



The Bishops' Blue Coat Church of England High School

HEALTH & SAFETY POLICY

All of the policies that shape our lives and daily practice at Bishops' are informed by our Christian vision and values: to know, nurture and inspire our students to be the best version of themselves, so that they can live 'life in all its fullness' (John 10:10)

Is this policy statutory?	Yes
Review Period	Every 3 Years
Date of approval	June 2023
Committee Responsible	Resources

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Part one: health and safety policy statement

1. The governors regard the promotion of health and safety at work to be of the utmost importance for all personnel that attend as students, work in and visit The Bishops' Blue Coat Church of England High School, hereafter referred to as the academy.
2. It is academy policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes students and visitors to the academy whether it is for the pursuance of their employment or other activities. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.

This is approached by;

- assessing and controlling risk as part of the day-to-day management of the academy activity
- providing and maintaining safe, healthy, and secure working conditions, training, and instruction so that personnel can perform their various tasks safely and efficiently.
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the academy and during out-of-academy activities.
- periodic review of the health and safety policy as academy activities and the associated risks change.

All employees within the academy have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- not interfering with or misusing equipment that has been provided in the interests of health and safety
- reporting to the Facilities, Health and Safety Manager (FM) any incident that has led, or could have led, to damage or injury
- assisting in any investigation with regard to accidents, dangerous occurrences or near-misses.

In line with the safety organisation set out in part 2 of this document, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility.

From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the academy.

3. The academy's Governing Body recognise and accept their responsibilities under law. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.
4. The academy is committed to ensuring that risk assessments are undertaken, control measures implemented, and systems are continuously monitored and reviewed.
5. In compliance with the Health and Safety at Work etc. Act 1974, the academy's Governing Body will ensure so far as is reasonably practicable that:
 - the premises are maintained in a safe condition.
 - safe access to and egress from the premises is maintained.
 - all plant and equipment is safe to use.
 - appropriate safe systems of work exist and are maintained including offsite visits.
 - sufficient information, instruction, training and supervision are available and provided.
 - arrangements exist for the safe use, handling and storage of articles and substances at work.
 - a healthy working environment is maintained including adequate welfare facilities.

6. In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public (this includes students), contractors, etc., are or may be affected by academy activities, the Governing Body will make the necessary information, instruction, training, and supervision available to ensure the safety of those affected. As an education provider, which must set standards by example for its students, this commitment is seen as especially important.
7. The Governing Body will endeavor within its allocated resources to set aside adequate finance for the policy to be properly implemented.
8. The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. The staff are encouraged to support the Governing Body's commitment to continuous improvement in our health and safety performance. For the policy to be effectively implemented the academy must have the full co-operation of employees and others who use the premises.

Employees are reminded of their own duties:-

- to take care of their own safety and that of others and;
 - to co-operate with the Governing Body and Senior Leadership Team so that they may carry out their own responsibilities successfully.
9. All relevant Regulations and where reasonable practicable Codes of Practice will be complied with as necessary along with the implementation of Health and Safety Procedures and Guidance summarised in part two of this document.
 10. Consultation with employee representatives via the senior leadership team will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
 11. A copy of this policy statement is available to all staff on the academy internet site. Copies are also posted on staff notice boards. This policy statement and the accompanying organisation and arrangements will be reviewed tri-annually and revised as and when necessary.
 12. This policy statement, and the following arrangements and procedures, has been approved by the academy's Governing Body.

Mr Ralph Mainard,
Chair of Resources Committee

Date 26/06/2023

Miss Helen Cairns
Headteacher

Date 26/06/2023

PART TWO:

1. Legal Framework

This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- 'Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE 2022 'Health and safety: responsibilities for schools'
- DfE 2017 'Safe Storage and Disposal of Hazardous Materials and Chemicals'
- HSE 2021 'Sensible health and safety management in schools'
- DfE 2022 'First aid in schools, early years and colleges'
- UK Health Security Agency 2022 'Health protection in children and young people settings, including education'

This policy should be used in conjunction with the following school policies and procedures:

- Fire Evacuation Procedure
- Security Policy
- Safeguarding Policy
- Medical Condition Policy
- Data Protection Policy
- Educational Visits and School Trips Procedure

2. Responsibilities

2.1 The Duties of the Governing Body.

In the discharge of its duty, the Governing Body, in consultation with the headteacher, will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the academy.
- Ensure that there is a detailed and enforceable policy for health and safety and that the policy is implemented by all.
- Annually assess the effectiveness of this policy and ensure any necessary changes are made;
- Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.

