




Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

HEALTH & SAFETY POLICY & PROCEDURE

Approving Body	B.M.A.T.
Date of First Approval	Nov. 9th 2016
Date of Last Amendment	
To Be Reviewed	
Responsible Officer	

I. STATEMENT OF INTENT

1. The BMAT Trustees recognise that they have overall responsibility for health and safety. In keeping with their responsibilities under the Health and Safety at Work Act 1974 ['HSWA 1974'], they will ensure that:
 - a. Arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of students, staff and others using or visiting BMAT premises or participating in BMAT sponsored activities.
 - b. Health and safety is on the agenda for Trust meetings and that this policy is reviewed annually.
 - c. Responsibilities are allocated to the appropriate people, who have sufficient experience, knowledge and training to cope with them.
 - d. Clear procedures are created to assess the risk from hazards and produce safe systems of work.
 - e. Sufficient funds/resources are set aside with which to create and operate safe systems of work.
 - f. Health and safety performance is measured actively *and* reactively.
 - g. They work with Trust Executives and BMAT employees to identify health and safety risks and, where these cannot be removed, to ensure that they are adequately controlled.
2. In keeping with the above, this policy aims to:
 - a. Establish and maintain a safe, healthy environment throughout BMAT.
 - b. Establish and maintain safe working procedures among staff and students.
 - c. Provide clear guidelines on tackling health and safety issues effectively.
3. This policy is supplemented by the following targeted policies and procedures, which are available on the BMAT website(s) and/or from the HSO.
 - a. First-Aid
 - b. Medicine
 - c. Fire-Safety.
 - d. Emergencies and Evacuation.
 - e. Business Continuity Plan.
 - f. Risk Assessment.
 - g. Accident Investigation.
 - h. Behaviour and Bullying.

- i. Educational Visits.
 - j. Lettings.
 - k. Hot Works.
4. Training: All new employees receive health and safety training during their induction (on fire safety, site safety practices/procedures and first aid). Specific training will be provided when identified in a risk assessment, as part of the performance management process or when an employee starts a new role. This will be organised by the HSO and the relevant head of department/area of work.

II. ROLES AND RESPONSIBILITIES

5. The School Principal is responsible for overseeing and ensuring compliance with this policy. In collaboration with Trustees and BMAT employees, s/he must ensure:
- a. Compliance with legislation.
 - b. That this policy and the emergency procedures are communicated to all relevant persons, including visitors, hirers and contractors; and that all employees receive health and safety information, instruction and training.
 - c. That arrangements are in place for monitoring and auditing health, safety and welfare practice, including the activities of contractors, the compliance of machinery or equipment and BMAT activities undertaken off-site.
 - d. That risk assessments are carried out, that first-aid facilities are maintained in compliance with legislation and that emergency procedures are in place.
 - e. Maintain a liaison with local police.
 - f. Ensure that records are kept of all relevant health and safety activities (e.g. assessments, inspections, accidents and training).
 - g. That termly health and safety reports are provided to the Governing Body on all matters relating to health and safety policy/procedure.
6. Employees Holding Positions of Special Responsibility (including the Health and Safety Officer ['HSO'], Catering Manager, the Premises Team and Senior or Middle Leaders) must ensure compliance with this policy within their department/area of work, by:

- a. Ensuring that all employees under their management are familiar with the health and safety procedures of the Trust and within their area of work.
- b. Ensuring that all health and safety checks, reviews and risk assessments are completed in their department/area of work, to identify and manage key risks; and that remedial work is undertaken.
- c. Ensuring that all accidents are investigated appropriately.
- d. Including health and safety matters in their reports to the School Principal, HSO or Trust.
- e. Resolving health, safety and welfare issues that are referred to them; and referring issues to the HSO if they cannot resolve them alone.
- f. Ensuring the provision and use of personal protective equipment ['PPE'] where necessary.
- g. Ensuring that members of staff only work at height with supervision and assistance from the Premises Team, who are responsible for the purchase and maintenance of ladders.
- h. Ensuring that significant manual handling tasks are always risk assessed; and performed by the Premises Team wherever possible.
- i. Ensuring that any hazardous substances are correctly used and safely stored; and that no hazardous substances are used without permission of the HSO.

