

# **Bradford Girls Grammar School**

## **Health & Safety Policy & Procedures**

The crest of Bradford Girls Grammar School is a circular emblem. It features a central shield with an open book and the year '1662' above it. The shield is surrounded by a blue border containing the text 'BRADFORD GIRLS GRAMMAR SCHOOL' and the year '1875' at the bottom.

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# Introduction

This Health and Safety Policy has been developed by the Academy Business Leader and has been signed off for implementation by the Headteacher and Board of Governors as a means of providing focus and direction for Health and Safety Management.

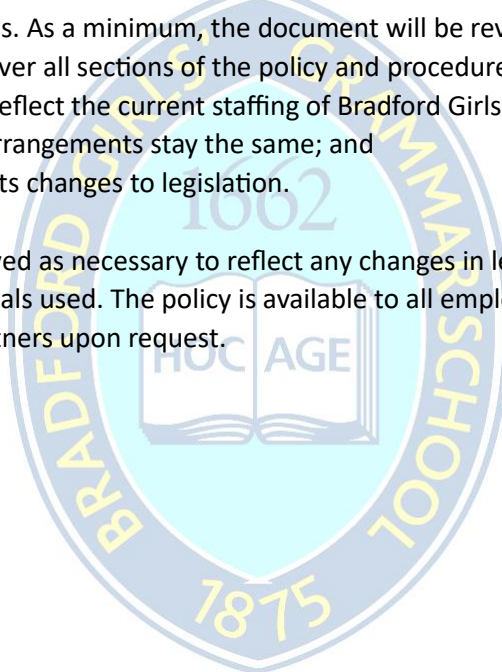
The Policy provides the framework for setting and reviewing objectives and targets from management perspective. It also lays down the procedures for implementing these policies, which are to be followed by all employees.

The Bradford Girls' Grammar School Policy will be documented, maintained and communicated to all employees and other interested parties. The policy will be re-enforced and implemented through the day-to-day actions of managers.

The policy will be reviewed to ensure its continued relevance and suitability as part of the ongoing management review activities. As a minimum, the document will be reviewed and updated every two years. The review will cover all sections of the policy and procedures documents to ensure that:

- The responsibilities reflect the current staffing of Bradford Girls' Girls Academy
- The organisational arrangements stay the same; and
- The document reflects changes to legislation.

The policy will also be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used. The policy is available to all employees and other interested and relevant parties and partners upon request.



# Statement of Intent

Bradford Girls' Grammar School will comply with relevant Health and Safety Acts and Regulations, together with industry standards and best practice relevant to the academy's operations.

Occupational health and safety policies and arrangements will be proportionate to the level of safety and health risks arising from school activities.

Bradford Girls' Grammar School accepts the duty to prevent injury and ill health to employees, visitors, contractors and temporary workers, as well as any members of the public who might be affected by academy operations.

This policy will be communicated to all employees and stakeholders who may be affected by Bradford Girls' Grammar School operations. In order to ensure that information about how risk will be managed reaches those exposed to risk, health and safety policies and procedures have been developed for our activities. All relevant information is available from the Academy Business Leader.

The key health and safety objective is to minimise the number of instances of occupational accidents and achieve an accident-free workplace.

All employees will be provided with relevant equipment, information, training and supervision.

Each individual is responsible for taking reasonable care of their own and other people's welfare and to report any situation that may pose a threat to the well-being of any other person.

Finances and resources reasonable to implement this policy will be made available.

All significant work-related injuries, incidents and near misses will be reported, investigated and recorded. Accident and investigation records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Bradford Girls' Grammar School is committed to continual improvement in performance related to the way that safety and health risks are managed. Our Health and Safety Policy will be continually monitored and updated every two years, or when there are changes in the nature and scale of Bradford Girls' Grammar School operations.

The specific arrangements for the implementation of the Policy and the personnel responsible are detailed in our Health and Safety Policy.

# Health and Safety Responsibilities

## Bradford Diocesan Academies Trust

BDAT are responsible for providing an Academy wide policy which will provide guidance on the areas which should be identified in this school specific policy.

## Governors

The Governors are responsible for ensuring that a health & safety policy is available. They make sure that all risks are properly managed and resourced (that is, where necessary, adequate funding is made available to reduce the risk) and that he/she has the support of other Governors to carry out his/her duties.

The Governors have given Health and Safety duties to the Leadership Team while keeping overall responsibility.

## Head Teacher and Leadership Team

The Leadership Team has accepted the duties from the Governors and will carry out these duties by making sure that:

- Health & safety performance is reviewed regularly.
- The health & safety policy statement reflects current board priorities.
- The management systems allow health & safety performance to be reported effectively.
- They are kept informed about significant health & safety failures and the outcome of the investigations into their causes.
- The team addresses the health & safety implications of all its decisions.
- Adequate funds are made available to meet the requirements of the policy.
- The appropriate insurance cover is provided and maintained.
- There is time at all meetings, including Leadership Team meetings, to discuss Health & Safety

## Managers

The manager's health & safety responsibilities are to make sure that:

- Any health & safety objectives highlighted through risk assessment are met and standards are monitored within their area of responsibility.
- Employees in their area of responsibility are provided with a working environment that is, as far as possible, safe and without risk to health, with adequate facilities and arrangements for welfare at work.
- Training, supervision, instruction and information is provided to employees in health & safety procedures and policies, as necessary.
- Immediate and appropriate steps are taken to investigate and deal with any risks to health & safety arising from work activities in their area of responsibility.
- Any health & safety issues are brought to the immediate attention of senior management, as necessary.
- All accidents and near misses are properly recorded and reported and an investigation is carried out to identify the causes.
- Safe access to and from the workplace is maintained at all times.
- All employees receive adequate and appropriate health & safety training in their tasks.

Throughout this policy, 'management' means the person in charge of the work area, no matter what their actual title. Also, the responsibilities outlined above should apply no matter

whether the area of control is a department, division, team and so on.

