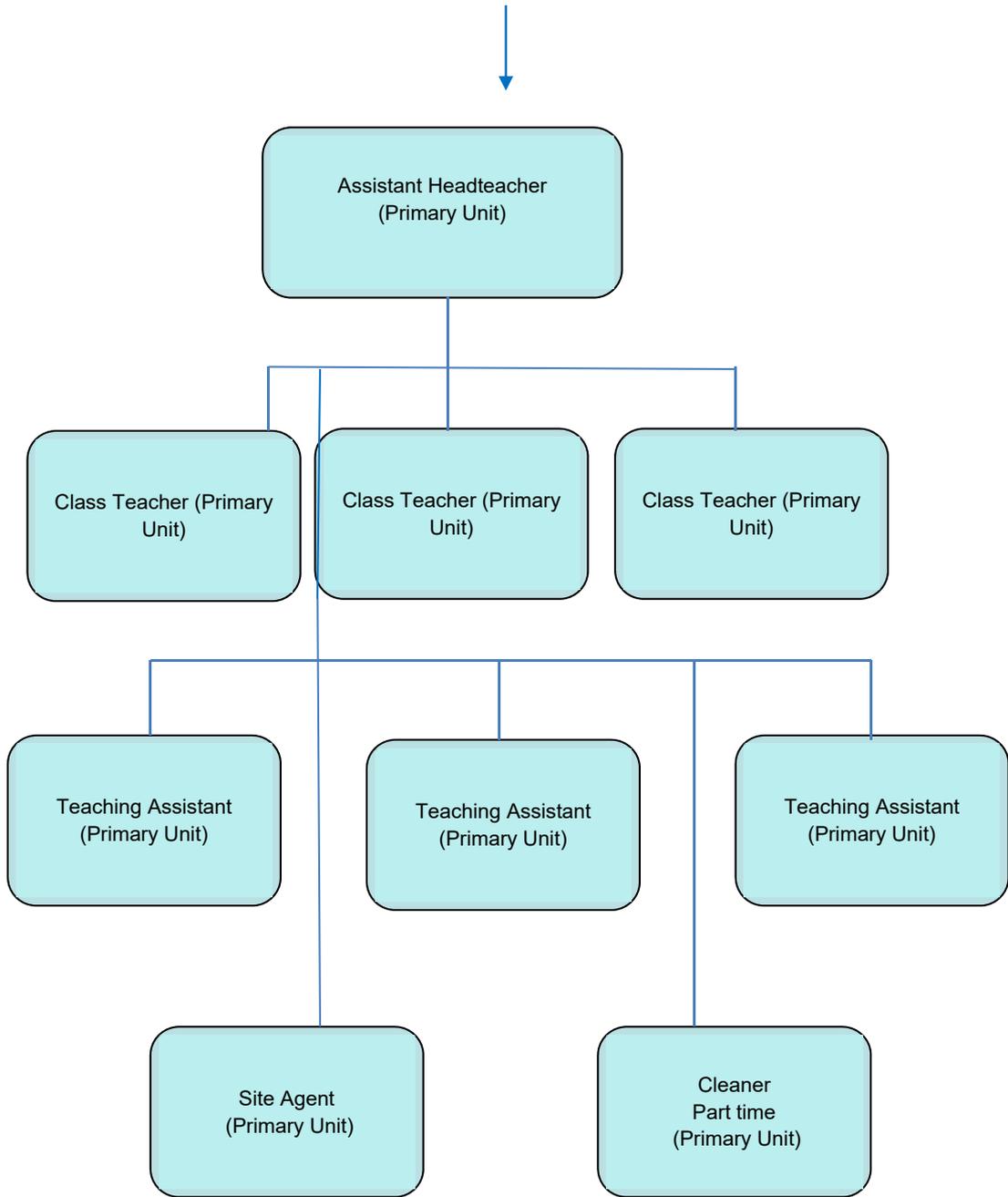
- Guidance and procedures in place: only trained staff may use equipment to work at height; elephant-foot steps issued to reach some higher shelves.
- Identify who is responsible for undertaking Risk assessments: Line manager
- Staff training and updates: Bedford Borough training
- Identify what access equipment is available on site and who is authorised to use it: site agents only are trained to use ladders and tower scaffold
- Regularity of user checks for ladders & tower scaffold: each use
- Records of maintenance and training: Executive Principal's PA