In particular the Governing Body will provide:

- a safe place for all users of the site including staff, students and visitors
- Equipment, grounds, and systems of work which are safe
- safe arrangements for the handling, storage and transport of articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training, and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

2.2 The Duties of the Headteacher and Business Manager

The Headteacher is responsible for the effective implementation of the academy's Health and Safety policy. This is to be achieved through overseeing the work of the Business Manager who in turn directly manages the Facilities Health and Safety Manager who has direct responsibility for the implementation of this policy and ensuring that it is adhered to by all staff at all times. The Facilities, Health and Safety Manager should regularly monitor the correct implementation of the policy as well as ensuring all staff are familiar with the policy and what is expected of them.

The Headteacher and Business Manager are expected to monitor the effectiveness of the Facilities Health and Safety Manager in carrying out this role to ensure the policy is properly implemented.

2.3 The Duties of the Facilities Health and Safety Manager (FM)

As well as the general duties of all members of staff, the FM has responsibility for the day-to-day maintenance of the premises together with the development and implementation of safe working practices and conditions for teaching staff, non-teaching staff, students, visitors and any other person using the premises or engaged in activities sponsored by the academy and will take all reasonably practicable steps to achieve this end through the heads of departments, senior members of staff, teachers and others as appropriate. The FM is also the designated contact with Local Authority and HSE, where necessary.

2.4 The Duties of Supervisory Staff (This includes Deputies/Assistant Headteachers, Year Leaders, Subject Leaders, Business Manager, Clerical Managers/Supervisors)

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher, or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the academy's health and safety policy within their relevant departments and areas of responsibility.

As part of their day-to-day responsibilities they will:

- be familiar with the requirements of health and safety legislation
- be responsible for the implementation and operation of the academy's Health and Safety Policy in their department, and for areas of responsibility delegated by the Headteacher
- be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- take a keen interest in the Health and Safety Policy and assist in ensuring all staff, students and visitors comply with its requirements

2.5 Duties of All Employees [including temporary and volunteers]

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work,
- cooperate with their employers on health and safety matters,
- familiarise themselves with the academy's health and safety policy and aspects of their work related to health and safety,
- be familiar with all requirements laid down by the governing body,
- avoid any conduct which puts themselves or others at risk,
- observe all instructions on health and safety issued by the academy or any other person delegated to be responsible for a relevant aspect of health and safety,
- carry out their work in accordance with any training and instructions,
- inform their employer of any work situation representing a serious and immediate danger, so that remedial action can be taken,
- exercise good standards of housekeeping and cleanliness,
- ensure all staff, students and visitors are applying Health and Safety regulations and adhering to any rules, routines and procedures in place,
- ensure all machinery and equipment is in good working order and safe to use, including adequate guards and not allow improper use of such equipment,
- ensure any toxic, hazardous or flammable substances are used correctly, stored and labelled as appropriate,
- use the correct equipment and tools for the jobs and any protective clothing supplied,
- report any defects in equipment or facilities to the designated facilities, health and safety manager
- take an interest in the health and safety matters and suggest any changes that they feel are appropriate,
- make suggestions as to how the academy can reduce the risk of injuries, illness and accidents
- adhere to their common law duty to act as a prudent parent would when in charge of students.

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 purchase are considered.

Employees with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The employee's direct line manager must approve such re-assignments.

2.6 Duties of Students

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

- exercise personal responsibility for the health and safety of themselves and others
- dress in a manner that is consistent with safety and hygiene standards
- observe all the health and safety rules of the academy
- not misuse, neglect or interfere with items supplied for their or other students' safety
- respond to instructions given by staff in an emergency

2.7 Safety Committee.

Good practice in health and safety management requires the academy to have a cross-department safety committee to oversee health and safety performance and recommend any necessary action should performance appear or prove to be unsatisfactory.

The senior leadership team (SLT) together with the FM will form the Health and Safety Committee as between them they line manage all departments.

The committee will meet at least three times annually in the week prior to Resources Committee meetings and as necessary in emergencies. Union representatives and other interested staff members will be invited to attend and will be consulted by their managing member of SLT.

Specific functions will include the termly review of:

- academy accident and notifiable disease statistics/trends
- safety audit reports
- reports and factual information provided by inspectors of the enforcing authority
- safety representatives' reports
- the effectiveness of safety procedures and safe systems of work
- the effectiveness of the safety content of employee training
- the adequacy of safety and health communication and publicity in the academy

The committee will also give assistance on risk assessment and the development of academy safety procedures and safe systems of work.