## **Employees**

The employees' health & safety responsibilities are to make sure that they:

- Understand the health & safety policy and appreciate their responsibilities.
- Do not put themselves or other people at risk through their actions or failure to act.
- Warn new employees about known dangers.
- Act responsibly at all times.
- Do not abuse the welfare facilities.
- Co-operate on all aspects of health, safety, and welfare.
- Follow the requirements of the health & safety policy.
- Tell management about any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any task or tasks.
- Work in line with the information and training provided by the line manager.
- Do not misuse or interfere with anything that has been provided for health & safety reasons.
- Report any accident or near miss, however small, to their manager and fill in the accident book.

## **Contractors**

- Contractors must follow all the requirements of this policy. They must also provide copies of their safety policies and any other documents relating to health & safety that Bradford Girls' Grammar School may ask for. If they fail to do so, they may be asked to leave the site and they may be charged fees.
- All work must be carried out in line with the regulations relating to the work activity and take account of the safety of others on the site and the general public.
- Their employer must inspect scaffolding used by contractor's employees (even when scaffold has been put up for other contractors) or a competent person appointed by their employer, to make sure that it is put up and maintained in line with the regulations and codes of practice (Work at Height Regulations 2005).
- All plant or equipment brought on to site by contractors must be safe and in good working condition. It must also be fitted with any necessary guards and safety devices, and have any necessary certificates available for checking.
- The subcontractor must give the Site Manager information and assessments on noise levels of plant, equipment or operations before work starts.
- All electrical equipment must meet the latest British Standards for industrial use and be in good condition.
- Subcontractors must report any injury or damage caused by their employees to the Academy Business Leader.
- Subcontractor's employees must follow any safety instructions that the Site Manager gives them.
- Any material or substance brought on site, which has health risks, must be used and stored in line with regulations and current recommendations.
- Contractors must carry a risk assessment on any substance or process that could harm health and give the risk-assessment report to the Site Manager before works start
- Contractors must keep workplaces tidy and clear away all rubbish, waste materials and so on as work proceeds.
- Contractors carrying out high-risk activities must give us a detailed method statement. The method statement must be agreed with the Academy Business Leader before work starts



and copies must be available on site so that everyone can keep to the agreed method statement.

- In addition, for activities such as roof work, live electrical work, and hot work, a permit to work system must be used and the Bradford Girls' Grammar School Business Leader will manage this.
- Subcontractors whose work includes a design function will give those designs to the main contractor to send to the planning supervisor. The design team must have enough time to consider the designs before work starts. The details of the design work must be included as part of the health & safety file.
- The Contractors, senior representatives must go to any safety meeting that the main contractor or planning supervisor asks them to go to. These meetings will be the main way of transferring information.
- The Contractors must make sure that they follow Bradford Girls' Grammar School contractor safety procedures.

### **Drivers of vehicles supplied by Bradford Girls' Grammar School**

Driver's health & safety responsibilities are to make sure that:

- Checks are carried out on their vehicles each day to make sure that they are safe and roadworthy.
- They always follow the road traffic regulations.
- Vehicle maintenance is carried out as required by the manufacturer's instructions.
- They report all faults on vehicles (and any equipment) and carry out any extra maintenance as necessary.
- They do not drive any vehicle unless they have been fully trained and instructed in how it works.
- They follow the requirements of the safety policy.
- They tell management about any medical condition or legal problem that affects their driving licence, or about any possible prosecutions.
- They tell management about any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out a particular task or tasks.

## Competent Persons

### Academy Business Leader

The Academy Business Leader fulfils the role of Competent Person and is responsible for co-ordinating health and safety activities and for acting as the primary source of health and safety advice.

The role of the Competent Person may include:

- Co-ordinating Bradford Girls' Grammar School's risk assessment programme.
- Administering the accident investigation and reporting procedure.
- Liaising with Enforcement Authorities, BDAT, insurers and other external bodies.
- Submitting reports as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- Co-ordinating the health and safety inspection programme.
- Identifying health and safety training needs.
- Providing or sourcing health and safety training.
- Providing health and safety induction training to new employees.
- Identifying the implications of changes in legislation or HSE guidance.
- Preparing and submitting progress reports on an annual health and safety action programme.
- Sourcing additional specialist health and safety assistance when necessary.
- Displaying the Health and Safety Law poster, a copy of Bradford Girls' Grammar School's Health and Safety Policy Statement, Employer's Liability Certificate, Health and Safety Responsibility Chart, and Fire and Accident Reporting Procedure.
- Ensuring the site(s) has adequate fire marshals and first aiders at all times.
- Completing the Induction Checklist for new starters and long-term temporary employees.
- Coordinating display screen assessments for new employees or whenever there has been a significant change in the workstation.
- Keeping and maintaining the Health and Safety Policy and updating with any new procedures when given.
- Ensuring that any actions arising from the health and safety audits are addressed.
- Recording any hazardous substances and carry out workplace assessments where appropriate.

### Fire Marshals

Fire Marshals will:

- Participate in all required fire marshal training.
- Know who works in their allotted area.
- Ensure that all pupils in their area are familiar with their assembly points, and nearest escape routes.

### First Aiders

All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under a training course approved by the HSE.

It is the responsibility of all first aiders to maintain a valid certificate of competence and to



advise their manager when it is due to expire. The first aider will also keep a record of training and qualifications. The list of first aiders and their locations are displayed on notice boards. All information of a personal nature obtained in the course of first aid duties will be treated as confidential. First aiders will:

- Act in accordance with their training at all times.
- Summon further medical help where necessary.
- Look after the casualty until recovery has taken place or further medical assistance has arrived.
- Ensure own safety at all times.
- Record all treatments for which they are responsible, with specific details of the injury or other reason for treatment.
- Ensure that the first-aid room (if applicable) is kept tidy and well-stocked.
- Keep their manager informed of annual leave dates (If applicable), wherever possible.
- Record all First Aid incidents on Medical Tracker

### **Health and Safety Contacts**

Health and safety contacts are the persons you need to contact in the event of a H&S incident or where advice is required. Your H&S contacts with BDAT are:

- Head of Estates and Environment – Marc Burrow
- Deputy CFO – Matthew Hill

Each academy is required to include the contact details of their competent persons for the following (this can be the same person for each point):

- Person responsible for H&S within the academy or school – Andrew Cheeseman
- Competent person for H&S – Andrew Cheeseman
- Competent person for fire safety – Andrew Cheeseman
- Competent person for fire alarm & emergency lighting – Andrew Cheeseman
- Competent person for Gas, heating and ventilation – Andrew Cheeseman
- Competent person for Electrical – Andrew Cheeseman

## Policies and Procedures

### RISK ASSESSMENT POLICY

Each academy requires a programme in place for the completion of general and specific risk assessments as required by legislation. Risk assessments should be led by persons who have appropriate training and experience with input from individuals with experience of the work activities being assessed. They include both activities undertaken at academy and risks associated with offsite and itinerant activities such as work at the premises of others, travel and driving (sports events off site etc.).

