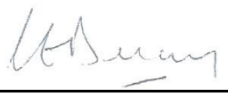
Health & Safety Policy

Note: Please refer also to separate, related policies which exist as follows:

- Anti-Bullying Policy
- Child Protection and Safeguarding Policy
- Educational Visits Policy
- Equality, Diversity and Inclusion Policy
- First Aid Policy
- Special Educational Needs and Disability Policy
- Collection, Non-Collection and Missing Child Policy
- Online Safety (within Child Protection (Safeguarding) Policy)
- Mobile Phones and Cameras (within Child Protection (Safeguarding) Policy)
- Use of Reasonable Force and Physical Restraint (within Child Protection (Safeguarding) Policy)
- Critical Incident (within Business Continuity Policy)
- Contractors Working in Schools
- BPET Allergen and Anaphylaxis Policy

This Policy also incorporates

- Building Security and Visitors' Notice
- Policy for admission of visitors into the school building

Signed:	
Chair of Trust Board:	Claire Delaney
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Bellevue Place Education Trust – Our commitment

Learn, Enjoy, Succeed

BPET is a growing family of autonomous schools that strive for excellence for the communities they serve. Our staff are empowered to balance academic rigour and curricular breadth to inspire confidence, creativity and respect. Our pupils are at the heart of everything we do as to LEARN, ENJOY and SUCCEED.

LEARN
We offer a breadth and ambition of provision that supports an exceptional academic education, nurturing every child's learning journey – regardless of ability, background or special educational needs – and helping them develop a lifelong passion for learning.

ENJOY
We believe learning should be enjoyable, and that through this enjoyment children develop life-long learning habits. We achieve this by creating opportunities for all children to reach their full potential at school, and to enjoy school life – helping to ensure pupils grow into happy, independent and confident learners.

SUCCEED
We strive for excellence, aiming to ignite ambition, aspiration, pride and a desire to contribute to society. We prepare our pupils to approach life with confidence, purpose and integrity.

Working together: the BPET way
We achieve far more by learning, supporting and collaborating within and across our network of schools and communities. We do so with an unwavering and shared commitment to equality, diversity, inclusion, and respect.

2 Statement of Intent

2.1 Bellevue Place Education Trust ("BPET") has overall responsibility for the health, safety and welfare of staff, students and visitors in the academies it operates. BPET recognises that decisions about workplace health and safety should be collaborative, reasonable and proportionate in order to maintain a safe environment where students can learn and achieve their full potential and where employees are supported to ensure work related stressors are avoided.

2.2 The health, safety and welfare of staff, students and visitors is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture throughout our organisation and assisting all members of the school community to play their part.

2.3 The safety culture of our academies is the product of individual and group values, attitudes, perceptions, competence and patterns of behaviour. This policy includes our vision to ensure that our academies have a strong and positive safety culture through communication, training, collaboration and leading by example.

2.4 Together, we are committed to achieving the following objectives:

2.4.1 To provide, as far as reasonably practicable, a safe and healthy working environment for all.

2.4.2 To ensure that all members of the school community are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them.

2.4.3 To ensure that all staff have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment.

2.4.4 To have an effective system for communicating and consulting on health and safety matters.

2.4.5 To effectively plan, implement, monitor and review the arrangements in place to ensure we have a safe and healthy working environment.

2.4.6 To encourage, promote and continuously improve BPET's health and safety performance.

2.4.7 To ensure that we protect the environment.

3 Responsibilities for Health and Safety

3.1 Overall and final responsibility for health and safety

1. The Board of Trustees, Chair of Trustees, Chief Executive and Headteacher carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures. They will do this by:
    - Leading by example on all matters relating to health, safety and welfare,
    - Promoting and following this Health and Safety Policy,
    - Dedicating budget to the health and safety provision at the academies,
    - Communicating effectively with parents, staff and students,
    - Monitoring and reviewing health and safety procedures and practice

3.2 Day to day responsibility for ensuring this policy is put into practice

Staff have assigned health and safety responsibilities as follows:

3.2.1 Senior Leadership Team and Headteacher

(a) The Headteacher has the following responsibilities:

- To lead by example
- ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site
- liaising with the health and safety representative of the board of trustees to inform that person of any health and safety issues or risks that arise
- ensuring that the information on health and safety good practice that is available to school staff and visitors is up to date, easily accessible and promoted throughout the school. This includes the school health and safety policy and risk assessment templates
- ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies
- ensuring that the board of trustees is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision
- ensuring that funding is allocated to individual departments for their health and safety requirements
- ensuring that all staff, pupils and volunteers are aware of their health and safety obligations to one another
- ensuring that regular practice fire drills are undertaken
- ensuring that adequate information related to health and safety is obtained and passed on to relevant staff, contractors, members of the public, statutory authorities etc.

