

Health and Safety Policy



Pride
Passion
Partnership
Professionalism
Positivity

Name of Document	Health and Safety Policy
Status	Approved
Date Approved	16 November 2023
Policy Approver	Trust Board
Policy Owner	Harold Reid, CFOO
Policy Author	Matt Lake, Trust Governance Professional
Next Review Date	September 2024

Please note that all Trust policies are reviewed annually. Should you have any queries regards this policy, note an omission or wish to propose an amendment, please email mattheweldon.lake@thebridgetrust.academy

This policy is a mandatory policy for all TBMAT Academies and must be implemented with no amendments.

Contents

1. Introduction **3**

2. Health & Safety Policy Statement **4**

3. Responsibilities **5**

 TBMAT Board of Directors’ Responsibilities..... 5

 The Chief Executive Officer (CEO) 6

 The Chief Financial and Operating Officer (CFOO)..... 6

 Manager Responsible for Health and Safety..... 7

 The Schools’ Health and Safety Committee..... 7

 The Headteacher..... 8

 Staff Holding Posts/Positions of Special Responsibility..... 9

 All Teaching Staff..... 10

 The Kitchen Manager..... 10

 Local Health and Safety Committee..... 11

 All employees..... 11

 Contractors..... 12

 Students..... 12

 Competent Person..... 12

4. Procedures and Arrangements **13**

 Introduction..... 13

 Accident and Incident Reporting..... 13

 Asbestos..... 13

 Contractors..... 13

 Curriculum Safety (including out of school learning activities)..... 13

 Display Screen Equipment..... 13

 Educational Visits and Journeys..... 13

 Electrical Safety..... 14

 Fire Precautions and Emergency Procedures..... 14

 First Aid..... 14

 Hazardous Substances..... 14

 Lettings/shared use of premises/use of premises outside school hours..... 15

 Lone Working..... 15

 Managing Medicines & Drugs..... 15

 Maintenance and Inspection of Equipment..... 15

 Manual Handling and Lifting..... 15

 PE and playground Equipment..... 15

 Personal Protective Equipment (PPE)..... 16

 Risk Assessments..... 16

 Security/Violence..... 16

 Site Maintenance..... 16

 Smoking..... 16

 Staff Training & Development..... 16

 Stress and Wellbeing..... 17

 Swimming..... 17

 Visitors..... 17

 Working at Height..... 18

 Control of Infections..... 18

 Harassment, Violence and Aggression..... 18

 New and Expectant Mothers..... 19

 Supervision of students..... 19

 Water hygiene management (control of Legionnaire’ disease)..... 19

5. Conclusions **20**

1. Introduction

This is The Bridge MAT (TBMAT) over-arching Health and Safety policy and must be implemented and adhered to in each of the academies within the TBMAT family of schools.

Academies currently within TBMAT:

- The Bridge School (TBS)
- The Bridge Hungerford School (TBHUN)
- The Bridge Satellite Provision (TBSAT)
- The Bridge Integrated Learning Space (TBILS)
- The Bridge Easton School (TBES)

2. Health & Safety Policy Statement

The following statement sets out the health and safety objectives for TBMAT with the aim of ensuring as far as reasonably practicable best practice in the management of health and safety.

TBMAT will achieve these aims by;

- Ensuring that adequate resources are provided to plan, organise, control, monitor and review safety across the trust.
- Developing management systems that will allow us to maintain, monitor, and where necessary, continually improve our safety performance.
- Providing information, instruction, training and supervision to employees of all levels to ensure that decisions are undertaken safely.
- Monitoring our safety performance and taking action where it falls below expected standards.
- Ensuring that the safety responsibilities are clearly defined.
- Ensuring that places of work and work equipment, for which we are responsible, are maintained and without risks to health.
- Providing adequate welfare facilities.
- Engaging competent professionals where expertise is not available in house.
- Having systems in place to react to, report and learn from incidents and accidents.
- Using competent contractors.
- Ensure that appropriate and adequate insurances are maintained and reviewed annually.
- Reviewing this policy statement annually or more frequently if there are significant organisational changes.