The responsibility for conducting risk assessments within each department is delegated from the board of governors and the Head to the Heads of Departments or equivalent. The Heads of department can then in turn ask individuals within the department to assist e.g. look after all personal protective equipment. Note: Teachers with no managerial responsibilities cannot be forced to take on these responsibilities. They can volunteer and training should be provided. Employees potentially impacted by a risk assessment will be consulted appropriately during the process of it being drawn up so that they can contribute to this.

The extent to which we any academy undertakes the assessments internally depends on the competency required. Any individual undertaking risk assessments should undertake risk assessment training. Risk assessments required by each individual academy will differ depending on the size and activities undertaken at that premises. The list below, whilst not exhaustive, is a guide to the risk assessments which would be expected at each academy and required by law.

Type of Risk Assessment	Competent Assessor who undertakes
Fire risk assessment	Competent 3 <sup>rd</sup> party assessor from a nationally recognised fire risk assessor scheme or register.
COSHH (Hazardous substances)	Competent assessor who has experience and training in assessing hazardous substances.
Legionella	Competent 3 <sup>rd</sup> party assessor (Legionella monitoring company)
Accessibility assessment	Competent 3 <sup>rd</sup> Party assessor qualified to conduct accessibility audits and assessments.
Regulation 12 low level glazing assessment	Competent 3 <sup>rd</sup> party assessor
Educational visits	Competent and trained assessor either in house or external with 3 <sup>rd</sup> party verification.

Risk assessments are to generate significant findings which must be recorded and control measures which must be implemented. This may generate tasks for specified individuals which must be completed by their allotted timeframe. It is the manager with responsibility for the risk assessments job to ensure these control measures are implemented and that the risk assessment is reviewed

whenever there has been a change to the process, procedure, personnel involved or after a specified time period which is decided upon during the risk assessment process.

Progress on the programme of risk assessments, and the outcome of assessments are subject to consultation with employees via the Health and Safety Committee Meetings, Staff Meetings, email and other consultation systems.

The significant findings of risk assessments should be communicated to any staff involved in that process or procedure ensuring all staff are fully aware of the risks and how to control them. Records of risk assessments should be retained for at least 5 years and master copies should be retained within departments, school office or the site manager's office whichever is most applicable.

Note: Whilst there is no requirement to retain copies of risk assessments which have been superseded, it is useful to retain them for future reference for example, in case they are needed to defend a legal action.

## **ACCIDENT REPORTING POLICY**

It is BDAT policy that all injury accidents, however minor, are recorded within the accident book or other suitable means.

All accidents and incidents involving time off work are to be investigated to determine the causes and any actions necessary to prevent a recurrence. Where the accident caused, or had the potential to cause, serious injury, the investigation should be conducted by a senior manager independent of the department involved with the assistance of the competent person. For some academies this may mean a BDAT member of staff conducting the investigation.

If an employee informs a manager of ill health which the employee believes to be work related, it should be investigated in a similar way as other incidents, with occupational health advice being obtained as necessary.

The business leader is responsible for recording and reporting incidents which fall within the recording and/ or reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). All such incidents and any other incidents of a similarly serious nature should also be reported to BDAT for consideration as they may require reporting to the insurers.

All accident records and associated information should be filed confidentially and retained for 5 years. Any incident involving the potential exposure to asbestos containing materials should be retained for 40 years. Any incident of this nature must be reported to BDAT so that arrangements for the storage of this information can be made.

Accident trends, learning points and the outcome of investigations of serious incidents should be discussed at Governors meetings / Senior leadership team meetings. These discussions will only include such information which would enable the discussion of the incident and the actions required to prevent re-occurrence. Information which could identify individuals involved should not be used within these forums. This information could also be made available to Trades Union Safety Representatives on request and discussed at health and safety committee meetings. Safety

Representatives may also review RIDDOR reports subject to permission being given by the accident victim.

Should accident rates or trends increase this policy will come under review for its suitability and changes could be implemented.

## **ASBESTOS POLICY**

If the individual academy has been constructed after the year 2000 an asbestos policy is not required.

Any academy built prior to the year 2000 should undertake an asbestos management survey to help identify any areas suspected of containing asbestos materials. The asbestos survey will produce an asbestos register, this register should be made available to all who wish to view it especially contractors undertaking works which will not affect the building fabric.

Any school or academy where asbestos is suspected must undertake a refurbishment and demolition survey prior to any work which involves the disturbance of the building fabric. This includes all building works. A refurbishment and demolition survey should be conducted by a competent asbestos surveyor and only need to cover the area of works being undertaken.

Any academy where asbestos containing materials have been identified must establish an Asbestos Management Plan. This plan should include:

- Asbestos register
- Emergency Procedures
- Management surveys
- Training
- Competent Persons (Surveyors)

The management plan should include short term and long-term plans for the management of asbestos. The development of the management plan may require assistance from a competent person.

## **CONTROL OF CONTRACTORS POLICY**

BDAT recognise that when school's or academies engage contractors to work on premises, we have obligations to plan, monitor and control their work for the safety of everyone who could be affected by their activities. The contracting organisation also holds similar responsibilities, and it is therefore our policy to work together with our carefully selected competent contractors to ensure that our workplace remains safe and without risk to health.