(b) The Senior Leadership Team has the following responsibilities:

- to lead by example
- ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the school
- ensuring that any school activity, either on or off-site, is risk assessed and consideration has been given to health and safety in terms of the wider school policy
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety
- ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the school
- ensuring that all staff and pupils are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing
- managing their particular budgets to cover health and safety maintenance, checks and provision for activities under their department

3.2.2 Site Facilities Managers

(a) School Site Facilities Managers ensure that details related to health and safety management are passed on. They provide support and advice to the Senior Leadership Team and staff.

(b) Site Facilities Managers act as Health and Safety representatives for the site they are responsible for.

(c) Site Facilities Managers will undertake periodic health and safety audits to ensure the site they are responsible for are fulfilling their requirement to follow safe systems of work in the running of their area of the business and the appropriate licences, test certificates, insurances etc are up to date and fit for purpose. This person will formalise the on-site communication of health and safety matters with contractors that are appointed.

(d) Site Facilities Managers will be the representative for the School when dealing with any health and safety meetings/committees.

3.2.3 Line Managers and Supervisors

Line Managers, whether Teaching or Support Staff, where appointed, are responsible for:

- leading by example
- the practical implementation of the Health and Safety Policy and other subsidiary policies and procedures, the requirements of the Health and Safety at Work Act 1974 and other relevant legislation
- ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees or others affected by their activities
- obtaining and ensuring adherence to a safe system of work by competent employees and contractors

- ensuring that their area of responsibility is subject to risk assessment, regular inspections and adequate supervision
- ensuring that all accidents, incidents and dangerous occurrences, within their area of responsibility, are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action is taken where necessary
- making adequate consideration to health and safety when specifying, purchasing or hiring equipment or materials and ensuring that contractors under their control do likewise where applicable
- ensuring that all pupils, staff and volunteers understand their health and safety responsibilities and are familiar with the school health and safety policy and procedures
- ensuring that all relevant training and preparation is carried out for all on- and off-site activities

3.2.4 Employees and Staff

(a) Employees of BPET, whether they are fixed term, contract, or permanent take the responsibility of:

- ensuring that they are familiar and up to date with BPET's health and safety policy and standard procedures
- keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred
- ensuring that all the correct provisions are assessed and in place before the start of any activity
- making sure that the pupils taking part in the activity are sure of their own health and safety responsibilities
- cooperating fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.

(b) All employees and staff are required to as part of the Health and Safety at Work Act 1974:

- take reasonable care for the health and safety of themselves and others who may be affected by his/her acts of omissions
- To co-operate with his/her employer in matters relating to health and safety to enable the employer to comply with requirements
- Duty not to misuse or interfere with anything provided in the interests of health and safety or welfare (not restricted to employees).

(c) Employees and staff are required to:

- Co-operate in the implementation of the requirements of all Health and Safety legislation, related codes of practice and safety procedures /instructions
- Refrain from doing anything or omitting to do anything that causes danger to themselves or others
- Immediately bring to the attention of their Line Manager or Site Health and Safety Representative, any situation or practice of which they are aware, which may lead to injury or ill health
- Take responsibility for good housekeeping in the area within which they work
- Report all accidents, near misses, incidents and dangerous occurrences in accordance with company guidelines
- Follow the advice given in Company Health and Safety Training in order to control workplace risks
- Take responsibility for their own health and safety.

(d) Volunteers have the same responsibilities for health and safety as any other staff and will be expected to be familiar with BPET's health and safety policy and procedures.

3.2.5 Class Teachers

Class teachers are expected to:

- Lead by example
- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant risk assessments
- Give clear oral and written instructions and warnings to pupils when necessary
- Follow safe working procedures
- Require the use of protective clothing and guards where necessary
- Make recommendations to their Headteacher or manager regarding equipment and improvements to plant, tools, equipment or machinery
- Integrate all relevant aspects of safety into the teaching process
- Report all accidents, defects and dangerous occurrences to their manager.

