



Health and Safety Policy

(Health and Safety at Work etc. Act 1974)

Last updated August 2016 (Annual Approval 15/10/15) V3

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1.0 General Statement of Policy

It is the policy of Beckfoot Trust to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment for both staff and students. The Schools' health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free school environment.

The Schools recognise and accept their duty to protect the health and safety of all visitors to the school, including contractors and temporary workers, as well as any members of the public who might be affected by its operations.

Beckfoot Trust will do all that is within its power to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the school

Beckfoot Trust will provide every employee with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their head of department or to the Headteacher. An effective health and safety programme requires continuous communication between staff at all levels. It is therefore every employee's responsibility to report immediately any situation that could jeopardise the well-being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported. Accident records are crucial to the effective monitoring and revision of the Policy and must be accurate and comprehensive.

Beckfoot Trust's health and safety policy will be continually monitored and updated particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

Signed ...Charlie Tebbutt.
Title ...Operations and Finance Director
School ...Beckfoot Trust
Date ...31/8/16

Signed ...David Horn.
Title ...Executive Headteacher
School ...Beckfoot Trust, Beckfoot School
Date ...31/8/16

2.0 Organisation

2.1 Staff with Specific Roles

The person with the overall and final responsibility for health and safety at Beckfoot Trust is the Executive Headteacher, David Horn. Local School Headteachers have specific responsibility for Health and Safety in their schools.

The person responsible for overseeing, implementing and monitoring the policy is the Trust Operations and Finance Director, Charlie Tebbutt.

Deputy Headteachers are responsible in the absence of Headteachers/Heads of School

The following personnel will be responsible for the supervision of health and safety in particular areas:

<u>Name</u>	<u>Area of Responsibility</u>
Headteachers/HOS	Local School Processes and Procedures
Amey	Buildings, fabric and furnishing at Wagon Lane
Chris Burland	Buildings, community use & FF&E at Beckfoot & Hazelbeck
Janet Brophy	Buildings, community use & FF&E at Beckfoot Upper Heaton
Suzanne Wahed	Buildings, community use & FF&E at Beckfoot Allerton
Sam Calvert	Buildings, community use & FF&E at Beckfoot Oakbank
Faculty/Subject Leaders	Departmental Processes and Procedures

Line managers (Teaching and Support Staff) have a particular responsibility for the health and safety of those they manage.

The following members of staff are members of the Trust Health and Safety Team (Committee):

Charlie Tebbutt
Fiona Whitworth
Chris Burland
Gary Ferguson
Bryan Brooks
Carol Merrick
Janet Brophy
Suzanne Wahed
Sam Calvert
Trust School Headteachers

School representatives of recognised professional associations are welcome to attend Health and Safety Team meetings

2.2 Duties of All Employees at Work

If employees are in any doubt about health and safety at work, they should seek advice from people identified in section 2.1 who will involve others as necessary.

It is the duty of each employee to take reasonable care of their own and other people's welfare (Health and Safety at Work Act).

Employees should comply with safety rules and procedures at all times whilst at work and conduct themselves in such a manner so that they, or other people, are not put at risk by their activities.

Employees are required to report any situation, hazard (something that has the potential to cause harm) or defect which may pose a threat to the wellbeing of themselves or any other person or which represents a shortcoming in the protection arrangements for health and safety.

Employees are to stop any activity immediately and seek advice if they become concerned about a situation, hazard or defect which may pose a threat to the wellbeing of themselves or any other person.

Employees shall use or wear protective clothing and equipment whilst at work, where these are provided, in accordance with legal standards, national agreements, and Council policies. Consideration will be given to instances where cultural reasons and disability need to be taken into account.

Employees are reminded that it is an offence to misuse or recklessly interfere with anything provided in the interests of health and safety.

2.3 Duties of Students

Students have a responsibility to comply with safety rules and must treat safety equipment including fire doors with care. Any students not doing so, should be sanctioned using the school's positive behaviour policy.