The majority of contract work falls within the definition of 'construction' and as a client we recognise our responsibilities under the Construction (Design and Management) Regulations 2015 (CDM) for:

- checking the competence of all appointees including contractors
- ensuring there are suitable management arrangements for the project including the provision of welfare facilities for use by contractors/staff
- allowing sufficient time and resources for all stages of the project
- providing pre-construction information to designers and contractors.

- Appointing the Principal Designer and Principal Contractor in writing.

There is also an obligations to control contract works under other legislation including the Management of Health and Safety at Work Regulations 1999.

We recognise that larger projects falling within the requirements of Part 3 of the CDM regulations are notifiable to the Health and Safety Executive and involve additional responsibilities. This policy is not intended to cover the detailed health and safety arrangements for such projects which would be determined on a case by case basis and for which responsibility would be shared with the Principal Contractor, Client and Principal Designer.

This policy sets out the approach which should be taken by an academy to managing contractors involved in projects which are not notifiable under the CDM regulations but also includes how we identify those larger scale projects which are notifiable.

### **Overview of Procedures for Control**

All work undertaken which falls under construction work (which is most of it) requires a Construction Phase Plan to be provided by the contractor. Where any job includes more than 1 contractor a Principal Designer must be appointed in writing. If this appointment is not made the Principal Designer role remains with the client (body corporate of BDAT). When planning work to be undertaken by contractors we ensure that a single person has overall responsibility for planning and coordinating the work. This person should have the required Qualifications, Skills, Knowledge, Training and Experience required to undertake this duty.

This individual undertakes a thorough evaluation of the work required to evaluate the scale of the project.

If it is likely that the project will exceed 30 working days with more than 20 workers on site at a time and more than 500 person days of construction work, and therefore requires notification to the HSE via the F10 notification procedure.

- ensures that BDAT is promptly made aware
- coordinates arrangements for the appointment of a competent Principle Designer (PD) and Principal Contractor, taking into account guidance on competency set out within the HSE's guidance document L153.
- personally takes responsibility for ensuring that the work does not begin until there is an adequate construction phase plan in place and suitable welfare facilities for workers.

In the case of all construction\* projects the following should be established by the person in control of the project:

- define the work to be undertaken including the task, the place of work and associated issues
- consider the hazards that are likely to be introduced by the work and any risks arising from the academy business affecting the contractors or third parties.
- determine whether it is reasonably practicable to segregate the contractors' work from the other activities taking place on site either by scheduling the work out of hours, during holidays or by physical separation
- identify potential contractors and evaluate their competence to carry out the work safely. Keep records of due diligence.



- ensure that any design or specification work undertaken by our organisation on our behalf is undertaken by competent persons who are able to eliminate hazards and control risks within the design and meet their obligations under the CDM Regulations
- obtain and provide essential health and safety information about the site, the activities, the work (including any residual risks identified by designers/specifiers) and safety rules, to enable the contractors to take these matters into account in their tender and during the construction phase
- discuss detailed work plans with the successful contractor and review their construction phase plan
- Ensure the appointment of the Principal Contractor and Principal Designer is made in writing
- ensure that health and safety requirements are included in the contract
- undertake or review risk assessments for the workplace to determine any new or changed risk controls to be introduced for the duration of the work and after it is completed
- ensure that a responsible person is appointed to meet the contractors representatives, ensure that they sign in/out and brief them with essential health, safety and emergency information
- if the work is particularly hazardous ensure that there are arrangements for issuing permits to work; Note that whilst not legally require in most cases, permits to work are good practice and enable the client to provide a higher degree of control where there is a risk of death or serious injury. Should the individual academy require assistance with the permit to work procedure they should contact their competent person.
- monitor the execution of the work to ensure that it is being carried out safely
- lead a contract review to ensure that any problems are identified and recurrence is prevented by changes to procedures etc.
- Communicate regularly with the Principal Contractor or Contractors during the project.

Further details about these arrangements are given in the remainder of this document.

### **Competence Assessment**

Academies should select contractors based on technical competence, experience, and suitability for the work to be done. In particular the assessment process should involve a review of requested information from the contractor including:

- track record of experience in similar contracts
- membership of reputable trade bodies or approved contractor schemes
- legally required registrations (e.g. Gas Safe Register)
- health and safety policies and practices
- recent health and safety performance (number of accidents etc.)
- qualifications, training and skills of their staff and manager
- selection procedures for sub-contractors
- example safety method statements and risk assessments for similar work
- supervision arrangements
- arrangements for consulting their workforce
- references from previous clients.

Academies should ensure contractors competencies, insurances, risk assessments and safe systems of work are checked prior to the commencement of work.



Checks should also include a review of the HSE's notices and prosecution database ([www.hse.gov.uk/enforce/index.htm](http://www.hse.gov.uk/enforce/index.htm)) to determine if the potential contractor has been subject to any formal legal sanction.

Any claim that a contractor is a member of a trade or professional body or an approved contractor scheme should be verified directly with the body to ensure the membership is current and covers the work being offered. This check should be recorded.

### **Essential Information Provided to Contractors**

To enable contractors to take account of all issues affecting health and safety within the project, Academies should provide essential health and safety information in the form of Pre- Construction Information including:

- for any design or specification work already undertaken, any information about risks which could not be eliminated at the design stage
- any restrictions on the time or location in which the work is done
- access, parking and road traffic rules
- information about other people who could be present in the premises, or could be at risk in the vicinity including more vulnerable persons such as children, the elderly, the disabled and those with special educational needs
- restrictions which will apply to the storage of goods, materials, skips, site huts and storage containers
- rules regarding the storage of waste awaiting collection, and where applicable for removal of waste from site
- smoking restrictions
- rules about work on the electrical installation and the use of electrical equipment
- requirements for work on the gas system
- general rules about the need to maintain escape routes and access to fire equipment plus any specific rules in relation to the project
- rules requiring the use of personal protective equipment when required as a result of the hazards of the work and as required with designated hearing protection/head protection/safety footwear/hi viz areas
- any particular hazards within the premises such as the presence of asbestos within work areas likely to be used by the contractors, fragile roofs, overhead or underground services, confined spaces, reversing vehicles at loading bays etc., anticipated hazards from the work activities undertaken or other contractors, machinery or hazardous substances
- restrictions on the introduction of certain high hazard equipment or processes except where agreed in advance and subject to a permit to work, e.g. radioactive sources, cartridge tools, hot work, lifting equipment
- restrictions and rules about the use of hazardous substances or generation of noise
- rules about work at height including roof work, scaffolds, mobile elevating work platforms and suspended access equipment when applicable
- restrictions on the use of our facilities e.g. toilets, washing facilities, restaurants and equipment e.g. forklift trucks
- requirements for Supervision and quality assurance
- restrictions or rules on the use of sub-contractors
- the need for contractors to provide their own first aid arrangements/ the availability of our first aid facilities and personnel
- any specific qualifications required for particular parts of the job

- security clearance arrangements
- requirements to report all accidents and incidents to the Client representative
- the contact details of our representative responsible for coordinating the work who can be contacted for further information.