As a result of the meetings, the Facilities Health and Safety Manager will produce reports to the Resources Committee on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.

3. Construction and maintenance of the premises.

When undertaking construction or maintenance work, the academy will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

Construction work means:

The carrying out of any building, civil engineering or engineering construction work and includes:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The business manager will ensure that all construction and large scale maintenance projects have a formally appointed principal designer and principal contractor.

The business manager will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

The business manager will ensure that:

The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:

- What the academy wants built or maintained
- The site and existing structures
- Information about hazards, such as asbestos
- Timescales and budget for the build
- How the academy expects the project to be managed
- CDM appointments of principal contractor/principal designer
- Welfare arrangements
- Details of the nearest A&E department

The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed

– permission will not be given for construction or maintenance work to begin until this is in place.

The principal designer prepares a health and safety file containing information that will help the academy manage risks associated with any future maintenance, repair, construction, or demolition work. The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan. Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team. The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.

Following completion of the project, the health and safety file is handed over to the business manager, kept up-to-date by the facilities, health and safety manager, and is made available to anyone who needs to alter or maintain the building.

The business manager will hold regular progress meetings with the project team to ensure that all members are carrying out their roles as required.

Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

4. Training

The academy will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the academy.

The facilities, health and safety manager will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials. The facilities, health and safety manager will also ensure that there are an appropriate number of first aid trained staff members working within in each department.

Staff will be provided with regular training opportunities and have access to support where needed.

Staff are expected to undertake appropriate CPD to further contribute to the running and success of the Academy.

The facilities, health and safety manager will ensure staff know how to meet their duties outline in this policy. Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

5. First Aid

The academy will follow the statutory requirements for first aid and provide suitably trained first aid staff.

The academy will ensure ample provision is made for both trained personnel and first aid equipment on-site. The FM holds an up to date list of First Aiders and first aid boxes are located with each trained first aider, who is responsible for the secure storage and use.

6. Contacting the emergency services

The facilities, health and safety manager will ensure procedures for safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.

Where an ambulance is called for a student, reception staff will contact the student's parents.

Where necessary, all students will be evacuated from the building and taken to the designated emergency building check point – currently, this is the tennis courts. Staff will be aware of any students who have specific evacuation needs.

Staff will be responsible for the safety of students and responding to any questions from the emergency services, as best they can.

7. Fire Safety

The named competent person is the Facilities, Health & Safety Manager (FM) who is responsible for the implementing the Fire Evacuation Procedures. The FM will ensure that:-

- Certifying procedures for ensuring that safety precautions are properly managed, discussed, formulated and effectively disseminated to all staff.
- All staff members fully understand and effectively implement the Fire Evacuation Procedure
- Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.
- The academy will test evacuation procedures on a termly basis.
- The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- Firefighting equipment will be checked on an annual basis by an approved contractor.
- Firefighting equipment information will be provided at staff meetings, as required.
- Fire alarms will be tested weekly from different manual call points around the academy and records will be maintained and held in the fire logbook at reception.
- Emergency lighting will be tested on a six-monthly basis and records will be maintained and held in reception.

8. Accident Reporting

All accidents, incidents and near misses will be reported to FM as soon as possible and at the latest within 24 hours, using the standard accident form.

The FM will be responsible for informing the Headteacher if the accident is fatal or 'major injury' as outlined by the Health and Safety Executive (HSE).

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

9. Significant accidents

9.1 Definition

Significant accidents as defined in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be reported to the HSE, by the FM or a appointed person on their behalf at the earliest opportunity.

9.2 Specified injuries.

The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury.
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven day period does not include the day of the accident).
- Fractures, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Any burn injury (including scalding) which covers more than 10% of the whole body's surface area

or causes

significant damage to the eyes, respiratory system or other vital organs.

- Any degree of scalp injury requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

9.3 Additional reportable occurrences

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment.
- The explosion, collapse or bursting of any closed vessel or pipework.
- Electrical short circuit or overload resulting in a fire or explosion.
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Any accidental release of a biological agent likely to cause severe human illness.
- Any collapse or partial collapse of scaffolding over five meters in height.
- When a dangerous substance being conveyed by road is involved in a fire or released. Unintended collapse of any building or structure under construction, alteration or demolition including walls or floors.
- The unintended collapse of any building or structure under construction alteration or demolition, including walls or floors.
- Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg or more of these substances if the release is in the open air.
- Accidental release of any substances which may damage health.
- Serious gas incidents.
- Poisonings.
- Skin diseases including but not limited to occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including but not limited to occupational asthma, farmer's lung, asbestosis, mesothelioma.
- Infections including but not limited to leptospirosis, hepatitis, anthrax, legionellosis and tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

10. HSE Accident Reporting procedures

Should an incident require reporting to the HSE, the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible.