We expect all employees working for us at all levels to:

- Take responsibility for their own safety whilst at work and for others who may be affected by their acts or omissions.
- Co-operate on safety matters to enable us to fulfil our obligations
- Comply with risk assessments completed for their work and activities.
- Report safety matters that they are concerned about and are unable to resolve themselves.
- Not to interfere, misuse or willfully damage anything provided in the interest of Health & Safety.

Penny Barratt

David Tait

Chief Executive Officer, TBMAT

Chair of Directors, TBMAT

Date:

3. Responsibilities

3.1 TBMAT Board of Directors' Responsibilities

The Trust Board has responsibility for the effective day to day running of the Trust and the individual academies within it.

Key responsibilities:

- **Strategic leadership** that champions vision, ethos and strategy
- **Accountability** that drives up educational standards and financial performance
- **People** with the right skills, experience, qualities and capacity
- **Structures** that reinforce clearly defined roles and responsibilities
- **Compliance** with statutory and contractual requirements including Health and Safety
- **Evaluation** to monitor and improve the quality and impact of governance.

The Directors are responsible for ensuring that the CEO is discharging their duties as the person with overall responsibility for health and safety. They are responsible for monitoring that the CEO is running the Trust to ensure compliance with health and safety legislation. The Board of Trustees will receive periodic updates on the performance of the Trust on health and safety.

In particular, Directors are responsible for:

- a) fostering a safety/risk aware culture, in which health and safety and related issues are seen as essential and integral parts of the Board's activities, so ensuring effective governance on health and safety issues
- b) developing strong and active leadership from the top
- c) visible, active commitment from the Board
- d) ensuring that the Trust establishes effective 'downward' communication systems and management structures
- e) integration of good health and safety management with business decisions
- f) setting up of Committees to support health and safety where appropriate
- g) ensuring sufficient and appropriate financial related resources are made available to meet health and safety requirements
- h) nominating a health and safety champion on the Board

Annually the Board of Directors will:

- Review Trust-wide Health and Safety performance (against annual plans, training records and accident/incident data) and in light of this and any prevailing environmental and legislative changes, review Policy and Procedures, and set the Annual Plan and Objectives for the forthcoming year.
- Receive operation reports (Termly) from the Chief Operating Officer on serious accidents/incidents and other matters affecting health and safety at Academy level.

3.2 The Chief Executive Officer (CEO)

The CEO has a legal responsibility for ensuring TBMAT complies with all relevant health and safety legislation and, in particular, for:

- a) Ensuring that the Trust has a general policy on the management of health and safety and that this policy is communicated to all employees
- b) Ensuring that appropriate systems and procedures are in place to secure effective implementation of that policy
- c) Ensuring adequate resources are made available to deal with health, safety and welfare requirements
- d) Ensuring effective monitoring systems are in place and systematically applied
- e) Reporting on health, safety and welfare matters, as part of the annual review, to the Trust

The CEO also has the authority to take whatever executive action is considered necessary to prevent serious harm to individuals or to the Trust; in exceptional circumstances, this may include summarily closing (in whole or in part) TBMAT buildings, sites, operations or activities.

On a day-to-day basis, the Headteachers and leadership teams of our academies act on behalf of the CEO in discharging the responsibilities for management of health and safety.

3.3 The Chief Financial and Operating Officer (CFOO)

The CFOO has the responsibility for ensuring that:

- a) adequate resources are made available across the Trust to deal with health, safety and welfare requirements
- b) effective monitoring systems are in place and systematically applied
- c) Serious Accidents and Incidents and other Health and safety matters, are reported termly, to the Board.

3.4 Manager Responsible for Health and Safety

The Estates and Facilities Manager working in conjunction with the Trust's Health & Safety Consultants, Judicium, and the Schools Health and Safety committee, will advise the Headteacher on health and safety policy and practice.

The Estates and Facilities Manager will make sure that:

- a) This policy is communicated and made available to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors.
- c) Appropriate consultation arrangements are in place for staff and their safety representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their duties and responsibilities and have sufficient experience, knowledge and training to undertake them.
- f) Risk assessments of the premises and working practices are undertaken.
- g) Safe systems of work are in place as identified from risk assessments.
- h) Emergency procedures are in place.
- i) Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities, e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to inspect the premises and monitor performance.
- l) Accidents are investigated, and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled.
- n) A report to the Board of Trustees on the health and safety performance of The Trust is completed and reviewed annually.

