

Central Schools Trust



**INCORPORATING BALSALL COMMON PRIMARY
SCHOOL AND DAMSON WOOD NURSERY AND
INFANT SCHOOL**



flourishing together

Health and Safety Policy

Document Control

This document is subject to a three-year review unless significant changes occur.

| Date of Policy | Policy Version | Approving Body | Approval Date | Review Period |
|----------------|-----------------------|----------------|-----------------|------------------|
| September 2022 | 1.0 (Previous Policy) | MAT Board | 4 October 2022 | Autumn Term 2023 |
| December 2022 | 2.0 (New Policy) | MAT Board | 6 December 2022 | Autumn Term 2023 |
| July 2023 | 2.1 | MAT Board | 5 December 2023 | Summer Term 2026 |

1. Statement of Intent

CST recognises the importance of effective health and safety management and will demonstrate our commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as other business objectives. This policy provides a practical framework for the compliance and implementation of the Health and Safety at Work Act 1974 and all other relevant health and safety legislation.

This Policy also demonstrates our obligation to the duty of care we owe to employees and non-employees (such as pupils, visitors, contractors, supply staff and members of the public) by ensuring that our activities are undertaken in such a way as to not put them at risk.

CST aims to:

- Provide and maintain a safe and healthy place to work
- Ensure that our premises and equipment are maintained safely and are regularly inspected
- Prevent occupational accidents, incidents, and cases of work-related ill health, and to promote and implement safe systems of work, a safe working environment and a safe and healthy workforce
- Identify significant risks to health, safety, and wellbeing as part of our risk assessment process and implement adequate measures to prevent, reduce or protect against those risks
- Promote the principles of sensible and proportionate risk management
- Have a competent workforce through the provision of information, instruction, training and supervision
- Effectively communicate, consult and cooperate with all employees on relevant health and safety matters
- Provide access to competent health and safety advice, guidance and support
- Ensure resources are made available to ensure the successful management and implementation of health, safety and wellbeing
- Make continuous improvements in our health and safety performance.

Through this statement of intent and implementation of our health and safety arrangements our academies will ensure they are meeting the policy aims, objectives and requirements. Our academies will actively strive for continual health and safety improvements by complying with this policy and by working in consultation with managers, employees, employee representatives and other members of the school community.

Our academies will achieve this by:

- Establishing a proactive and positive health and safety culture
- Encouraging ownership and responsibility of health and safety at all levels
- Ensuring that health and safety arrangements are complied with by having school, or department specific procedures, documents, safe systems of work that ensures the implementation of health and safety
- Identifying, assessing and eliminating, reducing or managing the risks that arise out of activities, processes and operations through the risk assessment process
- Monitoring health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement

- Ensuring that health and safety is considered as part of its performance management, employee appraisal and supervision process
- Ensuring that health and safety is included as a standing agenda item at all Senior Leadership Team and staff meetings
- Establishing robust procedures in case of emergencies
- Ensuring that all employees are made aware of this policy and any local health and safety policy arrangements.

2. Responsibilities for Health and Safety

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities.

Successful health and safety management depends on a systematic approach throughout the trust so that health and safety becomes fully integrated with all other aspects of management. A proactive health and safety culture will require strategic leadership from the Board of Trustees and the CEO, with support from all staff.

The trust requires that each member of staff, pupils, volunteers and visitors exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others and to co-operate fully with the trust and its management of health and safety related issues.

2.1 Chief Executive and Board of Trustees

The Chief Executive Officer and the Board of Trustees have overall legal accountability and responsibility for health and safety across the trust and they are responsible for:

- Setting strategic direction along with health and safety performance related targets and objectives
- Considering the impact of health and safety in all strategic decision making
- Monitoring findings from health and safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports and implementing changes to policy and procedures where required
- Having an awareness of the significant risks faced by the trust
- Demonstrating commitment, providing strong and visible leadership for health and safety
- Ensuring adequate resources are made available to implement this policy
- Ensuring all employees or their representatives are involved in decisions that affect their health and safety
- Ensuring the trust has appointed competent people to provide health and safety assistance/advice to support with the implementation of relevant health and safety measures to meet legal requirements
- Reviewing the health and safety policy to ensure it continues to reflect the trust's priorities, plans and targets.
- Promoting a positive health and safety culture
- Making sure Headteachers are committed to promoting health and safety.