7. Teachers have special obligations and must:

- a. Exercise effective supervision of students and be familiar with health and safety practice and procedure.
- b. Regularly check classrooms and surrounding areas for hazards.
- c. **Not** leave students unattended or with inadequate supervision.
- d. **Not** allow students to move or lift heavy equipment.
- e. Provide clear health and safety instructions to students as and when necessary; and incorporate relevant aspects of health and safety into lessons.
- f. Report accidents, defects and all other health and safety concerns (including near misses) to the Health and Safety Officer or School Principal.
- g. Ensure the use of PPE where necessary.

8. All employees must:

- a. Comply with health and safety training or instruction, this policy and emergency policies.
- b. Give due care for the health, safety and well-being of themselves, students, colleagues and visitors.
- c. Ask the Premises Team for permission and assistance with heavy lifting or working at height.
- d. Report all accidents and near misses in accordance with the procedures set out in this policy.
- e. Report all concerns regarding local health and safety arrangements to their performance manager.
- f. Cooperate with others to enable them to fulfil their health and safety responsibilities.
- g. Consider the health and safety implications of their activities and the purchase of any equipment.

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

- a. Exercise personal responsibility for the health and safety of themselves and others by complying with health and safety rules/instructions.
- b. Observe safe standards of dress and personal hygiene.
- c. Use health and safety equipment appropriately.

III. PROCEDURES

10. The following procedures assist with the reduction and/or elimination of risks to health and safety; and promote compliance with health and safety requirements. More targeted policies and procedures (e.g. first-aid) are available on the BMAT website(s).

11. Active Monitoring Systems check for compliance and provide essential feedback on performance before an accident, incident or ill health; and help to measure success and recognise good practice. The following systems are in place:

- a. The periodic examination of documents (e.g. risk assessments and training or induction records) to check that standards are met.
- b. The systematic inspection and maintenance of premises and equipment to ensure that they are suitable for their purpose and, as far as is reasonably

practicable, free from risk of injury. Where the safety of work places and equipment is dependent on proactive inspection and maintenance, a programme will be established for a competent person to carry out the necessary works (e.g. portable appliance testing – PAT). Appropriate records and relevant test certificates will be maintained.

- c. Annual environmental monitoring and health surveillance to check the effectiveness of health control measures.
- d. The HSO will conduct periodic evaluations of all reported incidents, near misses and incidents of ill health, to identify and prevent patterns.
- e. Annual safety tours and audits (health and safety, HR, fire risk etc.)
- f. Regular reports to management/Trust/LGB meetings.

12. Risk Assessment: It is the responsibility of employees holding positions of special responsibility to complete risk assessments in their department/area of work; and the responsibility of the HSO and School Principal to ensure that risk assessments are completed for significant risks across Trust premises.

- a. The 'Risk Assessment Guidance' document, which is available from the BMAT website(s) and/or the HSO, details how to conduct a risk assessment.
- b. Risk assessments should identify all defects/deficiencies and the remedial action/risk control measures required.
- c. High risk areas (e.g. science labs and DT class rooms) must have a regular programme for risk assessments. Other areas require annual risk assessments.

13. Accident and Incident Reporting:

- a. All employees, students and visitors should report any sub-standard conditions or practices to the Premises Team and/or their Performance Manager and/or the HSO.
- b. All accidents, incidents and near misses/dangerous occurrences **must** be reported as promptly as possible by submitting an Accident Report Form (Appendix A - Reporting Accidents and Incidents) to the HSO.
- c. The HSO will complete RIDDOR F2508 (<https://www.hse.gov.uk/forms/incident/>) and inform the Health and Safety

Executive ['HSE'] if the accident is significant as listed by the HSE, using F2509.