The person will complete the relevant report on the HSE website:

<http://www.hse.gov.uk/riddor/report.htm>.

The HSE no longer accepts written accident reports, except for in exceptional circumstances. The academy will report all accidents and injuries online where possible (using the above link/web address).

11. Hazard Reporting procedures

Staff, students, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.

In the main, reporting should be conducted verbally to the facilities, health and safety manager as soon as possible, who will then inform the headteacher as appropriate.

The member of staff reporting the hazard will then complete a near miss form.

12. Accident investigation

All accidents, however small, will be investigated by the facilities, health and safety manager and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident. The facilities, health and safety manager will undertake regular evaluations of all reported incidents both injuries and ill health. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident / illness.

13. Active monitoring system

It is good to practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our systems includes:

- Regularly examining documents to ensure compliance with standards.
- Regularly inspecting premises, plants and equipment.
- Annual audits, including fire risk assessments and health and safety audits.
- Regular reports and updates to the headteacher/governing body.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

14. Visitors to the academy

The procedures outlined in the Safeguarding Policy will be implemented by relevant staff when receiving visitors to the academy.

All visitors and contractors will sign into reception. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting or escorted to the area of the academy concerned.

No contractor will carry out work on the academy site without the express permission of the facilities, health and safety manager, other than in an emergency or to make the site safe following theft or vandalism. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, students, or visitors to the academy.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking. Visitors and contractors will always wear a visitor's badge while on academy grounds. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site. Staff members who encounter uncooperative visitors threatening violence,

refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by contacting SLT or calling 999.

It is the responsibility of contractors and their employees to read and comply with the academy Health and Safety Policy.

- When the academy is used for purposes not under the direction of the FM, then, subject to agreement of the academy, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.
- Contractors working on the academy premises are required to identify and control risks arising from their activities.
- Contractors are required to submit risk assessments and method statements, adequate for the works planned to be undertaken. In addition, evidence of public and employers' liability insurance must also be provided.
- Contractors will inform the FM of all potential risks to staff, students, and visitors.
- No contractor will execute work on the academy site without the express permission of the FM other than in an emergency or to make safe following theft or vandalism.
- Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, students, or visitors to the academy.
- All contractors must sign into reception and will wear a visitors badge at all times while on academy grounds.
- All contractors must consult and sign the Asbestos Register before commencing any works on site.

15. Personal Protective Equipment.

- The academy provides employees and students who are exposed to a hazard at the academy, which cannot be controlled by other means, with PPE. PPE means all equipment worn, or held by, staff or students which is designed to protect them from specified hazards. All staff and students will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.
- Staff and students will use the PPE provided, and care for it according to the instructions and training given. They will also report any loss or defects to their superior/class teacher. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective. PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.
- PPE includes laboratory and workshop equipment such as toolbox tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment (RPE). Clothing which is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g., academy uniform.
- Thorough risk assessments are carried out by the FM and class teacher to determine the suitable PPE to be used for each hazard, and these are reviewed on an annual basis.
- Staff and students can expect that any equipment they use is suitable for its intended use and is properly maintained.
- Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.
- When not in use, PPE will be properly stored, kept clean, and in good repair.

16. Maintaining Equipment

A trained professional approved by the academy, will inspect the following equipment for health and safety issues annually:

- All electrical appliances.
- All fixed gymnasium equipment.
- Any workshop equipment, e.g. lathes.
- All fume cupboards

It is the responsibility of the facilities, health and safety manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

17. Hazardous materials

No chemicals or other hazardous materials will be used without the permission of the facilities, health and safety manager. The academy will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The academy will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.

The facilities, health and safety manager is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

For subjects which use hazardous materials including Science, DT, Art, Home Economics, the Head of department /technicians in liaison with the facilities, health and safety manager will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.

Control measures will be checked and reviewed by the senior science technician on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label.

Storage life will be considered by the facilities, health & safety manager. All COSHH and Ionising Radiations Regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or student should ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the facilities, health and safety manager.

The facilities, health and safety manager will ensure staff are appropriately trained to use hazardous materials. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

For subjects which use hazardous materials including Science, DT, Art, Home Economics, the Head of department will ensure that an up-to-date inventory of all the hazardous chemicals and materials is held.