3.2.6 Pupils

While BPET staff carry the main responsibility for health and safety provision, and the correct implementation of policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of BPET community, and allowing for their age and aptitude, pupils are expected to:

- Take personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- Behave sensibly around the school site and when using any equipment
- Report health and safety concerns or incidents to a member of staff immediately
- Act in line with the school code of conduct / school behaviour policy.

3.2.7 Contractors

All Contractors working on BPET school's premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on BPET's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

3.3 Responsibility for ensuring health and safety standards are maintained and improved

3.3.1 Communication

(a) Part 1 of this Policy acknowledges the importance of involving all members of the school community in matters of health and safety including by means of consultation and discussion in order to achieve a collaborative approach to health and safety. This is achieved through BPET Health and Safety Committee which meets regularly and reports to the Board of Trustees.

(b) Safety representatives of trade unions recognised by BPET will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.

(c) All members of the school community are encouraged to report any health and safety issues or concerns to their teachers, line managers, Head Teachers or to the Board itself. Before making any decisions which could have health and safety consequences for staff, trustees will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

3.3.2 Training

(a) Trustees along with Headteachers and Senior Leaders of each school under its overall jurisdiction are committed to involving employees at all levels in the maintenance of Health and Safety standards.

(b) Employees will be provided with training to enable them to play their part in establishing and maintaining a safe environment and a positive culture of health and safety.

(c) External Health and Safety Consultants will be used to provide professional health and safety advice if required.

3.3.3 Policy Review

(a) The Health and Safety Policy is to be monitored and reviewed on a regular basis. For this to be successful a series of benchmarks need to be established. Such benchmarks, or examples of good practice, are defined by comparison with the health and safety performance of other parts of the organisation or the national performance of the sector. The Health and Safety Executive (HSE) publish an annual report, statistics and a bulletin, all of which may be used for this purpose. See for example Education statistics in Great Britain, 2025 (hse.gov.uk) Typical benchmarks include accident rates per employee and accident or disease causation.

(b) There are several reasons to review the Health and Safety policy such as, but not limited to:

(1) Significant organisational changes have taken place.

(2) There have been changes in key personnel.

(3) There have been changes in legislation and/or guidance.

(4) New working arrangements, work methods or significant changes in existing practice have been introduced.

(5) There have been changes following consultation with employees.

(6) The monitoring of risk assessments or accident/incident investigations indicates that the Health and Safety policy or aspects of health and safety policy are no longer effective.

(7) Information from manufacturers has been received.

(8) Advice from an insurance company has been received.

(9) The findings of an external Health and Safety Audit have been received.

(10) Enforcement action has been taken by the HSE or Local Authority (LA).

(11) A sufficient period of time has elapsed since the previous review.

3.3.4 Monitoring, Reporting and Supervision

(a) Monitoring and reporting are vital parts of a health and safety culture. Management systems must allow the board to receive both specific (e.g. incident-led) and routine reports on the performance of the health and safety policy. Only a strong system of monitoring can ensure that the formal review can proceed as planned – and that relevant events in the interim are brought to the board's attention.

(b) The Board of Trustees will ensure that:

- appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident and sickness absence rates);
- periodic audits of the effectiveness of management structures and risk controls for health and safety are carried out;
- the impact of changes such as the introduction of new procedures, work processes or products, or any major health and safety failure, is reported as soon as possible to the board;
- there are procedures to implement new and changed legal requirements and to consider other external developments and events;
- sickness absence and workplace health will be monitored effectively to identify any underlying problems that could damage performance or result in accidents and long-term illness;
- workplace health and safety data is collected and reviewed to allow benchmarking against other organisations in the sector;
- senior manager appraisals include an assessment of their contribution to health and safety performance;
- contractor performance is reported and reviewed;

- supervisory and line management arrangements are assessed, clearly defined and appropriately allocated – relevant individuals have the necessary skills and training.

4 Arrangements for Health and Safety

4.1 Risk Assessment

4.1.1 Effective risk assessment is the foundation of all school health and safety checks, and BPET takes steps to ensure that all school staff are confident and familiar with carrying out risk assessments and recording and reporting risks.