### **Receiving Information from Contractors**

Once the contractor is selected, detailed work plans should be discussed and the contractor's risk assessment and method statement are reviewed.

Any risks created by the contractor affecting other persons on the premises need to be taken account of in the academies own risk management arrangements for the duration of the project.

#### **Authorisation/Permits**

Contractors' representatives should be required to sign in on arrival and out on leaving. The exception to this would be where the contractor has taken ownership of an area of the premises where they can access and control their own contractors. I.D badges where provided must be worn at all times during term time. During holiday periods where there could be large numbers of contractors on site the site foreman for each group will be inducted and he will be responsible for keeping registers of who is on site at any time. They will also be responsible for the registering of personnel in the event of an emergency.

For particularly hazardous work, a Permit to Work is required. This includes:

- hot work
- confined space work
- work with asbestos containing materials
- work on roofs
- work on live electrical equipment.

The contractor, principal contractor and principal designer will identify work which will require a permit, the contractor or principal contractor completes the document with details of the work to be undertaken, foreseeable hazards, the precautions to be implemented by the contractors and the start and finish time of the permit. Both parties sign to indicate that particular work methods and precautions have been agreed and are in place prior to sign off.

Contractor's representatives are required to keep a copy of their permit at the place of work which may be inspected by any member of BDAT or the school staff. At the end of the permitted time, the permit is closed by sign off from both parties to indicate that the work is finished and the work area is safe.

### **Contracts**

In the conditions of contract it should stipulate that the contractor and all of their employees must:

- adhere to the contractor's safety rules which we have issued
- comply with their own method statements or where this is not practicable for any reason, to agree changes with our client representative in advance
- comply with all health and safety laws applicable to the work undertaken

### **Briefing**

As described within the Authorisation/Permits section above, on arrival at site, contractor's representatives are questioned and briefed by a member of the academy staff in relation to the following matters:

- parking arrangements
- any hazards that the contractor may create for other building users e.g. use of chemicals or flammable liquids, obstructing access, power tools
- any hazards arising from our own activities on that day which may affect him/her
- a reminder of the locations of any known asbestos containing materials/that there is no known asbestos containing materials in the building but if they suspects anything to stop work and ask
- agreed safe working method to protect the contractor and others
- the importance of the contractor not doing any work which has not been previously agreed
- the fire procedure including raising the alarm, sound of the alarm, assembly point, exit routes, identity of fire marshals, location of extinguishers – for use if trained
- smoking rules
- the need for the contractor to report any accidents or hazards
- arrangements for waste removal if necessary
- toilet location and any other welfare facilities for their use
- the need to sign in on arrival and sign out before leaving
- specific activities requiring a permit to work and how this will be issued and by whom before the contractor commences work.

### **Monitoring**

All work by contractors should be monitored periodically to:

- review progress
- check quality of workmanship
- check that the workers on site are those expected and who have signed in
- identify any problems or unanticipated risks at an early stage
- check that work is restricted to the areas anticipated and not creating additional risks by spreading beyond the agreed area or involving unauthorised work
- check that method statements are being followed, that the contractors are complying with site rules and that they are generally working in a safe manner

The degree of monitoring depends on the type of work involved for example, regular contract work activities such as window cleaning are checked a few times per year, whereas building alterations might be checked several times in a day.

Where monitoring detects poor standards, this is addressed with the contracting company concerned and, if necessary, monitoring frequency is then increased. Where appropriate, work should be stopped whilst a solution is found.

### **Contract Review**

On completion of works Principal designer provides a health and safety file. Should a Principal designer not He also ensures that ongoing inspection and maintenance requirements of new equipment are identified and scheduled.

He also leads a contract review process to evaluate satisfaction with the contractor's work and identify any other concerns which may have arisen. The review covers in particular:

- quality of the work
- compliance with health and safety rules and with the method statement
- effectiveness of communications
- decision whether to add or delete the organisation from the preferred contractor list
- any improvements required to the policy and procedures for control of contractors

This process takes place on completion of the work or, in the case of contracts for regular work, takes place at least annually.

Where the review indicates that the contractors standards are below those required, we would normally remove them from our approved list of contractors.

## **COMMUNICATION AND CONSULTATION POLICY**

BDAT is committed to a partnership approach to risk management involving all managers and employees. Academies should consider consulting on the following:

- any changes at the workplace that may substantially affect their health and safety, for example, changes in systems of work
- the arrangements for competent advice on health and safety matters
- the information to be given to employees about risks to health and safety and preventative measures
- the planning and organising of health and safety training
- the health and safety consequences of introducing new technology.

## **CRITICAL INCIDENT PLAN**

The Trust has developed a Business Continuity/Critical Incident Plan template. All BDAT Academies must populate this with school specific information to identify the action to be taken in the event of any critical incident. The plan reflects on the procedures for dealing with the incident and the issues which may arise following the critical incident.

## **DISABLED OR TEMPORARY DISABLED EMPLOYEES POLICY**

Where an academy employ persons with disabilities, or where existing employees become disabled, the academy should ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to medically suspend the individual from the workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they may return to work if the fit note indicates they may be fit to work subject to conditions and that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice.