14. Accident Investigation:

- a. The 'Accident Investigation Guidance' document, which is available from the BMAT website(s) and/or the HSO, details how to conduct an accident investigation.
- b. All accidents, however small, should be investigated and the findings recorded by the HSO.
- c. The time allocated to each investigation will depend on the seriousness of the accident. As a guide, minor accidents require a simple investigation lasting approximately one hour. A reportable or serious accident will require a standard investigation of approximately six hours.
- d. During or on completion of an investigation, a risk assessment should be carried out to avoid reoccurrence.

15. SEN/D Needs: Wherever possible, all risk assessments and curricular activities must be adapted to ensure the health, safety and wellbeing of children with SEN/D needs. Unless absolutely unavoidable, students with SEN/D needs should not be excluded from activities on health and safety grounds.

- a. The School Principal is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of SEN/D students.
- b. All teaching and support staff must ensure that they are fully aware of and responsive to the needs of SEN/D students.

16. Fire Precautions Statement:

- a. The 'Fire Safety Policy' is available from the BMAT website(s) and/or the HSO.
- b. The HSO is responsible for the formal maintenance and regular testing of the fire alarm, emergency lighting and fire-fighting equipment; the maintenance of exit/escape routes and signage; and the supervision of contractors undertaking work with a significant fire risk.
- c. Procedures to be followed in the event of fire are circulated to all staff; and notices giving instructions are displayed in every classroom and by all Fire Alarm Call Points.

- d. A fire drill is to be held once every term towards the beginning of term and relevant details recorded in the Fire Log Book.

17. Security:

- a. All visitors will be signed in and issued with a visitor's badge and will be accompanied wherever possible.
- b. For further details e.g. on personal belongings and how to handle troublemakers, please see the 'Security Policy' on the BMAT website(s).

18. Contracted Works:

- a. Contractors are signed in at reception and issued with a Visitors Pass.
- b. Contractors must be aware of and act in compliance with this policy and, where applicable, the 'Hot Works Policy'.
- c. They will be advised of any site specific safety rules and informed of any hazards that they may be exposed to.
- d. Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else that may be affected by their acts or omissions.
- e. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control.
- f. The School Principal and/or HSO will ensure that a clear understanding of what work the contractors will undertake and what standards they must work to is agreed; that hazards and risks of injury and loss are identified; and that measures are put in place to eliminate or manage those risks.

19. Premises Hire: Hirers of BMAT premises will be provided with a copy of the 'Lettings Policy' and are responsible for ensuring that they use the premises correctly. The Trust recognises its duties as controller of premises and will ensure that:

- a. Premises hired are in a safe condition for the purpose of hire.
- b. Arrangements for emergency evacuation are adequate.
- c. Fire-fighting equipment is in place and in operational condition.
- d. Proper physical security arrangements are made.
- e. Insurance requirements are met.
- f. All hirers are provided with a copy of this policy.

20. Records and Notices: A list of the information to be held on file by the Trust is provided in Appendix B – Records and Notices. It is the responsibility of the HSO, School Principal and Trustees to ensure that records are kept. However, all employees should be aware of the information which must be recorded.

21. Asbestos: Asbestos surveys have been undertaken in all Trust premises, in compliance with the Asbestos Regulations 2006. The asbestos register (available at reception) must be checked before commencing any work. If asbestos is identified:

- a. A decision must be made as to whether it should be removed. If the asbestos was not deemed to be a risk due to its location and/or condition, the School Principal and HSO will become responsible for its management.
- b. A monthly inspection system must be set up to monitor the condition of the asbestos (where it is accessible) and the findings will be recorded.
- c. If any damage or flaking is noticed to an asbestos containing material, either during an inspection or otherwise, it should be reported immediately to the Contract Manager, HSO, School Principal and the Redbridge Asbestos Team (0208 7083 331).
- d. Material known to contain asbestos must never be drilled or screwed into, nor must any item be affixed to it.
- e. Further details on working with asbestos/asbestos risks are available with the asbestos register.

22. Legionella: Monthly legionella and water service temperatures are completed by H2O Legionella Control Services; and local records are maintained by the HSO.