3.0 Accident, Injury and Dangerous Occurrence Reporting (RIDDOR)

It is the policy of Beckfoot Trust to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95).

All accidents, must be reported in line with the Trust Accident Reporting Procedure.

In some cases, an investigation will be necessary. Beckfoot Trust sees accident investigation as a valuable tool in the prevention of future incidents.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable.

Any person required to give an official statement has the right to have a lawyer or trade union representative present.

The completed report will then be submitted to Bradford Metropolitan Council for onward submission to the HSE if necessary. The CBMDC Safety Team will work with the School to investigate serious accidents to establish the causes and advise on necessary remedial action.

Local Schools are responsible for reporting all cases of accident and disease to the local authority.

Accident records are compiled and stored confidentially.

4.0 Accident Procedure

First aid should be administered by the school healthcarers or a qualified first aider. The emergency services should be called where doubt exists as to how to deal with an incident.

The first aider present at the scene is responsible for managing the response to the injury and other staff arriving are asked to work at the direction of the first aider.

A list of emergency telephone numbers of hospitals available to the school is available at Reception. The calling of an emergency ambulance will normally be done by the Reception staff on the request of the school healthcarer, a qualified first aider or someone with specialist knowledge.

A list of qualified first aiders is held at the schools Reception.

Local arrangements may vary but at Wagon Lane, the primary first aid station is the School Student Facilities Office/Reception who will advise the school healthcarer or a first aider as necessary. First aid boxes are situated around the school in locations known to first aiders. All first aid boxes are clearly marked and are easily accessible by all staff during all working hours.

The school healthcarers are responsible for the proper use and maintenance of the school first aid facilities. They will ensure that the satellite first aid boxes are maintained to required standards.

All student accidents should be logged on SIMS/CMIS. Staff/Visitor accidents should be reported to the School Healthcarers and logged using an AB1.

An RIF1 should be completed for any accidents requiring hospital treatment and submitted to the Occupational Unit at Bradford Council as soon as possible after the accident.

A PAS1 - Pupil Accident Summary Form and an AS1- Accident Summary Sheet will be completed annually and provide an on-going record of accident occurrence at each school and site.

5.0 Asbestos

There is no asbestos in the new or refurbished buildings at Beckfoot and Hazelbeck. An asbestos register is available at other sites for reference.

6.0 Consultation

Beckfoot Trust sees communication between staff at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of raising health and safety matters at departmental meetings or directly with line managers. Line managers should then refer issues to Headteachers, or a member of the Health and Safety Team.

7.0 Control of Hazardous Substances (COSHH)

It is the policy of Beckfoot Trust to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 1989.

A COSHH assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

Beckfoot Trust will ensure that exposure of staff and students to hazardous substances is minimised and adequately controlled in all cases.

All staff and students who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

8.0 Communication

Beckfoot Trust will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the school health and safety policy. Beckfoot Trust communicates with its staff orally, in the form of announcements and consultations in staff meetings, in writing, in the form of directives and this policy statement, and by example.

9.0 Display Screen Equipment

It is the policy of Beckfoot Trust to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

Beckfoot Trust will conduct health and safety risk assessment of all workstations staffed by employees who use VDU screens as a significant part of their job on an annual self-assessment basis.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

VDU screen users will be allowed periodic breaks in their work.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

10.0 Electrical Equipment

All electrical equipment must be used only for its intended purpose.

Beckfoot Trust adopts a routine of testing portable equipment (PAT testing) in accordance with a cycle agreed in a risk assessment.

Users of portable equipment should undertake a visual check before each use. This includes Laptop trolleys and in particular an inspection of their mains power cables for damage.

Portable equipment brought into school by members of staff should not be used until it has been PAT tested.

Users of portable electrical equipment are responsible for the safe management of any trailing cables.