3.5 The Schools' Health and Safety Committee

The Schools' Health and Safety Committee has responsibility for ensuring that the Trust Health and Safety Policy is understood and accepted and approved for use within their School and that arrangements are in place for the School to implement it.

3.6 The Headteacher

The Headteacher is ultimately responsible for health and safety at their school, and has the overall responsibility for ensuring that this Health and Safety Policy is effectively implemented and that proper resources are made available to achieve this. In particular, they will:

- a) Be responsible for all aspects of health, safety and welfare as it affects the curriculum and student learning
- b) Making sure that this policy on the management of health and safety is communicated to all staff
- c) Making sure that appropriate systems and procedures of the policy are effectively implemented
- d) Making sure there are effective monitoring systems in place and that they are systematically applied
- e) Will plan as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant
- f) Reporting on health, safety and welfare matters as part of the annual review, to the local governing body (LGB) and the trust
- g) Will provide the final authority on matters concerning health and safety at work within their school
- h) Will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner
- i) Make sure that off-site and residential procedures are communicated to staff and are also up to date in terms of legislative and insurance requirements
- j) Make sure that support staff are appropriately trained to fulfil their responsibilities under health and safety legislation and the trust Health and Safety Policy
- k) Make sure there is a safe and healthy environment for staff, students and visitors
- l) Make sure that all the contractual work and maintenance carried out on the school site is co-ordinated in conjunction with the MAT Estates and Facilities Manager and local site teams and that procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishment or alteration schemes
- m) Make sure the people with delegated responsibility for the day-to-day responses to the health and safety policy and matters such as injuries, accidents, fires and other emergencies shall:
 - i. Interpret and make recommendations for corrective action from injury and property damage
 - ii. Make sure all staff have a health and safety induction, and appropriate additional training and instruction
 - iii. Make sure that relevant actions resulting from workplace inspections, spot checks, and data for risk assessments are resolved satisfactorily
 - iv. Stop and prevent any practices thought to constitute imminent or potential danger
 - v. Make sure the fire alarm system is tested regularly and records are kept

3.7 Staff Holding Posts/Positions of Special Responsibility

This includes the Local Senior Management Team, office admin staff and site teams. They must:

- a) Apply the Trust's Health and Safety Policy to their area of responsibility and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements in their areas of responsibility.
- b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher.
- d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- g) Ensure the provision of sufficient information, instruction, training and supervision to enable employees and students to manage risks, avoid hazards and contribute positively to their health and safety.
- h) Ensure all accidents, incidents and near misses are recorded on Evolve and investigated appropriately.

3.8 All Teaching Staff

Class teachers are expected to:

- a) Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out
- b) Follow the health and safety procedures applicable to their area of work
- c) Give clear oral and written health and safety instructions and warnings to students as often as necessary
- d) Ensure the use of personal protective equipment and guards where necessary
- e) Make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation
- h) Regularly check their classrooms for potential hazards and report any observed to the Site team
- i) Report all accidents, defects and dangerous occurrences to the Headteacher or Site Manager
- j) Ensuring the safety of students whilst in their charge
- k) Making sure that clear safety instructions and warnings are given
- l) Making sure that the Management of Health and Safety at Work and any other relevant regulations are adhered to
- m) When working in premises other than those under academy supervision, comply with the health and safety arrangements for that site
- n) Making sure, that, in the event of a serious accident, nothing is disturbed at the scene of the accident, except as might be necessary for the removal of a casualty

3.9 The Kitchen Manager

The Kitchen Manager is responsible for the safe operation of the catering facilities and must:

- a) Be familiar with this Health and Safety Policy
- b) Prepare risk assessments for all catering activities
- c) Ensure that all kitchen staff are instructed and informed to work in accordance with these documents
- d) Inform the Site team or Headteacher of any potential hazards or defects
- e) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned
- f) School staff must not use the catering facilities and equipment without the prior agreement of the Headteacher and Kitchen Manager