23. Lone Working is defined as "work in any situation in which the ability to summon assistance may be impaired".

- a. It is the responsibility of managers to ensure that lone workers are monitored via regular visits, check-ins or contact.
- b. Lone workers should not undertake any activities which present a significant risk of injury.
- c. If employees are required to work on-site outside normal working hours, they should give prior notice to the Premises Team and ensure that they have a telephone with them.

- d. Significant risks associated with lone working should be risk assessed. Risk assessments should be reviewed annually or whenever there is a significant change in working practice. If required, the 'Checklist for Lone Working Risk Assessment' is available on Access HR and from School Reception.
- e. Control measures are in place (e.g. instruction, training, supervision and issuing PPE).

24. Display Screen Equipment ['DSE']: The Health and Safety (DSE) Regulations 1992 came into effect from January 1993. The Regulations apply where employees habitually use DSE equipment as a significant part of their normal work. Employees who use DSE equipment occasionally are not covered by the Regulations. The Regulations require employers to minimise the risks in DSE work by ensuring that:

- a. DSE users are identified and workstations are risk assessed. The 'Checklist for Lone Working Risk Assessment' is available on Access HR and from School Reception.
- b. Work is planned such that there are breaks or changes of activity.
- c. On request, eye tests are arranged at the Trust's expense, and special spectacles are provided if necessary.
- d. Health and safety training/information is provided where appropriate.
- e.

APPENDIX A – ACCIDENT AND INCIDENT REPORT FORM.

Important information for the injured party

Inform consent: I hereby allow for this information to be passed onto 3rd parties (e.g. Insurance Officers and Trade Union Representatives.)

Injured Person (to be signed)..... Date.....

<p>For safety section use only</p> <p>Code:</p> <p>Date:</p>
--

- Manager to complete this form in accordance with the “Reporting Injuries & Dangerous Occurrences” Wall Chart BMATPS1318”
- Ask employees involved and witnesses for information
- Tick appropriate boxes.
- Where not applicable write N/A

1. Was it an accident or incident (Tick ✓ as appropriate)

2. What type was it?

Accident Non-Physical Abuse Physical Abuse Other

3. Subject of the report (tick any that apply)

Fatality <input type="checkbox"/>	Specified major injury or condition <input type="checkbox"/>	Minor Injury <input type="checkbox"/>	Near Miss <input type="checkbox"/>
Dangerous occurrence (see wall chart) <input type="checkbox"/>	Personal Safety Of Staff Incident (If you tick this box please complete Q7) <input type="checkbox"/>	Member of the public, client, resident or pupil taken from scene of accident directly to hospital for treatment <input type="checkbox"/>	Work Related ill health <input type="checkbox"/>

4. Details of the person Involved

Name D.O.B.

--	--	--	--	--	--	--	--	--	--

 Male
 Female

Dept/Reg Grp/Bldg/..... Home Tel. No.

Job Title Pay No.

Address.

Injury/Body Part/Condition

(e.g. Cut to upper left leg)

Date of injury/Dangerous Occurrence/Diagnosis of ill health condition.

--	--	--	--	--	--	--	--	--	--

Name of Manager/Supervisor on duty
am/pm

Time.....

5. Where did it happen?

Location.....

6. Status of the affected person (Identify one only) if student registration group is required.....

Employee Pupil/Student Resident/ Client Student Teacher/Trainee/ Work Experience

Visitor/ Member of Public Contractor/ Self Employed Other (Please state)

7. Did the injured person (tick any that apply)

Go Home Go to Hospital Resumed Work Received First Aid
Over 3 days lost from work 1 to 3 days lost from work

8. What kind of behaviour was involved (PSS Incidents only)

Physical Assault- Physical Assault Minor injury Physical Assault – No injury Physical Assault- Damage to property
Major Injury
Verbal Abuse Anti-social/spiteful Behaviour Threatening Behaviour
Homophobic Incident

Note: If this incident involves harassment by a member of staff please refer to the Dignity at Work policy

9.Type of injury

Indicate what kind of incident led to the injury or condition

Struck by moving vehicle

Injured whilst handling, lifting or carrying

Drowning or asphyxiation

Contact with electricity or electrical discharge

*Struck by moving, including flying or falling object

Slip/Trip or fall on same level

Exposure to fire or excessive heat

Injured by an animal

Contact with moving machinery or material being machined

Fall from height*

Exposure to or contact with harmful substance*

*Machine type and make

Distance through which person fell
..... Metres.