11.0 Evacuation Procedure

In the event of the fire alarm being activated (see Fire Evacuation procedure), or in any other emergency situation (such as a bomb scare), all persons must leave the building by the nearest available exit and assemble at the designated assembly point. (See Fire Evacuation for detailed information)

11.1 Wheelchair Users on the Second Floor (Wagon Lane Site Only)

Specific procedures are in place to ensure the safe evacuation of wheelchair users from the second floor. The Beckfoot lift must not be used when the fire alarm is sounding or until the all-clear is provided by the Headteacher or their deputy (See Fire Evacuation for detailed information). For clarification, the lifts in Hazelbeck are designed for use when the fire alarm is sounding.

12.0 Fatal/Serious Injury Incidents

A serious injury is one that results in life threatening injuries or involving multiple casualties with minor injuries.

In these cases, the accidents will probably need reporting immediately to:

- The HSE. See Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Bradford Council will then implement their Incident Plan and Beckfoot and Hazelbeck Trust will implement its Business Continuity Plan.

13.0 Fire Safety

All members of staff must ensure they have read and understand the school's Fire Evacuation Procedure (printed separately).

Fire Risk Assessments for each site take account of special fire hazards in specific areas of the school.

The local fire service inspection staff may undertake visits and/or take action to ensure compliance with relevant fire safety guidance documents. They are not responsible for compliance – their role is confined to enforcement rather than advice and guidance.

At Wagon Lane, Amey hold responsibility for ensuring the maintenance and testing of fire alarms and fire fighting equipment. At other sites, school staff hold the same responsibility. The actual maintenance of the equipment is the subject of an annual contract with a specialist firm.

Everyone within the schools has a duty to report immediately any fire, smoke or potential fire hazards by using a fire alarm or reporting to a senior member of staff.

All staff have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Smoking including the smoking of e-cigarettes is not permitted on any part of the school site.

Line Managers and Support Staff Leaders are responsible for keeping their teaching and working areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

13.1 Fire Detection Equipment

Manually operated fire alarm (red boxes) activation points are located at strategic points throughout the schools.

The Wagon Lane site operates a 'double knock' fire alarm activation system, providing a few minutes for an investigation to confirm the fire exists before the alarm fully activates. To override this, any second detector activation will immediately sound the full alarm.

13.2 Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the school. Staff are not expected to tackle a fire themselves unless trained to do so. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

13.3 Fire Doors

Fire doors designed to slow spread of fire and smoke throughout the school have been installed at strategic points. Fire doors are designed to close automatically and must never be blocked, jammed or tied open. Nothing must be stuck to the surface of a fire door other than designated fire signage.

13.4 Fire Exits

Fire exits are located at strategic points throughout the school. Exit doors and corridors must never be locked, blocked or used as storage space. In the event of the fire alarm sounding staff and students must exit the building by the nearest exterior door.

Emergency lighting for use in the event of power failure has been installed in exit corridors, above emergency exit doors and throughout areas used when members of the public are admitted.

Lifts (with the exception of those at Hazelbeck school) should not be used in the case of an emergency evacuation.

13.5 Practice Fire Drills

Practice fire drills will be conducted every term to ensure staff and student familiarity with emergency evacuation procedures.

14.0 Gas Safety

There is a significant risk to everyone in the building in the event of a gas leak.

Staff using gas appliances should take special care to check the equipment before during and after use.

15.0 Grass cutting

Grass cutting must only be carried out in areas free of students. Machinery must be incapable of being started up by students when it is left unattended.

16.0 Ladders and Stepladders and Working at Height

Only ladders and stepladders marked as class 1 or 2 (EN131) should be used in school. The schools own and maintain a set of stepladders and these are the only ones to be used in school.

Ladders should only be used if no other method of accomplishing a task is available.

Ladders should only be used once a member of staff has read and understood the Risk Assessment for Working at Heights and signed the annual training register. This Risk Assessment covers risks associated with hanging display work and accessing shelving in Store Rooms.

17.0 Lone Working

Under normal circumstances Beckfoot Trust staff do not engage in lone working. A lone worker is someone who works alone or alone with service users; either away from or in a remote part of the workplace where the workplace is empty of other workers.