4.1.2 Risk assessments are stored on the shared electronic drive and will be reviewed:

- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

4.1.3 Under the Management of Health and Safety at Work Regulations 1999 the minimum BPET must do is:

(a) Identify what could cause injury or illness (the hazard)

(b) Decide how likely it is that someone could be harmed (the risk)

(c) Take action to eliminate the hazard, if this is not possible then control the risk.

The level of detail in a risk assessment will be proportionate to the risk and appropriate to the nature of the work. The HSE provides further information and templates: **Risk assessment: Template and examples - HSE**

4.1.4 BPET carries out risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but BPET does take reasonable steps in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

4.2 Training

4.2.1 Health and safety induction training will be provided for all new employees and for work experience placement students. A signed register confirming that induction training has been received and understood will be kept.

4.2.2 Where annual refresher training is required for specific areas a record will be kept and updated to ensure that knowledge and skills are up to date.

4.2.3 Curriculum / Subject Specific Health and Safety training is provided and records will be kept and updated to ensure that knowledge and skills are up to date.

4.2.4 Strategic Health and Safety Management and Premises Management Training is provided and records will be kept and updated to ensure that knowledge and skills are up to date.

4.2.5 All employees will have a health and safety training record which will be stored on National Online Safety.

4.2.6 Training needs will be identified, arranged and monitored by Human Resources.

4.3 Consultation

4.3.1 The Health and Safety Committee has a written constitution which sets out what they will do to manage health, safety and welfare together. This includes:

- its purpose and objectives,
- membership,
- meeting arrangements,
- arrangements for reporting the outcome of meetings
- The Committee considers, amongst other things, statistics on accident records, patterns in near misses, ill health, sickness absence;
- accident investigations and subsequent action;
- inspections of the workplace by enforcing authorities, management or employee health and safety representatives;
- risk assessments;
- health and safety training;
- emergency procedures; and
- changes in the workplace affecting the health, safety and welfare of employees.

4.3.2 If the health and safety committee is discussing accidents, the aim is to prevent them from happening again, not to give blame. The Committee will:

- look at the facts in an impartial way
- consider what precautions might be taken
- recommend appropriate actions
- monitor progress with implementing the health and safety interventions.

4.4 Workplace Safety

4.4.1 BPET will take reasonable steps to ensure that the school environment and workplace is reasonably safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

4.4.2 Any hazards around the school site that are noticed by any member of the school community should be reported to a senior leader.

4.4.3 Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. **Information on health and safety in each department can be found in these areas.** Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

4.4.4 Display Screen Equipment (DSE)

4.4.5 BPET recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operates in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- backache
- fatigue and stress
- temporary eye strain.

4.4.6 BPET adopts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors to the school:

- BPET encourages that staff, pupils, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

4.4.7 BPET promotes good DSE health and safety by encouraging pupils to use the checklist below when using such equipment, and by displaying this checklist around the school and in classrooms where DSE is in use.

Workstation	✔ Adjust screen height to suit seating height – generally eyes level with top of screen. ✔ Keep an organised work surface to facilitate workflow. ✔ Avoid clutter under the workstation. ✔ Ensure an appropriate mobile, stable base chair. ✔ Seat back, arm rests and back rest to be height adjustable. ✔ 2-3” of space in front of the keyboard ✔ Be familiar with software in order to customise screen colours, etc.
Environment	✔ Adjust screen to reduce reflection and glare. ✔ Clean screen and equipment regularly. ✔ Ideally sit sideways to windows. ✔ Maintain safe surroundings, i.e. free from tripping and electrical hazards. ✔ Avoid excessive noise and uncomfortable temperatures.
Healthcare	✔ Plan work to include regular changes of activity to move around and change posture. ✔ Rest eyes during work break and carry out eye care exercises. ✔ Have eyes tested regularly.

	✔ Report any health-related symptoms that concern you.
Job Design	✔ Break up work with informal postures and different tasks. ✔ Combine different work tasks. ✔ Take regular breaks away from screen. ✔ Ensure you have training in software and in know how to set up a safe workstation.
Posture	✔ Adjust seat height to ensure thighs and forearms are horizontal. ✔ Desk just below elbow height. ✔ Align hands with forearms. Minimal deviation of wrists. ✔ Adjust your backrest to support the lower back. ✔ Sit right back in the chair to maintain good lumbar support. ✔ Keep head in natural upright position. ✔ Do not slouch. Maintain upright position. ✔ Head, neck, shoulders and hips to be in alignment. ✔ Use a footrest if feet do not touch the floor. ✔ Rest arms and hands whenever routine allows. ✔ Space under desk for postural change, no obstacles ✔ Top of screen at eye level.