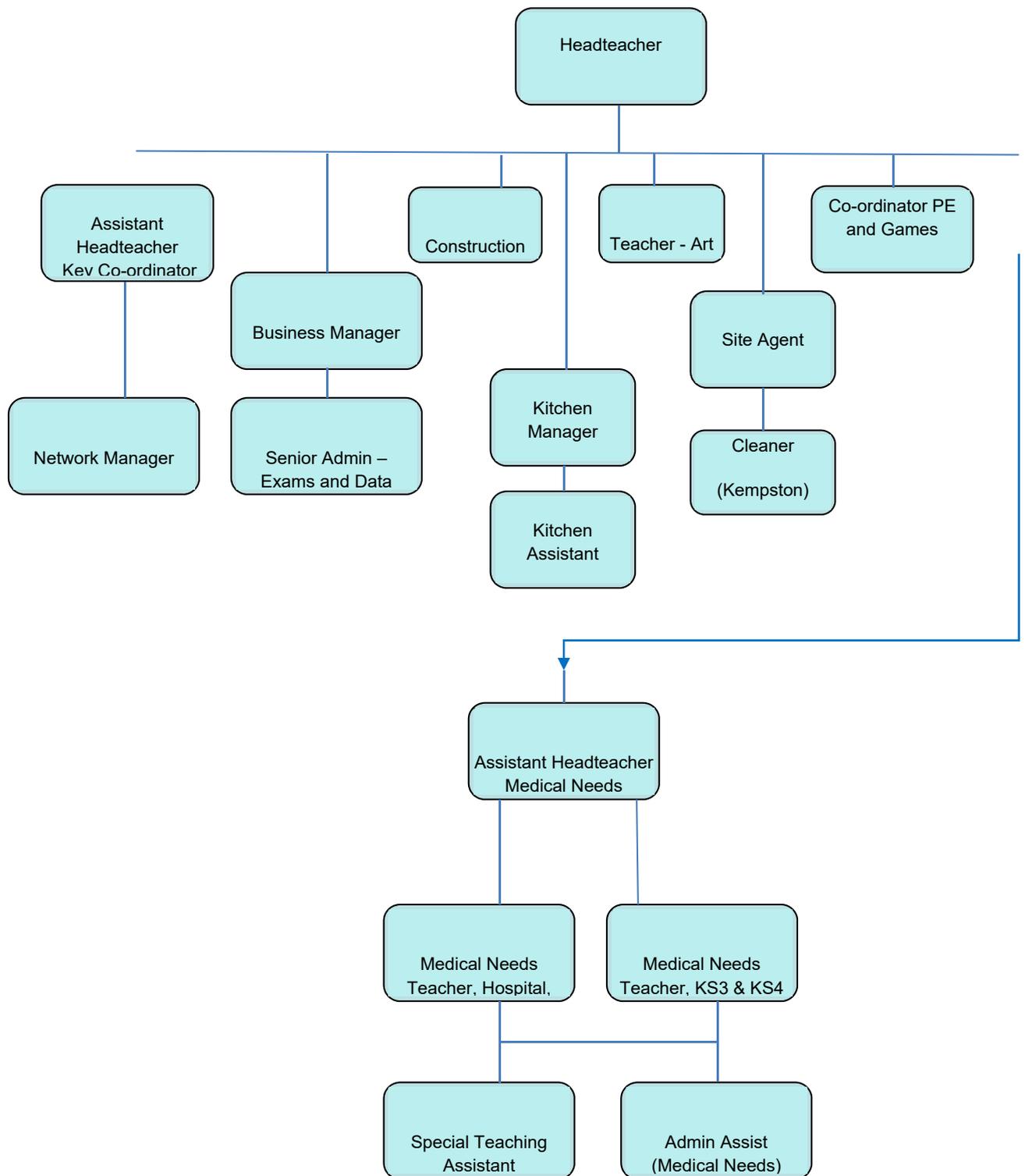
## Section D – Arrangements of Monitoring and Evaluating the Policy

- Policy reviewed annually by Staff Health and Safety Committee and Governors
- Detail who will be responsible: FPH&S Governors Committee
- Health and safety report will be provided to the staff health and Safety Committee on a termly basis.
- Person(s) responsible - Head of Schools.

## Appendix 1: Organisation Chart







Please refer to other school policies:

- Risk Assessment of Challenging Behaviour
- Safer Working Practice
- CCTV Policy