Staff concerned about lone working should discuss their concerns with their line manager.

18.0 Manual Handling Operations

It is the policy of Beckfoot Trust to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Staff must ensure they have completed the Manual Handling compulsory training modules from the schools' Induction Training programme.

Where it is not possible to avoid manual handling operations a risk assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible:

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
2. Any member of staff who may have to assist a disabled student should have been previously instructed in the correct methods and limitations of lifting persons.
3. Members of staff should not attempt to lift or move a load which is too heavy to manage comfortably.
4. When lifting an object off the ground staff should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

19.0 New and Expectant Mothers at Work

Beckfoot Trust confirms that pregnancy is a natural condition and it will not be equated with ill health.

Staff that are pregnant should inform their line manager who will complete a New and Expectant Mothers risk assessment form. This form should be reviewed if the circumstances of the pregnancy change.

20.0 Office and Workplace Safety

Offices, though generally regarded as low risk areas, still present their own risks to health and safety.

Staff concerned about the working environment (temperature, lighting etc.), facilities (toilets, eating, washing, changing etc.) cleaning or general safety should advise their line manager of their concerns. Line managers should then see Headteachers, Charlie Tebbutt or a member of the Safety Team to arrange for a specific risk assessment to be completed and resulting action to be taken.

21.0 Outdoor Adventure Activities

Those who wish to lead groups participating in adventurous activities, such as caving, climbing, canoeing, mountaineering, sailing and related activities, must be recognised as an approved Leader at the appropriate level.

Other Outdoor Activities and Offsite Visits and events involving students and adults hold potential health and safety hazards. Any Outdoor Activities and Offsite Visits must be planned in accordance with the Outdoor Activities and Offsite Visits Policy.

All events must be approved by the Headteacher/HOS (who may delegate this task) and have a properly completed risk assessment prior to approval.

22.0 Personal Protective Equipment (PPE)

Personal protective equipment will always be made available to staff if a task requires such equipment.

Protective equipment must be worn by staff if the task they are carrying out requires the use of such equipment and it has been issued.

If protective equipment is not available for a task that requires it, the task must not be performed.

23.0 Pesticides

On the Wagon Lane site, Amey is responsible for the safekeeping and use of pesticides. At other sites, school staff hold this responsibility. This must be in accordance with the Control of Pesticides Regulations 1986 and the Control of Substances Hazardous to Health Regulations 1988. It is recommended that anyone using pesticides in school should hold a certificate of competence if the materials are other than approved for amateur use, approved for use in agriculture, horticulture, forestry or contain methyl bromide.

24.0 Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every member of staff in the organisation is trained to perform his or her job effectively and safely. It is the opinion of Beckfoot Trust that if a job is not done safely then it is not done effectively.

All staff will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training needs will be identified at individual reviews or at departmental meetings where changing curriculum needs are discussed. Training will take place on or off site according to the methods and content required.

25.0 Working Environment

25.1 Work Areas

1. Working areas must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely.
4. All combustible waste materials must be discarded in sealed metal containers.

25.2 Circulation Areas

1. Circulation areas must be kept clear from obstructions at all times.
2. If a circulation area becomes wet it should be clearly marked with warning signs and/or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any circulation area or classroom.

25.3 Tool and Equipment Maintenance

1. School machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the head of department to determine who is authorised to use specific tools and equipment.
2. It is the responsibility of all members of staff to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.
3. All tools must be properly and safely stored when not in use.
4. No tool should be used without the manufacturers recommended shields, guards or attachments.
5. Approved personal protective equipment must be properly used where appropriate.
6. Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
7. Members of staff and students are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

26.0 Smoking

Smoking including the smoking of e-cigarettes prohibited in all areas of the schools.

27.0 Snow and Ice Clearance

In the event of snow fall or icy conditions at the beginning of the school day Amey (Wagon Lane) or school staff at other sites will clear a paths necessary to access the site safely. Every possible effort must be made to maintain the clear paths in a safe condition throughout the day.