4.4.8 Manual handling

(a) BPET operates in accordance with the *Manual Handling Operations Regulations* (1992) as amended. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. BPET will provide information, instruction, and training on safe manual handling for day to day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

(b) Risk assessments are carried out by the Headteachers, Site Facility Manager, Operation Managers and Line Managers and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While BPET takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy. BPET expects employees:

- to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
- to follow safe systems of work as determined by the result of the risk assessments

- to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
- to ensure that they use equipment as per manufacturer's instructions
- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- to inform line management if they are unable to perform manual handling duties
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

(c) Machine maintenance

(i) BPET operates the academies in accordance with the *Provision and Use of Work Equipment Regulations 1998* (PUWER). These regulations require that the work equipment in schools is:

- **suitable** for use, and for the purpose and conditions in which it is used;
- **maintained** in a safe condition for use so that people's health and safety is not at risk; and
- **inspected** in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

(ii) BPET ensures that risks created by the use of the equipment are eliminated where possible or controlled by:

- taking appropriate **'hardware' measures**, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
- takes appropriate **'software'** measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

4.4.9 Slips and Trips

(a) Slips and trips are the most common cause of injury at work – and the most reported injury to members of the public. They can lead to both minor and major injuries – and sometimes fatal accidents from head injuries following a fall from height, where the underlying cause was a slip or trip. Slips and trips occur across all education premises. Sites can be busy with large numbers of people moving around at the same time – often rushing. Slip and trip accidents in education premises happen for a number of reasons. They typically involve:

- members of staff or pupils/students running or carrying heavy or awkward items,
- wearing unsuitable footwear,
- poor lighting - particularly where there are uneven surfaces and changes of level
- contamination – both from wet surfaces – caused by water, and fluid spillages; and slippery surfaces - caused by contaminants e.g. food, litter etc.
- Obstructions – particularly bags and trailing cables

(i) To prevent slip and trip incidents we will:

- Ensure suitable cleaning regimes are in place,
- Ensure appropriate footwear is worn, including slip resistant footwear for kitchen staff,
- Ensure there is appropriate lighting,
- Ensure there is appropriate storage space

4.4.10 Work at Height

The classroom and school environment can and should be a colourful place where students have the opportunity to display their work and share their achievements. This often means using ladders to create work displays. BPET will take a sensible approach but does expect that some activities will require a risk assessment, selection of appropriate equipment and other precautions being in place in accordance with the Work at Height Regulations 2005. Factors to weigh up include the height of the task, the duration and frequency and the condition of the surface being worked on. Before working at height staff are expected to do the following:

- Assess the risks,
- Avoid work at height if possible,
- Select the right type of equipment, and ensure that it has been maintained and regularly checked,
- Ensure you can get to and from where you need to work at height.

4.5 Code of Conduct

BPET is concerned with ensuring the good health and safety of members of the school community both on an individual basis and as a whole school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support.

4.6 Fire Safety and Evacuation

4.6.1 Each school carries out whole school fire drills once per term. There are emergency exits located and signposted around the school, and emergency procedures posters detailing

what to do in the event of a fire are posted around the school site, and available on the school website.

4.6.2 Escape routes and fire doors are checked daily to ensure that they are free from obstruction.

4.6.3 Fire risk assessments are carried out, recorded, and regularly reviewed for each building. Fire alarm safety checks are carried out regularly and recorded.

4.6.4 The emergency procedures should be followed in the event of an evacuation of the school for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

4.7 Major incidents/counter terrorism

4.7.1 Each school site will have in place plans improving security awareness and preparedness to respond to terrorism and other major incidents. Risk assessments will be carried out for each building. The school's risk assessments and preparedness plans will adopt written provisions for:

- The evacuation of pupils and employees.
- The in-vacuation of pupils and employees.
- Lockdown (securing the premises against attackers).
- Communication to pupils and employees.

4.7.2 The emergency procedures set out in the plans should be followed in the event of an attack or a major incident. Risk assessments will reference explicitly points of evacuation and in-vacuation for each building.