3.10 Local Health and Safety Committee

The Trust academies' Health and Safety Committees provide a forum for joint employer/employee discussions of health and safety matters. The committees will meet once per term as a minimum. All employees are encouraged to bring health and safety concerns to this Committee either directly or through their safety representative. Minutes of the Health and Safety Committee are copied to the LGB and the Trust CEO and CFOO. The Health and Safety Committee will:

- a) Comprise the Headteacher, MAT Estates & Facilities Manager, a representative from the LGB, Site Manager and a Safety Representatives, whether appointed by a recognised trade union or elected by the workforce. It will be chaired by the Headteacher
- b) Review all health, safety and security matters
- c) Advise the Headteacher of any current issues in respect of health, safety and security

3.11 All employees

All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons
- b) Observe all instructions on health and safety issued by the Board of Directors, or any other person delegated to be responsible for a relevant aspect of health and safety
- c) Act in accordance with any specific health and safety training received
- d) Report all accidents and near misses in accordance with current procedure
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities
- g) Inform their Line Manager of all potential hazards to health and safety, in particular, those that are of a serious or imminent danger
- h) Inform their Line Manager of any shortcomings they identify in their academy's health and safety arrangements
- i) Exercise good standards of housekeeping and cleanliness
- j) Co-operate with any appointed/elected Safety Representative and the Enforcement Officers of the Health and Safety Executive
- k) When authorising work to be undertaken, or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered

3.12 Contractors

- a) All visitors (including contractors) must report to reception and sign in on arrival.
- b) Visitors and contractors must report any injuries to their host as soon as possible
- c) When the premises are used for purposes not under the direction of the Headteacher e.g. the provision of school meals, then, **subject to the explicit agreement of the CFOO**, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control
- d) All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Headteacher and site team of any risks that may affect the school staff, students and visitors
- e) All contractors must be aware of the Trust health and safety policy and emergency procedures and comply with these at all times

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of school staff, students and visitors

3.13 Students

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

- a) Exercise personal responsibility for the health and safety of themselves and others
- b) Observe standards of dress consistent with safety and/or hygiene
- c) Observe all the health and safety rules of the school and in particular, the instructions of staff given in an emergency
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety

3.14 Competent Person

The Trust has engaged Judicium to provide competent persons for advising the Trust and Headteachers. The competent person is responsible for providing advice on Health and Safety to the Trust schools and the Trust in general.

4. Procedures and Arrangements

4.1 Introduction

The following procedures and arrangements have been established within our academies to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. The list below provides a summary of all the key health and safety arrangements applicable. More detailed policies and written procedures for a number of these areas are available.

4.2 Accident and Incident Reporting

All staff are required to ensure that all accidents are recorded in the Evolve Accident Book and reported to the Headteacher and who will ensure that the accident is investigated and reported to the MAT Estates and Facilities Manager, CEO and the Health and Safety Executive as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm, although it does not do so on this occasion – must also be reported, so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

4.3 Asbestos

The Site Manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

Staff must not affix anything to walls, ceilings, etc. without first obtaining approval from the site manager.

Staff must report any damage to asbestos materials immediately to the Headteacher. Where damage to asbestos material has occurred, the area must be evacuated and secured. The Headteacher will immediately notify the MAT Estates and Facilities Manager and the Chair of the LGB by telephone.

4.4 Contractors

The CFOO is responsible for the approval of contracts and contractors for the Trust. The Headteacher must refer to the CFOO for approval ahead of any works.

4.5 Curriculum Safety (including out of school learning activities)

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students. The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from Consortium of Local Education Authorities for the Provision of Science Equipment (CLEAPSS) and other lead bodies should be adopted as appropriate.

4.6 Display Screen Equipment

The Headteacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs at individual schools, the CFOO is responsible for ensuring DSE assessments are completed for all Trust Central Team staff.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

4.7 Educational Visits and Journeys

The Headteacher is responsible for appointing an Educational Visits Coordinator (EVC) and providing them with suitable training and the necessary resources for them to complete their duties.

The Headteacher and the EVC are responsible for ensuring that all school outings are managed in accordance with Trusts policy for Educational Visits .