Cleaners and site team also handle hazardous materials and should keep the inventory of such materials up to date to provide an accurate record.

A termly audit of hazardous materials will be undertaken by the relevant departments with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with academy procedures.

18. Asbestos Management

To minimise risk from asbestos containing materials on the academy's premises, the academy will maintain a safe and healthy environment by:

- complying with all regulations and CWAC's guidance concerning the control of asbestos
- removing asbestos containing materials where the risk to building users is unacceptable
- the FM will have responsibility for maintaining the asbestos register.
- The asbestos register is located in the FM office, and must be consulted and signed by all working on site, to clarify the location (if any) of any asbestos in their working area.

19. Medicines and drugs

Parents have the prime responsibility for their child's health and should provide the academy with information about their child's medical condition. Parents, and the child if appropriate, should obtain details from their child's General Practitioner (GP) or pediatrician, if needed. Parents/carers should provide written consent if a student is to be responsible for administering their own medication.

The academy's Medical Conditions Policy should be read, understood, and adhered to by all staff. Professional bodies will be approached to provide additional background information for staff.

There is no legal duty requiring academy staff to administer medicines'.

Staff members have a duty to report any suspicion of unauthorised medicines or drugs being taken or carried.

20. Smoking and Vaping

The academy is a non-smoking and vaping premises, and no smoking or vaping will be permitted on the grounds.

The academy's policy towards smoking and vaping can be found in the Staff Code of Conduct and will be read and understood and adhered to by all staff.

21. Housekeeping and cleanliness

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. The FM will

monitor the cleaners via the senior caretaker who has the supervisory role on a day to day basis. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.
- Special considerations will be given to hygiene areas.
- Waste collection services will be monitored by the FM.
- Special consideration will be given to the disposal of laboratory materials and clinical waste in accordance with relevant legislation.

The FM is responsible for ensuring that the academy is at a safe temperature for staff and students to work in with access to fresh air.

22. Infection control

The academy actively prevents the spread of infection through the following measures:

- Availability or routine immunization.
- Maintaining high standards of personal hygiene and practice.
- Maintaining a clean environment.

The academy will ensure that arrangements are in place to minimise any student health risks, e.g. flu, by ensuring hygiene standards are maintained. ~~and students and staff are not permitted in academy if they are unwell.~~

The academy employs good hygiene practice in the following ways:

- Displaying posters throughout the academy, encouraging all students, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing.
- Ensuring there is sufficient liquid soap, warm water, and paper towels available for everyone to wash their hands throughout the academy.
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance.
- Providing PPE where necessary.
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops should not be used to clean up body fluid spillages; instead paper towels should be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any student's soiled clothing to go home, and never rinsing it by hand.
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor.
- Providing a secure sharps bin, out of reach of students for the disposal of sharps.
- Discouraging students, staff members and visitors from touching any stray animals that may come onto the academy premises.
- Staff and students displaying signs of infection, such as rashes, vomiting, diarrhea, etc., will be sent home and recommended to see a doctor. The academy encourages parents/carers to have their

children immunized.

- The academy keeps up to date with national and local immunisation scheduling and advice. All student's immunisation status is checked at academy entry and at the time of any vaccination.
- All cuts and abrasions should be covered with waterproof dressings.

23. Risk Assessments.

The headteacher has overall responsibility for ensuring potential health and safety hazards are identified and ensuring risk assessments are completed for all areas of risk in the academy. Heads of department are responsible for completing their departmental risk assessments. The facilities, health and safety manager will be consulted when risk assessments are carried out. Termly risk assessments of high risks areas such as laboratories and DT workshops will take place. Annual risk assessments will be conducted for all other areas of the academy. Risk assessments will consider the needs of staff, students, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.

The Governing Body via the Resources will be informed of risk assessments allowing issues to be prioritised and actions to be authorised along with funds and resources.

The academy will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the academy has implemented to control the risk

The visit leader will ensure risk assessments are completed by staff leading day trips or residential stays.

24. Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how.
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced.
- Record the findings.
- Review the assessment regularly and revise if necessary.

25. Security and theft

Policy and procedures to reduce security risks are addressed in the Security Policy.

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents.

Money will be held in a safe and banked on a regular basis to ensure large amounts are not held on-site. Money will be counted in an appropriate location, such as the finance office, and staff should not be placed at risk of robbery.