Academies should ensure that the needs of disabled staff are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the particular employee, taking into account their abilities and disabilities. The employee must be consulted when drawing up the risk assessment. The risk assessment covers not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations such as responding to staff fire alarm.

Academies should also develop a personal emergency evacuation plan (PEEP) to cover any emergency that may occur which may result in evacuation and that may affect the individual concerned. If members of the public or parents attend site they will be escorted by an individual responsible for their evacuation.

Relevant risk assessments and the PEEP should be reviewed at frequencies which take account of any change in the person's health condition.

### **DSE COMPUTER WORKSTATION POLICY**

All BDAT Academies must develop and maintain a suitable policy and arrangements for managing the hazards associated with the use of Display Screen Equipment (DSE) As a minimum all BDAT Academies must provide suitable furniture for our office staff including adjustable chairs at computer workstations. Sufficient space is provided for the needs of each user including the provision of storage space away from the desk where necessary.

Desks should be sited so far as is possible so that glare, reflections and extremes of light and shade do not cause discomfort. Window blinds [and/or curtains] should also provide to assist in the control of these hazards.

Software should be selected for its suitability for the task and ease of use. Users should have access to IT support via Trust technicians and managed service.

Workstation assessments should be conducted for all users by a competent person. This could take the form of a self-assessment provided the user has received recognized training and can demonstrate a reasonable level of competence.

Workstation assessments should be reviewed at least every 2 years and also whenever there has been a change to the workstation or the tasks undertaken.

Records of workstation assessments should be retained for at least 5 years.

### **ELECTRICAL SAFETY POLICY**

All BDAT Academies must ensure that all work on electrical equipment and installations is carried out by qualified electricians or qualified contractors. Risk assessments must be undertaken of their work activities and adopted safe systems of work based on best practice. BDAT staff are clearly instructed that they are not permitted to undertake any electrical repairs.



Electrical standards are applied as set out within the Electricity at Work Regulations 1989 and for new works, the standards applied follow current requirements of BS7671 (the IEE Regulations for Electrical Installations) and the current Building Regulations.

It is BDAT policy that live working is prohibited although voltage detection testing is permitted where essential by qualified and experienced staff with appropriate controls and suitable equipment. In the unusual circumstance that live working cannot be avoided the use of a permit to work system will be employed.

The Academy electrical installation will be tested and inspected at least every 5 years by a competent electrician and improvements implemented as necessary for safety. This may also be conducted on a rolling programme of 20% of all distribution boards each year. This ensures all 100% of DB's are tested within the 5 year period.

### **ENVIRONMENTAL POLICY**

At BDAT we understand that our work has to be undertaken with the minimum amount of environmental impact as possible. We require that all Academies ensure this by constantly assessing our environmental impact whether by written assessment or dynamic risk assessment.

We should constantly assess if better technologies or products are available should we need to replace or repair items.

By constantly assessing these and choosing the best product for the role we will decrease our environmental impact.

### **FIRE SAFETY POLICY**

A bespoke fire safety policy should be developed for each academy. This should take into account the premises, fire safety engineering in place at the school, staffing levels, training requirements, fire risk assessments, maintenance and inspections.

All fire risk assessments should be undertaken by a competent person who has received training in conducting fire risk assessments and preferably a consultant from a third party accredited fire risk assessment scheme.

All persons working on the fire safety equipment or systems are required to be competent to do so.

### **FIRST AID POLICY**

All BDAT Academies must undertake an assessment of first aid needs to determine the numbers of first aiders and the first aid facilities required.

The assessment should also identify:

- The location of the first aid boxes and equipment.
- A procedure for checking and maintenance of first aid requisites
- Arrangements for monitoring status of training e.g. use of training matrix to ensure refresher training is completed on a timely basis.
- Requirements for any specialist first aid training including paediatric first aid, use of defibrillators, treatment of anaphylaxis, mental health first aid.
- Arrangements for internal or external events, sporting activities, school and public performances, school trips, residential visits.



- The trained first aiders so that employees know who these are.

When conducting the First Aid needs assessment all BDAT Academies should refer to the HSE L74 Guidance Document referencing the Health and Safety (First Aid) Regulations 1981.

## **HAZARDOUS SUBSTANCES POLICY**

The management of BDAT recognize that limited quantities of hazardous and dangerous substances may be present in Academies including cleaning substances, paints, lubricants, glues, sealants. All products in use which contain hazardous or dangerous substances must be listed on an inventory and a current safety data sheet obtained from the supplier. Trained COSHH assessors must undertake risk assessments of the use of each substance and exposure to any hazardous byproducts and the recommended risk control measures must be applied. The Academy competent person should be contacted for advice on all matters relating to hazardous substances.

Academies must ensure that risk assessments are undertaken prior to activities which involve the generation of, or exposure to, hazardous substances.

When storing hazardous and dangerous substances a check should be made that the storage area is suitable and that only compatible substances are stored together. Substances must be stored in fully labelled containers which include hazard warning labels where appropriate. All containers including aerosols should be stored in a cool dry place, away from the sun and any flammable liquids will be stored separately in a specially designed fire resistant flammables store.

Substances should be locked away so far as is practicable so that they are only accessible to authorised persons who have been trained in their safe use. Employees must be reminded of the need for keeping chemicals well away from children and good personal hygiene and the prohibition of eating, drinking or smoking, when using such substances. Employees are also provided with any necessary personal protective equipment and instructions for its use, maintenance, storage and replacement.

The correct storage of substances and their correct use will be monitored through regular audits. Where substances are surplus to requirements, these will be disposed of via licenced waste contractors and a waste disposal note retained.

Spillage and emergency procedures should be determined as part of the risk assessment process.

## **LEGIONELLA POLICY**

All BDAT Academies must implement arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' and 'HSG274 Legionnaire's disease: Technical guidance'.

These arrangements include:

- assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- appointment of the Head Teacher as 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any particular precautions specified in the risk assessment
- the maintenance of records of all applicable maintenance and testing which are held in the school office together with a copy of the risk assessment and details of the competent person who conducted it
- monitoring by a specialist competent contractor to check the records and confirm that the precautions have been implemented.
- 

All plumbing alterations must be carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.