Staff involved in Educational Visit should be familiar with the Educational Visits Policy.

4.8 Electrical Safety

The MAT Estates and Facilities Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The MAT Estates and Facilities Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to the Site Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the MAT Estates and Facilities Manager.

4.9 Fire Precautions and Emergency Procedures

The Headteacher is responsible for ensuring:

- a) That a Fire Risk Assessment is completed and reviewed annually
- b) That the school emergency plan and evacuation procedures are regularly reviewed
- c) The provision of fire awareness training to all staff
- d) That an emergency fire drill is undertaken every half-term
- e) The preparation of specific evacuation arrangements for staff and/or students with special needs

The Site Manager is responsible for:

- a) The formal maintenance and regular testing of the fire alarm and emergency lighting
- b) The maintenance and inspection of the fire-fighting equipment
- c) The maintenance of exit/escape routes and signage
- d) Supervision of contractors undertaking hot work

All staff must be familiar with the school Fire Safety risk assessment, the school emergency plan and evacuation procedures.

4.10 First Aid

The names of the school's qualified First Aiders are displayed clearly within each of our schools. First Aid supplies are kept securely and it is the responsibility of the designated member of staff to ensure that stocks of supplies are kept up to date. All staff must be familiar with the school arrangements for First Aid.

4.11 Hazardous Substances

The Estates and Facilities Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of MAT Estates and Facilities Manager. A member of staff who has completed COSHH Risk Assessment training will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older students under supervision.

Substances used in Art, and science should be assessed as per COSHH requirements and used in accordance with the generic assessments and guidance provided by CLEAPSS.

4.12 Lettings/shared use of premises/use of premises outside school hours

The MAT Estates and Facilities Manager and Site staff are responsible for ensuring that any use of the premises outside school hours is managed in accordance with the Health and Safety Policy and Lettings Policy.

The MAT Estates and Facilities Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

4.13 Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Facilities and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the Headteacher, (CFOO for central Staff) and Site Manager of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

4.14 Managing Medicines & Drugs

No student can take medication on the school site without a letter of consent from his/her parent/carer.

Staff must notify the Headteacher if they believe a student to be carrying any unauthorised medicines/drugs.

The school policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy.

4.15 Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Estate and Facilities Manager.

All faulty equipment must be taken out of use and reported to the Site Manager. Staff must not attempt to repair equipment themselves

4.16 Manual Handling and Lifting

The Headteacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves, but must ask the Site staff for assistance.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

4.17 PE and playground Equipment

The Headteacher or designated member of school leadership is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.

The Estates and Facilities Manager is responsible for ensuring playground equipment is inspected at least annually by a competent person and regularly by the site team.

Risk assessments have been completed for all playground and PE activities, and all staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated storage area after use.

Students must not use the PE or playground equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Headteacher or the Premises team.

4.18 Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the Headteacher's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified, it must be worn by any staff member or student who might be at risk of injury or harm to health. Any staff member or student who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager in the first instance, if issues arise, there should be brought to the attention of the Headteacher.

4.19 Risk Assessments

It is the Headteacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Headteacher is responsible for ensuring the responsibility for completing risk assessments is delegated to the person responsible for that area except for the areas listed below:

- a) The Site Manager will undertake risk assessments for maintenance and cleaning
- b) The Educational Visits Coordinator will ensure that risk assessments are completed by all staff who organise and lead school visits

4.20 Security/Violence

The Site Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls/fences, entrance points, outbuildings and external lighting.

The Site Manager is also responsible for the security of the site during after school use and lettings.

The numbers on any security pads will be changed at regular intervals and these changes notified to appropriate staff. Staff are reminded that these numbers should not be divulged to any student or parent.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception. If an intruder becomes aggressive, staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in an area of the school where assistance is available. The Headteacher should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the Headteacher.

4.21 Site Maintenance

The Site Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

He will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Headteacher and Estates and Facilities Manager.

All staff are responsible for reporting any damage or unsafe condition to the Site Manager immediately using the Parago system. Staff and office staff should contact the site team by phone if there is an emergency.

4.22 Smoking

It is illegal to smoke anywhere on the school premises.