4.7.3 Each school carries out a whole school security drill once a term.

4.7.4 All students, staff and visitors are expected to be vigilant and aware of anything that looks out of place or suspicious in their surroundings.

4.7.5 The Trust expects all employees to:

(a) Comply with training requirements to ensure they recognise the signs of suspicious behaviour.

(b) Report any suspicious behaviour to the Responsible Person.

(c) Familiarise themselves with the risk assessments in order to respond to alerts and execute the emergency procedures and preparedness plans in the event of an incident.

4.8 Accidents and near misses

4.8.1 In the event of an accident or near miss taking place either at the school, or off-site on an school-organised activity, the member of staff will immediately report to whomever is in charge. A first aider should make an assessment of the injury as soon as possible.

4.8.2 Parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. **Medical treatment or the contacting of emergency services will not be delayed if the school cannot contact a parent or guardian.** If a pupil needs to be taken to hospital, and a parent or guardian is not immediately available, a member of school staff will accompany the pupil to hospital and wait for the parent to arrive.

4.8.3 Pupils will only be sent home if there is a parent or guardian available to be there with them. If they have suffered injury or are unwell, they will be kept in the school office/nurse's office until they can be collected.

4.8.4 Pupils will have individual medical plans if it is the case that there is allergy medication or other prescriptive medication that needs to be on-site for pupils to use regularly or in a case of emergency. Individual medical plans will be reviewed systematically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept in the school office. Any medicine administered in school will be recorded.

4.8.5 BPET has accident forms which must be completed and stored for all accidents, major and minor.

4.8.6 An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed. This may happen in cases including but not limited to:

- deaths
- 'specified injuries' in respect of employees or pupils
- over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days);
- 'specified dangerous occurrences'' (where something happens that does not result in an injury, but could have done)
- 'occupational diseases'
- 'injuries resulting in hospital visits directly from the scene of the accident for treatment in respect of pupils and employees who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances).

4.8.7 Senior managers or the board of trustees may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

4.8.8 Accident forms will be assessed on a regular basis in order to identify any trends and so that prompt action can be taken where necessary to avoid repeated incidents of a similar nature.

4.9 Building and site maintenance

4.9.1 The Headteacher is responsible for ensuring that the school premises are maintained so as to comply with health and safety laws and are easily accessible and reasonably safe for the whole school community.

4.9.2 Each school will appoint a named person to be responsible for reporting any health and safety concerns relating to the school premises. He/she will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form and co-ordinating method statements, work permits etc. as required.

4.9.3 Where required the following records and management plans will be kept, updated and shared as necessary:

- Asbestos
- Legionella
- Construction, Design and Management Health and Safety file
- LOLER records
- Machine / equipment testing and certificates
- Gas Safety certificates
- Electrical Safety certificates

4.10 Lone Workers

4.10.1 There will be some situations where staff at the school will be working alone or one on one with a pupil. Examples of this would be a staff member locking up the school at the end of the day, attending to an alarm call out of hours or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and the school has provisions in place to both identify and manage these risks.

4.10.2 Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognize the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

4.10.3 As a minimum anyone working alone will adhere to the following:

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.
- Be familiar with the building, location of entrances and exits, location of first aid kits, telephones, alarm points etc.
- Carry identification
- On attending the site keyholders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on-site.

- Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

4.10.4 Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

Unacceptable lone worker activities

4.10.5 The following activities are not to be carried out by lone workers under any circumstances:

- Working at height
- Manual handling of heavy or bulky items
- Transport of injured persons.

4.10.6 Where it is necessary to work alone or have a one-to-one lesson with a pupil staff should do the following:

- Inform someone about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by.
- Avoid working in isolated parts of the building and leave the door open if possible so you and the pupil can be seen.
- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and pupil are visible through a window or door panel.

4.10.7 **It is especially important to ensure that the pupil feels at ease at all times and that they do not misconstrue actions or intentions.**

- Make sure the pupil is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.
- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names dates and times etc.

4.10.8 Pupils must follow the following guidelines related to lone working in school:

- No pupil should work unsupervised in an outer building after the end of the school day and will be required to move into a designated area in the main building.
- All pupils unless supervised should vacate the site at the end of the school day.
- Pupils who arrive before the school day are not supervised unless a school activity is taking place, i.e. rehearsals.
- On hearing the fire alarm pupils must evacuate the building and assemble at the fire point, until the all clear is given.