## **MANUAL HANDLING POLICY**

Although every effort is made to reduce loads to a level where there is little risk of injury, we accept that this cannot always be achieved, particularly in relation to delivery activities which involve heavy lifting or pushing/pulling.

In all BDAT Academies, specific manual handling risk assessments should be undertaken by trained in-house manual handling assessors, to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable.

Recommendations arising from the assessments must be implemented by managers, employees are instructed in the outcome and copies of the assessments are provided to all employees.

Equipment should be provided where possible to minimise or simplify handling of heavier objects e.g. trolleys and sack trucks and we ensure that two persons are available where the risk assessment identifies the need.

Employees involved in significant lifting should be trained in the safe techniques to use and instructed to report to their line manager any health concerns that may make manual handling less safe for them.

Records of manual handling assessments should be retained for at least 5 years.

## **OCCUPATIONAL HEALTH POLICY**

Through risk assessments we have considered the need to provide ongoing health surveillance to employees and as a result we have determined that no health surveillance is required.

Academies are required to engage the services of our preferred HR and Occupational Health advisors Fusion HR.

Occupational Health records are retained confidentially with our independent Occupational Health provider for 40 years.

### **OFF-SITE WORKING POLICY**

We fully recognize that working off site is sometimes required for teachers and associate staff. This could be for CPD, Seminars, Covering for teachers at a partner school or providing services

Any work undertaken off site is subject to the completion of a task specific risk assessment and safe system of work. This should be undertaken by the employee undertaking the task in conjunction with their line manager.

Consideration should be given as to the means of transportation as well as the environmental conditions at the place of work and nature of the work to be carried out.

Any additional advice that may be required should be addressed with the competent person. All documentation should be maintained for a period of 5 years.

### **LONE WORKING POLICY**

The Health and Safety Executive (HSE) defines lone workers as ‘those who work by themselves without close or direct supervision.’ BDAT Academies are likely to identify any of the following lone working situations:

- those working alone in remote parts of a large site
- persons working in the premises before or after normal hours
- peripatetic workers.

Academies are required to identify any lone working tasks and complete a risk assessment for the task or individual. Appropriate control measures must be considered including:

- communication via telephone for all site staff working on site
- regular communication is mandatory whilst working out of hours
- office staff working out of hours are to inform the site staff of their whereabouts and the time they intend to finish
- the building has a security sweep prior to lock down
- technological aids such as phone apps for lone working or personal alarms Lone workers should not be allowed to perform tasks which involve the following:
  - work at height including steps and ladders
  - use of machinery
  - Heavy manual lifting tasks
  - electrical work
  -

Employees should be instructed that they must immediately leave any situation in which they feel uncomfortable or at risk and that such action has the support of management.

## **SLIPS, TRIPS AND FALLS POLICY**

BDAT Academies must carry out a review of the premises for slip, trip and fall hazards and must take action to resolve the issues identified and record these in the risk assessments. Housekeeping standards and the condition of floors should be reviewed formally on a termly basis as part of a workplace monitoring regime. The results of this monitoring will be recorded and actioned.

The prevention of slip and trip accidents in the workplace relies on the involvement of all staff and everyone should be encouraged to deal with hazards when noticed. Staff must be instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They must also be encouraged to report hazards, seeking assistance with any which they cannot personally resolve.

Steps and stairs should be equipped with handrails. Step edges should be maintained in good condition. External step edges should be highlighted with yellow paint where necessary for visibility. When specifying hard flooring, Academies must ensure that it meets the surface roughness requirements suitable for the activities taking place and, as part of the risk assessment process must undertake assessments of the slip risk from hard floored areas in line with HSE guidance taking specific account of the use of the area.

Cleaning regimes must be designed to ensure that dust, grease and other slip hazards are well controlled, with all hard flooring cleaned at least once per week. If there is a spillage, cleaning staff should be responsible for ensuring that it is cleaned up promptly and any wet floor is clearly highlighted.

Wet floor signs should be used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, should be dried so far as is reasonably practicable.

Cleaning and site staff should remove waste on a daily basis to ensure that it does not accumulate and cause a trip hazard.

Suitable and sufficient lighting will be provided for normal tasks, and emergency lighting is provided to aid escape in case of lighting failure. All lighting should be routinely checked as part of a termly workplace monitoring regime.

Arrangements should be put in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in the external areas.

## **SMOKING POLICY**

Smoking is not permitted on any BDAT Academy site and in company vehicles. Signs should be displayed at entrances and in vehicles in accordance with statutory requirements.

Smoking is also not permitted in any private vehicle when used on school business if it is being used to carry passengers.

All staff and sub-contractors are prohibited from smoking within any client premises or within any place where “no smoking” signs are displayed.

### **TEMPORARY WORKERS POLICY**

Temporary workers such as cover teachers should undergo a suitable induction. As a minimum this would include familiarisation of the building, information about risk assessments as well as an explanation of the emergency plans. In the event of emergencies temporary workers are to muster with their class.

As temporary workers present a proportionately higher risk than full members of staff greater instruction and supervision is required.

### **TRAINING POLICY**

The management of BDAT Academies will establish training needs through looking at legislation, guidance and best practice, consultation with competent persons, discussion with staff and the academy requirements.

Once a training need has been identified, the Academy must have a procedure in place for approval. Once approved the training will be booked and arrangements made for travel or accommodation should this be needed.

A training matrix should be established to keep employees up to date with training. Training is discussed as part of each employee’s appraisal.

Each BDAT Academy should also provide in house Continuous Professional Development (CPD) for Teachers and Associate Staff.

### **VISITORS POLICY**

Visitors to our premises include parents, couriers, clients, sales persons, contractors, members of the public (including children), members of the emergency services, regulatory staff.

Visitors to BDAT premises are asked to sign in and out of our buildings and will be under the supervision of a member of staff or will be provided with information via signage or notices that will assist them in remaining safe during their visit.

Visitors will be admitted to the school in line with the Academy Safeguarding policy and arrangements.

Contractors undertaking work within the premises will be subject to our contractor control arrangements. All visitors will be issued a pass.