4.23 Staff Training & Development

The Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process. All staff will receive Health and Safety, fire safety awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new academic year.

4.24 Stress and Wellbeing

The Board of Directors, The Executive, LGB and Headteacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- a) An environment in which there is good communication, support, trust and mutual respect
- b) Training to enable them to carry out their jobs competently
- c) Control to plan their own work and seek advice as required
- d) Involvement in any major changes
- e) Clearly defined roles and responsibilities
- f) Consideration of domestic or personal difficulties
- g) Individual support, mentoring and referral to outside agencies where appropriate

4.25 Swimming

Each venue is visited by the leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility Normal Operating Procedures.

Deep and shallow ends are clearly marked and ideally divided by a rope wherever possible. Lifesaving devices and at least one lifeguard are located around the poolside.

All teachers and students are made aware of facility Emergency Evacuation Procedures. This is refreshed following any change in teachers or students.

4.26 Visitors

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued, which must be worn at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

4.27 Working at Height

- a) The Estates and Facilities Manager is responsible for the purchase and maintenance of all ladders on the premises.
- b) All ladders conform to BS/EN 131 standard.
- c) The Premises Manager is responsible for completing risk assessments for all working at height tasks on the premises.
- d) staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place.
- e) When decorations or displays need to be put at height, a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.
- f) Do not work at height when you are alone. If you are planning to use a step ladder, ask the Premises Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.
- g) Your knees should be no higher than the top platform of the ladder.
- h) Never overreach. Try always to keep one hand on the ladder to steady yourself.

4.28 Control of Infections

The Headteacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy. Staff are responsible for complying with the Control of Infections Policy.

4.29 Harassment, Violence and Aggression

Violence, threatening behaviour or abuse to staff will not be tolerated so all members of the Trust community, and all visitors can be confident that they are operating within a safe environment.

Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from students and others to staff.

Government guidance from the Department for Education, the Health and Safety executive and Unions are taken into account when risk assessments are completed.

Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault.

Individual student risk assessments and Care Plans will be completed.

Regular reviews to monitor the effectiveness of the control measures are completed.

The design of Trust premises, where practicable, will take into consideration the risks of violence, aggression and harassment.

Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities.

Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Accident Reporting and Investigation procedure.

If a member of staff is subject of workplace harassment, aggression or violence, the school will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.

To enhance the learning environment and achieve a safe and secure community, the school will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

4.30 New and Expectant Mothers

Staff that are a new or expectant mother should notify their line manager as soon as practicable.

The Headteacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.

The relevant manager should review the relevant risk assessments with the relevant staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother

The School should consider these risks when completing the risk assessment:

- a) Working with hazardous substances
- b) Stressful environments
- c) Movement around the site (including stairs and distances between classrooms etc.)
- d) Doing duties that involve physical effort which might be too arduous;
- e) Standing for long periods
- f) Inherent risks in certain departments, e.g. PE, Science
- g) Manual Handling
- h) Working in a confined working space
- i) Using an unsuitable workstation
- j) Infectious diseases
- k) The provision of appropriate sanitary and rest facilities.

4.31 Supervision of students

Staff will actively promote sensible, safe behaviour to students;

Dangerous or risky behaviour displayed by students will be addressed and dealt with in school rules

Students will only be allowed into or stay in classrooms under adult supervision;

Appropriate supervision of cloakrooms and toilet access will be in place at busy times;

4.32 Water hygiene management (control of Legionnaire' disease)

The Estates and Facilities Manager will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be specialist external contractors

The Estates and Facilities Manager will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective;

The Estates and Facilities Manager will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

5. Conclusions

This Health and Safety policy reflects the Trust's serious intent to accept its responsibilities in all matters relating to Health and Safety at all levels of operation. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

This Policy is supported by other associated policies and procedures that explain how the Trust manages specific issues including the following:

- Educational visits;
- Fire safety;
- First aid;
- Control of infections;
- Asbestos management;
- Staff wellbeing

Policy Owner and Contact Details

Harold Reid, CFOO

For further information on the Policy, please contact via email harold.reid@thebridgetrust.academy or phone 020 7619 1000

Next Review Date: September 2024