The Chief Executive Officer and the Board of Trustees will delegate much of the operational, day-to-day health and safety monitoring, reviewing and auditing of health and safety to the trust's Headteachers.

2.2 Headteacher

Each Headteacher is responsible and accountable for the implementation of and compliance with this policy, also ensuring their local health and safety policy arrangements are aligned to this policy. The Headteacher is also responsible for ensuring that a proactive and positive approach to health and safety is encouraged and developed within their school, and that all staff and pupils understand their responsibilities and adhere to this policy.

Where the Headteacher has chosen to delegate their operational responsibilities to other members of senior management/leadership, the Headteacher must ensure that those nominated are competent, have been given adequate time and resources to fulfil their duties and understand and accept their delegated responsibilities. The Headteacher will remain responsible and accountable for those activities.

The Headteacher will:

- Be the responsible person for health and safety, providing clear leadership and setting a personal example
- Ensure that this policy and other appropriate health and safety related policies, guidance or information is implemented and applied effectively
- Ensure that the school's local health and safety policy arrangements, health and safety management system and performance are formally evaluated, monitored, and reviewed at least on an annual basis
- Ensure that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures
- Ensure that there are effective health and safety management arrangements for offsite activities and learning outside the classroom
- Ensure effective communication channels are in place for health and safety
- Consult with staff in good time on issues related to their health and safety and results of risk assessments
- Consult with SMBC's competent health and safety person/s, along with employees' representatives, prior to any changes in working practices
- Communicate this policy and/or other appropriate health and safety information to volunteers, visitors, hirers/lettings of the premises, and contractors
- Ensure consultation, cooperation and coordination takes place between managers from other employers, organisations, and appropriate employees' safety representatives, when sharing premises
- Attend, as directed or required, appropriate health and safety management/leadership training and subsequent refresher training
- Ensure that procedures are in place to provide relevant information, instruction, training, and supervision needed to ensure health and safety, also ensuring that all staff complete mandatory health & safety, refresher training and other related training
- Ensure that staff and volunteers understand and accept their individual responsibilities regarding health and safety. and are adequately trained to carry out their responsibilities. This

should include ensuring that all staff (including supply, part-time, temporary and volunteers) receive, as a basic minimum, induction training on their first day

- Ensure procedures are in place for the safe management of contractors that includes an induction to the premises/area they are working. This will include providing the contractors with information/ awareness of the hazards within the area of work, action to be taken, emergency evacuation procedures alongside arrangements for monitoring of their activities
- Be aware and maintain attention to significant risks and ensure they are being properly risk assessed, controlled, and managed through effective and sensible risk management
- Ensure that when making decisions/arranging new projects, health, safety, welfare, and wellbeing issues are considered and dealt with as part of the process
- Ensure that adequate resources are provided to maintain health, safety, welfare and wellbeing and manage these resources on a risk priority basis
- Report to the CEO any hazards which cannot be rectified within the school's budget
- Confirm that there is an adequate number of appropriately trained first aiders in school by undertaking a first aid needs assessment
- Ensure that a formalised health and safety workplace audit and inspection are undertaken annually and appropriate action is implemented
- Ensure that informal inspections of the workplace are carried out proactively to identify good and poor health and safety performance and also demonstrate a visible management commitment to health and safety
- Ensure procedures are in place for the reporting and recording of accidents and incidents, near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales
- Ensure that an investigation is carried out by a competent person, following an accident or incident, liaising with appropriate authorities and third parties as necessary
- Ensure that the CEO is informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement
- Review and monitor accidents and incident statistics to identify trends and areas of high risk. Also, provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement
- Be responsible for managing the maintenance and repair of a building, in order to comply with statutory health and safety responsibilities including in particular the statutory duties associated with the Construction (Design and Management) Regulations 2015 and the management of Asbestos and control of Legionella
- Set, monitor and review health and safety performance related targets and objectives and ensure the provision of adequate resources to achieve compliance.
- Present a report to the CEO annually on the health and safety performance of the school.

2.3 All Managers (e.g. Deputy Headteachers and Phase Leaders)

All managers will be responsible for managing health and safety in their department or area of work through the implementation of the health and safety policy, procedures, and arrangements. Departmental procedures will specify the procedures to be followed by managers specific to the needs of each department and to ensure legal compliance and best practice.