## **WASTE MANAGEMENT POLICY**

BDAT aims to take a positive approach to protecting the environment and with regards to waste where possible recycling is encouraged. Arrangements for recycling should be discussed with the Academy waste collection service.

The environmental hierarchy of controls should be used to address this point and updates to the Academy policy will reflect as and when changes are made.

Biohazard waste should be collected by a suitable company.

Waste Transfer notices should be retained on site for a period of 5 years.

## **WELFARE FACILITIES POLICY**

Each BDAT Academy must ensure that the welfare facilities provided for the school will comply with the Workplace (Health, Safety and Welfare) Regulations 1992.

Well-equipped sanitary and washing facilities will be provided in sufficient numbers for the staff using them.

Facilities should also be provided for staff to obtain drinking water, for heating water and heating food.

Staff should be able to rest and eat food at their desks should they wish however staff rooms should also be available.

Lockable cupboards should be provided for some staff due to the nature of their work.

Accommodation for outdoor clothing should be catered for with the provision of coat hooks.

An appropriate provision of disabled toilets should be available throughout all BDAT Academies.

## **WINTER CONDITIONS POLICY**

On the occasion that heating systems fail due to breakdown or power disruption. Staff should utilise portable heaters where possible and put on additional clothing as a temporary measure whilst a solution is sought. Where the temperature in the work areas falls below 16 degrees Celsius (teaching unions have stipulated 18 degrees) for a prolonged period, the Head Teacher will authorise staff and pupils to go home on full pay or work from home where appropriate.

For outdoor workers thermal clothing, warm jackets, gloves and hats, non-slip overshoes must be provided. Changes to work patterns such as switching to indoor tasks, additional rest breaks, hot drinks facilities should also be considered.

In the event of snowfall within the commuting routes of employees, managers will monitor weather conditions and release staff and pupils early if necessary to avoid them being trapped at work.



Managers will also contact staff if the workplace is to be closed and/or they are not expected to come to work e.g. during a period of prolonged freezing conditions.

Unless directed by management not to attend, employees are expected to make reasonable efforts to come to work without taking personal risks. Travel warnings should be heeded. Staff who can be correctly set up to work from home should do so if possible. This would be at the discretion of the Head Teacher and Chair of Governors.

Line managers are responsible for ensuring that additional communications and other precautions are taken as necessary to safeguard those who are lone working. This may occur due to low staff numbers in the workplace or due to home working arrangements being instigated. Should staffing levels be such that lone worker situations are encountered then refer to the Lone worker policy for tasks not to be conducted under such conditions.

If due to low staff numbers, first aiders are not available, the most senior manager present will take the role of appointed person i.e. for the purpose of managing any first aid incident and obtaining medical treatment.

Academies are required to also put in place contingency plans to cover loss of heating, power or water. These should be covered in the schools Critical Incident Plan.

Procedures will be implemented in accordance with the Academy slips trips and falls policy to control the additional slipping hazards presented by the weather. In particular all external walkways and steps on the premises will be regularly cleared of snow and gritted to reduce ice. Academies will follow the government's snow code in our approach to clearing snow and ice.

Particular attention should be paid to building entrance areas to minimise the risks from wet floors. Employees will be encouraged to wear footwear with a good tread when walking outside e.g. between the car park and the buildings. Should snowfall or ice deposits be such that routes are unable to be maintained clear then consideration should be given to adopt a traffic management scheme. Hazardous routes can be sectioned off and efforts concentrated on clearing the high traffic areas.

## **WORK EQUIPMENT POLICY**

When selecting work equipment for purchase, managers must consider its suitability for the tasks required. Managers must also ensure through training that staff who are to use the equipment understand how to use it safely and the limitations of the equipment.

Portable electrical equipment should be subject to portable appliance testing by a competent external contractor. The frequency of testing is scheduled in accordance with IET guidance and this testing is in addition to the pre-use inspections that all staff will be instructed to carry out. All portable power tools should be subject to a visual inspection by the user prior to and after use. Defects should be reported to the site team. The site team must ensure that a repair or replacement is undertaken promptly. Equipment that is in a dangerous condition should be securely removed from service whilst awaiting repair or disposal.

All powered equipment is capable of being isolated and procedures require that maintenance and cleaning is carried out with the equipment switched off, and where the risk assessment requires it, physically locked off or disconnected.

For equipment which is hazardous to those who are untrained e.g. garden machinery use of the equipment should be restricted to authorised persons. Where necessary, these restrictions must be supported by locking off the area or the power supply and by the display of signs indicating the names or job titles of authorised persons.

Safe systems of work should be developed for the use and maintenance of hazardous equipment and relevant safety signs must be clearly displayed. Adopted control measures should be based on general risk assessments which must be undertaken for the use and maintenance of the equipment. Power tools should be 110v CTE type or battery powered. In the unusual circumstance that it is necessary to use a 240v tool on site, this must be carried out using an RCD adaptor and only then in dry conditions and where mechanical damage was unlikely.

BDAT staff are not permitted to use their own tools for work purposes, as this could make it very difficult for us to ensure that the equipment is suitable and properly maintained.

All work equipment should be subject to a programme of inspection and where necessary, maintenance. This programme will be devised taking into account the risk assessment, general good practice and the manufacturer's instructions. Persons who have been suitably trained only can carry out maintenance. In the case of passenger lifts specialist contractor's must carry out this maintenance.

Fixed machinery including kitchen equipment should be inspected during termly workplace monitoring programmes as well as by users and supervisors on a day to day basis. This inspection should check general condition, the presence of fixings, the correct operation and the presence of guarding. Staff must be instructed to check that guards are correctly in position before using work equipment.

Suitable storage arrangements should be provided for work equipment.

Where hire equipment is used on a long term basis management must ensure that the maintenance and repair responsibilities are clearly agreed between the Academy and the hire company.

Records of maintenance should be maintained for a period of 5 years.

## **WORKING AT HEIGHT**

Working at height may not be undertaken by any staff unless they have the requisite training for the items of work equipment and processes they may undertake.

Regular training updates must be provided for all working at height tasks. Staff will be reminded that no working at height tasks are to be performed by lone workers.