28.0 Violence and Aggression

Violence can include physical, verbal, sexual, racial or threatening behaviour by a colleague, student, parent/guardian or member of the public. Strict guidelines apply to these sorts of incidents and they must be reported to the Headteacher or a member of the Safety Team immediately.

If a student carries out a physical assault on a member of staff, the student will be removed from the class or school until the matter is resolved. A Violence to Staff

Report Form should be completed. If a member of staff suffers actual bodily harm they should secure a medical statement about the injuries. Trade Unions should be informed where appropriate.

29.0 Visitors and Intruders

29.1 Visitors

During core school hours, that will vary at each site, (term time only) all visitors will have restricted access to the school and should report to the main reception, where they will be issued with a visitors badge and be asked to sign in. Visitor badges are issued and should be displayed by visitors at all times to indicate their lawful presence at the school.

Outside of these hours and in school holidays school staff and visitors must sign into the visitor's books in reception. Contractors working in the building will sign in at the site office

Leaders of community groups using the school out school hours must register at reception and they are responsible for the number of people in their group. It is the leader's responsibility to keep a register of their group.

Staff should be aware of the schools' procedures and actively question all persons on site if they are unbadged/unknown.

Visitors must sign out on their departure.

All visitors will be made aware of the Fire Evacuation Procedure when signing in.

29.2 Intruders

Section 40 of the Local Government (Miscellaneous Provisions) Act 1982 confirms that a person lawfully on school premises as a visitor ceases to be so where s/he refuses to comply with a request to leave or his/her behaviour is such as to terminate that implied permission to be on the premises.

Section 40 applies to school premises including the school playground, school playing fields, and other school premises for outdoor recreation.

29.3 Removal of persons suspected of committing an offence

Where school staff consider Section 40 to apply, the member of staff should first ask the offender to leave the premises. Where the intruder refuses to leave or where is any risk of violence the police should be called without delay.

A Police Constable may remove from the school premises any person who they have reasonable cause to suspect is committing or has committed an offence under Section 40.

30.0 Work Equipment

It is the policy of Beckfoot Trust to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1992.

Beckfoot Trust will endeavour to ensure that all equipment used in the school is safe and suitable for the purpose for which it is used.

All staff will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the wellbeing of persons in or around the school will be restricted to authorised persons and a suitable notice exhibited.

All work equipment will be maintained in good working order and repair.

All staff will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

31.0 Workplace Inspections

It is the policy of Beckfoot Trust to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

Regular inspections of the school will be conducted as part of the Faculty Review process.

School inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

32.0 Young People at Work

Special care needs to be taken when involving young people in the work environment as their lack of maturity and experience may lead them to have a lower awareness of risk than older staff.

For this reason, Beckfoot Trust has strict guidelines for the careful placement of students on work experience with carefully completed risk assessments and detailed supervision.

33.0 Safety Rules

1. All staff should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All staff shall immediately report any unsafe practices or conditions to the relevant authority if necessary stopping any activity until the hazard is risk assessed.
3. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the premises.
4. Students with long hair must not operate machinery without their hair being tied back. Ties should not be worn unless tucked in.
5. Earrings larger than 10mm in diameter must not be worn in any part of the school.
6. Horseplay, practical joking or any other acts that might jeopardise the health and safety of any other person are forbidden.
7. Any person whose level of alertness and/or ability are reduced due to illness or fatigue will not be allowed in the school if this might jeopardise the health and safety of that person or any other person.
8. Any person shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by an authorised member of staff.
9. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard or other staff or students.
10. No member of staff should undertake an activity that appears to be unsafe.
11. No member of staff should undertake an activity until he or she has received adequate safety instruction and is authorised to carry out the task.
12. All injuries must be reported to the school healthcarer or a delegated representative.
13. Members of staff should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their Line Manager or the Headteacher.
14. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
15. No member of staff or student should use chemicals without the knowledge required to work with those chemicals safely.
16. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.
17. All members of staff are expected to participate in departmental meetings where matters of safety are being discussed.