For their own area of responsibility managers will:

- Comply with the trust's health and safety policy

- Ensure that risk assessments are carried out for work activities and operations for which they are responsible
- Eliminate risks or reduce to the lowest possible level through sensible and proportionate risk management
- Ensure that new, reviewed or changed processes and services within the department are assessed for risks before they are put into practice
- When designing, buying and using new plant and equipment for the department ensure that health, safety, environmental and wellbeing is considered as part of the risk assessment process
- Ensure that all staff and volunteers are familiar with specific health and safety policies and procedures, relevant risk assessments and control measures, safe systems of work, and local arrangements and accept their responsibilities for health and safety
- Ensure all staff have access to competent advice and published health and safety guidance from sources including CLEAPSS and Association for Physical Education (afPE) and ensure that all staff are aware of and make use of such guidance
- Ensure that pupils receive sufficient information, instruction, training, and supervision to enable them to avoid hazards and contribute to their own health and safety
- Provide and maintain healthy and safe working conditions, plant/equipment, access/egress, and welfare provision, e.g. establishing acceptable housekeeping, safe storage standards, in all areas of their responsibility
- Ensure adequacy of fire precautions and procedures in liaison with the Headteacher. Ensuring that copies of fire action notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible
- Ensure that relevant procedures and training programmes and records are set up, maintained and monitored for all staff and volunteers. In addition, also provide all new starters with a departmental specific health and safety induction
- Ensure that accidents, incidents, near misses and occupational ill health are reported promptly and investigated where necessary, so that appropriate action can be taken to prevent a recurrence
- Ensure that contractors receive an induction to the premise/area and are made aware of all control systems applicable in which they are working. This will include providing the contractors with information/awareness of the hazards within the area of work, action to be taken, and the monitoring of their activities
- Ensure that contractors' and other peoples' activities within their area, for example visitors, are monitored and issues of concern are raised to the appropriate person in a timely manner
- Ensure that all staff and volunteers working within their area can carry out their health and safety responsibilities and encourage them to work with managers to promote a positive health and safety culture
- Carry out and record regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe. Report any defaults in line with school procedures, where required
- Ensure that a formalised health and safety workplace inspection and audit regime is in place to identify hazards and take appropriate action
- Ensure that communication arrangements are in place to brief and inform employees on health and safety matters as required
- Ensure cooperation and consultation takes place between other organisations and appropriate employees' safety representatives, when sharing premises

- Take appropriate action following external audits or inspections and own observations
- Consult and seek competent health and safety advice where necessary
- Support the Headteacher in the preparation of an annual report on the Health and Safety performance of their department or area of responsibility.

2.4 Employees

For this policy 'employees' will also include work placement/experience students, volunteers, agency workers and contract workers.

All employees, including those with managerial responsibilities, have health and safety responsibilities as outlined by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

All employees have a responsibility to:

- Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions
- Cooperate fully with their employer in respect of their health and safety duties and follow all instructions (written and verbal) to protect their own and other people's health and safety
- Not misuse or interfere with anything that has been provided in the interest of their health, safety and welfare (such as safety equipment and/or protective clothing provided)
- Ensure that plant (machinery, equipment, appliances) is in a safe condition before use. Also acquaint themselves with processes, materials and substances and use as trained/advised. Report any defects, loss or damage to their manager
- Inform their manager, without delay, about any work situation that might present a serious or imminent danger to themselves or others, or about any other problems or shortcomings in the school's health and safety arrangements
- Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties
- Always behave appropriately in the workplace and not get involved in any inappropriate behaviour
- Avoid taking short cuts, improvising or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided as per instruction
- Report all accidents, incidents (including incidents of violence, diseases and dangerous occurrence) and near misses as well as any unsafe methods of work, unsafe conditions/tools/equipment/ premises/appliances/practices, and concerns about health, safety or wellbeing to their manager, even if an injury was not sustained
- Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work
- Be aware of the first aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required
- Undertake all health and safety training and development, as required
- Ensure that they only use equipment or machinery that they are competent/have been trained to use
- Take part in health surveillance programmes, as required

- Set a good personal example in respect of health and safety
- Make suggestions to improve health and safety.

2.5 Pupils

All pupils are expected to behave in a manner that reflect trust's Management of Behaviour Policy and are expected to:

- Take reasonable care for their own health and safety at school and other person who may be affected by their activities, acts, or omissions
- Cooperate and comply with all trust health and safety arrangements and follow all health and safety instructions given
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

2.6 Shared site users

Where two or more employers share a workplace, each employer shall co-operate with the other employer(s) concerned to enable them to comply with their duties under health and safety legislation. The school as the primary site user will have the lead responsibility.