*Name of substance

Struck against something fixed or stationary

Trapped by something collapsing

Exposure to an explosion

10.Account of accident/PSS incident/dangerous occurrence/injury (Continue on a separate sheet if necessary)

Describe what happened to cause the accident/dangerous occurrence and if persons were injured what they were doing at the time. Include weather, surface, lighting and condition information.

.....
.....
.....
.....
.....

Injured Person (to be signed)
Date.....

11.Educational establishments only

Incident occurred: In lesson Breaktime Lesson Changeover

Supervision Rating [.....:.....] Do you consider this to be: Adequate Inadequate

Witness (if any)

Name:

Address:

Witness (if any)

Name:

12. Following investigation by Manager – state what action has been taken or is planned to prevent a recurrence.

.....
.....
.....
.....
.....

13. Line manager's details (please print)

Name & Job title of Manager

.....

Work address of Manager

.....

Service Area..... Work Tel no.

Signature of Manager Date

Ensure all sections are completed

Pass original of this form to the **BMAT Health and Safety Officer:**

Leigh Blainey

Health and Safety Officer

EXT 411 (Beal) 0208 551 4954

Received..... Date.....

As required under the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995"

Appendix B - Health and Safety Records and Notices

The following information should be held on file. Asterisks denote a statutory duty to retain records and keep them up to date. It is good practice to retain and update the remaining records.

Policy

- Establishment's Health & Safety Policy including its Health & Safety Organisation and Arrangements *;
- Any local procedures.

Workplace

- Establishment's Asbestos Register*;
- Establishment's Workplace/Premises Inspection Records & Action Plans;
- Copies of documents verifying the competence of contractors hired by the Establishment;
- Lettings:
 - Forms completed by the lettees acknowledging the receipt of health & safety information;
 - Copies of documents verifying competence of commercial and higher risk lettees.

Risk Assessments*

- Risk assessments covering all the activities identified by the Trust's hazard register & for all educational visits.
- Specific risk assessments to cover new and expectant mothers
- Specific risk assessments to cover young persons.

Reference Material

- Safe Practice in Physical Education and Sport – 8th Edition 2012, Association for Physical Education, ISBN 978 1 90554 094 5
- ASE "Be Safe" – Fourth Edition – Health and safety in school science and technology for teachers of 3 to 12-year-olds, ISBN 978 0 86357 426 9
- "Make it Safe: Safety Guidance for the Teaching of Design and Technology at Key Stage 1 and 2, ISBN 978 0 90645 707 8
- CLEAPSS Handbook – Secondary Establishments (annotated to suit Establishment).

Maintenance, Inspection and Repair Records*, for example:

- Air Conditioning – Annual maintenance records;
- Air Receivers >250 bar/litres – Annual inspection records;
- Asbestos – Condition monitoring records;