Staff and students are responsible for their personal belongings and the academy accepts no responsibility for loss or damage.

Thefts may be reported to the police and staff members are expected to assist police with their investigation. All members of staff are expected to take reasonable measures to ensure the security of academy equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The academy will install access control and security measures to ensure the safety of the academy. The academy will ban individuals from the premises if they pose a risk to any member of the academy community. The academy will consider any risks that are posed by their local context, e.g. arson attacks.

26. Severe weather

The headteacher in consultation with senior members of staff makes a decision on academy closure on the grounds of Health and Safety. If closure takes place, the governing body will be promptly informed.

27. Safe use of minibus/Academy Transport

The facilities, health and safety manager is responsible for arranging the annual maintenance of the minibus/minibuses including MOTs, the finance officer is responsible for the road tax and the Business Manager is responsible for the insurance of the academy transport.

The driver must hold a current valid driving license be aged 25 years and over and hold a full license in group D or passenger carrying vehicles in order to drive any minibus over the DVLA minibus weight and length restrictions. However, the academy will ensure as far as possible that all school minibuses are within this restriction and therefore only a full driver's license is required.

Drivers must supply a photocopy of their driving license to the facilities, health and safety manager, who holds an up to date list of staff approved to drive the minibus. No one should drive the minibus unless they are listed, as approved.

If passengers are paying a charge the minibus permit must be clearly displayed in the vehicle.

The minibus will carry strictly one person per seat and seat belts will be worn at all times. Fines incurred will be paid by the driver at the time the offence was committed. Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the academy.

Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The academy will decide who is responsible for covering the cost of any repairs.

Where staff use their own vehicles for academy business use, they must provide an up to date copy of their MOT and driving license to the facilities, health and safety manager. The academy purchases occasional business use insurance to cover staff occasionally using their own vehicles for academy business.

28. Academy trips and visits

The academy buys in advice and support for learning outside the classroom from Edsential, a community interest company owned by the local authority.

The named competent person nominated as Educational Visits Coordinator, is the Facilities, Health & Safety Manager who is responsible for:

- supporting the head and governors with approval and other decisions;
- assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience;
- organising the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc.
- organising thorough induction of leaders and other adults taking students on a specific visit;
- organising the emergency arrangements and ensure there is an emergency contact for each visit;
- reviewing systems and, on occasion, monitoring practice.
- please refer to section 23 for risk assessments.

29. Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to the repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the item in a safe and balanced manner.

In order to manage these risks any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.

Line managers are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from the FM.

30. Working at heights

Line managers/heads of department will ensure that working at height is risk assessed and that appropriate control measures are put in place to mitigate those risks.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

When using access equipment, such as ladders, crawling boards, etc., the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.

Staff should always use correct routes of access and not use short cuts. Working at height is only permitted

for trained staff i.e. use of the tower scaffolding must only be used by PASMA trained staff.

31. Lone working

Policy and procedures concerning employees' lone working are addressed in the Security Policy.

32. Staff Well-being / Stress

Staff will be aware of the symptoms of stress that include: sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means to manage stress and assist staff.

33. Use of VDU's / Display Screens

The majority of staff within the academy are not considered to be DSE users. The academy will adhere to The Health and Safety (Display Screen Equipment) Regulations 1992 and refer to CWAC, guidelines and procedures – Working with Display Screen Equipment.

Line managers and heads of department will ensure that DSE workplace assessments are conducted by all users, as required.

DSE assessments will be reviewed annually and where equipment changes or office layouts change or when there are staff changes.

34. Monitoring and review

The effectiveness of this policy will be monitored continually by the headteacher and the governing board. Any necessary amendments may be made immediately.

The next scheduled review date for this policy is June 2026.

The academy will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

Name: Mr Ralph Mainard, Chair of Resources Committee

Signature:

Signature Date: 26/06/2023

Endorsed by:

Name: Helen Cairns, (Headteacher)

Signature: Signature Date: 26/06/2023

Appendix One: Register of Appointed Persons

Below is a list of all staff members who have a role in ensuring the effective implementation of this Health and Safety Policy –.

Role	Appointed person	Telephone number	Email address
Health and safety link governor	Ralph Mainard	01244 313806	rmainard@bishopschester.co.uk
Headteacher	Helen Cairns	01244 313806	hcairns@bishopschester.co.uk
Business Manager	Alison Beasley	01244 313806	abeaseley@bishopschester.co.uk
Facilities, Health and Safety Manager	Alex Preston	01244 313806	apreston@bishopschester.co.uk