4.11 Violence in the workplace

4.11.1 The Health and Safety Executive (HSE) defines work-related violence as, 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. This can include verbal abuse or threats as well as physical attacks.

4.11.2 BPET is committed to ensuring the safety and welfare of its employees. It will identify any violence related issues by effective reporting of any such incidents. A risk assessment will be conducted and reviewed and appropriate action will be taken if necessary.

4.12 Vehicle and pedestrian segregation

4.12.1 Where possible vehicle movement e.g. car parking / deliveries, will be away from footpaths, crossings, gates and doorways.

4.12.2 Traffic entering school premises will be controlled and monitored to ensure that vehicle movement is, where possible, reduced and managed.

4.12.3 Where bus operators are required to collect / drop off children, BPET will follow its selecting and managing contractor's policy. Specifically BPET will take reasonable steps to ensure that bus operators have the appropriate Operator's licence, are insured, MOT'd and drivers have been DBS checked.

4.12.4 Students, staff and visitors are reminded to be extra vigilant when crossing roads near to the school at the start of and at the end of the school day due to the large numbers of vehicles and pedestrians around at that time. In particular, students are reminded that distractions such as wearing headphones, texting or otherwise using a mobile phone should not be engaged in.

4.13 Emergency procedures

4.13.1 In the case of an emergency situation, the school will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. In some cases, such as extreme weather, major power failure, or flooding, emergency situations cannot be avoided. In these circumstances the school will carry out its emergency procedures which include:

- Raise the alarm,
- Evacuate,
- Identify a place of safety,
- Nominate competent, responsible people to take control,
- Have appropriate equipment / first aid supplies available,
- Communicate and regularly update key individuals.

4.13.2 There are a number of mechanisms in place to ensure that parents, staff, and pupils can be made aware of an emergency situation and remain informed. The school advises that in addition to the provision outlined below, parents and their children have their own individual arrangement planned for communicating in the case of an emergency. We ask that parents follow these emergency communication guidelines and do not call the school during a school emergency, but wait to be contacted, as it is important that school telephone lines are kept free for use by the school itself.

4.13.3 **It is important that parents inform the school immediately of any changes in phone number or address as it is vital that these are accurate in the school records in case of an emergency.**

(a) How the school communicates with pupils during an emergency

Email

Text message

Mobile communication platform e.g. Gateway

(b) How the school communicates with parents/families/carers during an emergency

Telephone call to home number of parent/s

Telephone call to emergency contact

Test message

Email

Mobile communication platform e.g. Gateway

(c) The school will take proactive measures to prevent emergencies, and the school's health and safety provision outlined in this policy is designed with this in mind.

4.14 Control of Substances Hazardous to Health

4.14.1 There are areas in the school where hazardous substances will be stored. BPET has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions BPET takes include:

- safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept in storage cupboards. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- only staff that are trained to use these substances will have access to them. These staff will be trained in the proper maintenance, storage, and use of these chemicals
- clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict 'off-limits' policy for pupils. Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

4.14.2 Substances that are for use in the science classrooms are under the responsibility of the science department manager. For more information on the control of these substances please see the supporting science department health and safety document, which can be found in storage cupboards.

4.14.3 All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals. Staff and pupils will be taught to recognise signs and any posters in use will display signs.

4.15 Occupational Health / Welfare

4.15.1 The Board of Trustees takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

4.15.2 We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, and the school will do everything that it can to support them.

4.15.3 We will talk to members of staff to listen to their concerns and opinions about stress in the workplace as well as checking sickness absence records, staff turnover data, exit interviews, incident reports etc. to identify any problem.

4.15.4 BPET has developed a suicide prevention policy and recognises that it is essential that this policy is embedded. BPET is committed to identifying vulnerable students and staff, developing school-based prevention programmes and strengthening co-operation with mental health services, students and parents. A healthy school policy may contribute to the prevention of suicide as it is aimed at improving factors such as resilience, coping skills, social inclusion, and a safe school environment, which could function as protective factors for suicidal behaviour.

4.15.5 BPET is committed to investing in mental health, providing better information and awareness, increasing social inclusion and cohesion, supporting teachers and involving parents and mental health services.