- Autoclaves – Annual inspection records;
- Boiler – Annual contractor maintenance/inspection records;
- Design & Technology Equipment – Annual maintenance records;
- Design & Technology Equipment – Annual safe condition records;
- Drama Equipment – Annual inspection records;
- Electrical (mains wiring) – Five yearly inspection records;
- Electrical (Portable Electrical Equipment – PAT records and electrical equipment inventory;
- Emergency Lighting – Annual inspection/battery test records;
- Emergency Lighting - Quarterly contractor's maintenance records;
- Emergency Lighting – Establishment monthly checks;
- Entrance Barrier/Gates – Annual inspection records;
- Extraction Systems (Dust) – Annual inspection records;
- Extraction Systems (Heat Processes) – Annual inspection records;
- Extraction Systems (Fume Cupboards) – Annual inspection records;
- Fall Arrest Systems – Annual inspection records;
- Fire Alarm System – Quarterly contractor's maintenance records;
- Fire Alarm Call Points – Establishment weekly test records (Each call point to be individually checked a minimum of every 3 months);
- Fire Doors (Magnetic Catches) – Establishment weekly checks;
- Fire Doors (Independent Door Release Devices) – Annual battery change records;
- Fire Escapes (External Staircases, Ladders) – Inspection records (Five years after installation and every three years thereafter);
- Fire Fighting Equipment (Fire extinguishers, Fire Blankets) - Annual inspection records;
- Fire Shutter Door Systems – Annual inspection records;
- Heating Systems – Annual maintenance & inspection records;
- Hoists (Engine) – Annual inspection records;
- Hoists & Slings (Patient) – Six monthly inspection records;
- Intruder Alarm – Annual inspection records;
- Kiln – Record of firings, maintenance and annual inspection records;
- Ladders & Stepladders – Annual establishment inspection records;
- Lifts – Six-monthly contractor's inspection records;
- Lifting Equipment – Annual contractor's inspection records (equipment for lifting people – six-monthly records);
- Lightning Conductor – Annual contractor's inspection records;
- Machinery & Plant – Maintenance records;
- Mobile Elevated Working Platforms (MEWPs) – Six monthly inspection records;
- Minibuses – Pre-use checks, maintenance and servicing;
- Minibuses - Annual MOT records;
- P.E. Equipment – Annual maintenance records;
- P.E. Equipment – Establishment inspection records
- Personal Protective Equipment – Pre-use checks, maintenance and repair records
- PE Equipment – Annual inspection records;

- Playground Equipment – Annual contractor’s maintenance records;
- Playground Equipment – Weekly establishment inspection records;
- Pressure Systems (including Steam Engines) – Annual inspection records;
- Pug Mill – Annual inspection records;
- Tower Scaffolds – Annual inspection, pre-use and subsequent weekly (when erected) inspection records;
- Tie-in Bolts – Annual inspection records
- Trees (Zone 1) – Annual inspection records
- Water Systems – Annual/6 monthly cleaning, sampling and disinfection records
- Water Systems – Records of weekly flushing regime for unused or infrequently used taps/showers etc.;
- Water Systems (temperature) - Monthly limitation check records (for Nursery/Infants).
- Please note this list is not exhaustive.

Control of Substances Hazardous to Health

- COSHH Assessments – in date and signed. *

RIDDOR, First Aid & Communicable Disease

- Accident and incident reporting forms*.
- “Access to Education for children and young people with Medical needs” DFES 0732/2001.
- [Managing medicines in schools and early years settings](#), DfES/Department of Health, 2005.
- [“Guidance on infection control & communicable diseases in schools, colleges and other childcare settings”](#), Health Protection Agency, July 2012 plus an assessment of those who may be at risk.*

Fire Regulations

- Fire Register Folder - containing the following documents:
 - Fire (Workplace) Risk Assessment* and supporting fire risk assessment checklists
 - Emergency Evacuation Plan*
 - Personal Evacuation Plan(s) as appropriate*
 - Plan of the site indicating location of fire exits and fire fighting equipment*
 - Fire Drill records*
 - Records of quarterly fire alarm, emergency lighting and magnetic door catch inspections*
 - Records of Site Manager/Caretaker/School Keeper weekly fire alarm call point, emergency lighting and magnetic door catch checks
 - Details of staff fire safety training*
 - Details of any work being undertaken that may affect the fire risk assessment
 - Copies of any notifications from the London Fire Brigade.

- Guidance on writing an Emergency Evacuation Plan

Training

- Training Records - details and dates of training courses attended by staff i.e. first aid, manual handling, risk assessment, violence and aggression etc. – including certificates (or copies thereof) as applicable, preferably in a single file.
- It is also recommended that a record be kept of any health and safety briefings given to staff, for example during staff meetings etc.