4.15.6 BPET will address any instances of bullying and will adopt methods to reduce bullying in our academies.

4.16 Off-site visits

4.16.1 School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place the board of trustees will ensure that:

- the objective of the visit is clear
- the visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
- they are informed well in advance about less routine visits
- the headteacher or group leader has shown how the plans for the visit comply with regulations and guidelines and with the school's health and safety policy

- in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils
- it assesses proposals for certain types of visit, e.g., those involving an overnight stay or overseas travel, and submits these to the LA if appropriate
- a sufficient level of insurance is in place
- the headteacher or group leader reports back after the visit.

4.16.2 Off-site visits are carefully planned and detailed information obtained in relation to:

- responsibilities for off-site visits
- parental consent
- transport
- supervision
- emergencies
- adventure activities
- work experience placements
- work experience health and safety
- off-site risk assessments
- safeguarding

4.17 Selecting and managing contractors

4.17.1 It is vital that any company or persons invited into the school under a contractual agreement to work on maintenance or the building site operates under the highest level of health and safety possible and is aware of our policy and procedures.

4.17.2 It is trustees' responsibility, delegated to Headteachers to select and oversee the management of contractors.

4.17.3 When engaging a contractor the following will be considered:

- all aspects of the work will be identified and set out in a job specification, risk assessments and method statements,
- qualifications and experience and competence,
- references,
- insurances and certifications,
- memberships of professional trade bodies

4.17.4 We will co-ordinate with any contractor and ensure that they have information about the site available to them including the asbestos management plan, evacuation procedures etc.

4.17.5 For information on safeguarding pupils against visitors or contractors to the school, please read the BPET Child Protection and Safeguarding Policy.

4.18 Food Safety and Hygiene including Allergens

4.18.1 BPET engages in a range of activities involving food, therefore it has responsibility for ensuring that food hygiene standards are met. This includes:

- personal hygiene
- opening and closing checks

- clear and clean
- chilled storage
- separating food
- training and supervision

4.18.2 A number of items of equipment used in school kitchen areas or food technology rooms pose potential risks to users. We will therefore ensure that appropriate information and training at the outset is provided.

4.18.3 In accordance with the Gas Safety (Installation and Use) Regulations 1998, gas appliances will be properly installed by someone registered with the Gas Safe Register. They will also be fully serviced by a Gas Safe registered engineer and will be sited where there is adequate ventilation. It is unlawful to use any gas appliance which is known, or suspected, to be unsafe.

4.18.4 Wherever food is prepared or served, safe and adequate cleaning routines need to be established to ensure compliance with health and safety requirements. Whether these duties are carried out by pupils, teachers, caretakers, canteen workers, lunchtime supervisors or cleaning staff, it is vital that all involved are aware of these routines and that they are followed at all times. For example:

- hands should be washed before and after cleaning routines, and consideration given to the wearing of protective gloves in certain circumstances (note that certain types of rubber gloves can cause anaphylactic shock where the user has an allergy or sensitivity)
- cross-contamination issues should be addressed, e.g. different cloths for different surfaces
- an appropriate slip hazard warning sign should be used when mopping floors
- tasks involving the carrying of trays, equipment, buckets etc should not incur any manual handling risks
- any corrosive or irritant cleaning substances, e.g. bleach, are subject to a Control of Substances Hazardous to Health (COSHH) assessment and appropriate measures taken to avoid harm.

4.18.5 BPET takes all allergies seriously and it is important that **parents inform the school immediately** of any allergies and medications that might be required in an emergency so that a separate risk assessment can be undertaken. All staff are trained in allergens and anaphylaxis in accordance with Benedict's Law.

4.18.6 BPET operates its academies in accordance with the Food Information (Amendment) (England) Regulations 2019 which require all food prepared on site and pre-packaged for direct sale to display the following clear information on its packaging:

- The food’s name
- A full list of ingredients, emphasising any allergenic ingredients

4.19 Site security and visitors

4.19.1 School security is a vital component of good health and safety, and we want pupils and staff to feel safe in school.

4.19.2 To ensure that our school is a secure environment we:

- Record details of all visitors entering and leaving the site,
- Have designated key holders
- Engage the services of an alarm monitoring company

4.20 Medicines

4.20.1 Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

4.20.2 We will ensure that we consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported. Please also refer to our separate policy on *Supporting pupils with medical conditions including the administration of medicines*.