All shared users of the school site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by the school to ensure the health, safety, welfare and wellbeing of all school employees, pupils and other who may be affected
- Meet the insurance requirements of the school and its insurer
- Familiarise themselves with and communicate to their employees/users the school's health and safety arrangements,

The school will ensure that:

- Premises are in a safe condition for the purpose of use
- Adequate arrangements for emergency evacuation are in place and communicated
- Site users are consulted with on health and safety matters
- The school's health and safety arrangements are made available to shared users.

2.7 Lettings

The trust has a lettings policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters


- Agree to the terms of the lettings policy in relation to health and safety arrangements
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities.



The school will ensure that:


- Premises are in a safe condition for the purpose of use
- Health and safety arrangements are detailed in the lettings policy and these are fully explained and communicated
- Adequate arrangements for emergency evacuation are in place and communicated.




3. Local Arrangements




The following arrangements are in place to ensure CST fulfils its responsibilities, as set out in the statement of intent. They also provide a framework for ensuring the health, safety, welfare and wellbeing of all employees and non-employees (such as pupils, visitors, contractors, supply staff and members of the public).


| Local arrangements/procedures | How this is achieved | Responsibility of: Name/Title |
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| Ensuring rigorous oversight of remedial actions related to premises | Standing Agenda Item in each HT's half termly HT Update to Governors | <ul style="list-style-type: none"> Headteachers in each Academy |
| Induction and Training of staff | <ul style="list-style-type: none"> On appointment, new staff receive an Induction Pack, which they are expected to read These new staff then attend an Induction Meeting with the Headteacher of the Academy in which they will be based, where the contents of the Pack are discussed and where joining members of staff are expected to sign to state that they have read and understand the documentation. This induction is monitored using the H&S Safety Training Matrix embedded below.  <p>Health and Safety Training Matrix Templ</p> | <ul style="list-style-type: none"> Headteachers in each Academy |
| Communicating Health and Safety Information to staff, including consultation arrangements | <ul style="list-style-type: none"> Annually at the start of each new academic year during the academy's first INSET Day Included in the handbook annually but delivered immediately after the annual Safeguarding updates Electronically and/or face-face, as and when circumstances change | <ul style="list-style-type: none"> Headteachers in each academy HT in each academy reminds all staff of: <ul style="list-style-type: none"> their responsibility to take H&S matters seriously and to report H&S issues if they see them |
| Electricity | Property Services is responsible for ensuring hardwiring checks are carried out every five years and also Portable Appliance Testing (PAT) is undertaken yearly. | <ul style="list-style-type: none"> All Certificates and PAT registers are kept in: <ul style="list-style-type: none"> the Fire Folder in the Front Office at BCPS |



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| | | <ul style="list-style-type: none"> ○ the staffroom in DW <p>Staff are expected to carry out pre-use visual checks on electrical items to identify defects and report their findings to the Premises and Facilities Team Operatives</p> |
| Externally provided services/activities, lettings and hirers | <p>CST has a Hiring and Lettings Policy in place</p>  <p>CST Hiring and Lettings Policy 2021.d</p> | <ul style="list-style-type: none"> • Headteachers in each academy |
| Finger entrapment | <p>Finger guards are fitted to all classroom, toilet and main doors in CST buildings</p> | <ul style="list-style-type: none"> • Premises Operatives • Premises Lead • Headteachers |
| Forest School | <p>CST has a Forest School Policy in place</p>  <p>CST Forest School Policy.doc</p> | <ul style="list-style-type: none"> • Forest School Leaders • Headteachers |
| Glass and glazing, including window restrictors | <p>There is a dedicated Lead member of staff in each of CST academies who is assigned to Risk Assessment. All glass within CST buildings meets British Standards. Where glass has to be replaced, the correct panes are supplied and installed. All windows have restricted openings fitted.</p> | <ul style="list-style-type: none"> • All staff to report glass or opening issues to the Premises and Facilities Team Operatives |
| Housekeeping, cleaning and waste disposal | <p>CST uses outside cleaning contractors to ensuring premises are kept clean. Broken glass and general waste is carefully collected and disposed of in the provided bins. Hazardous waste, such as fluorescent tubes, is removed from the sites by a local supplier. ICT Equipment is removed from sites by arrangement with the Council. Medical waste is removed from sites using the appropriate disposal methods provided with the equipment.</p> | <ul style="list-style-type: none"> • Premises and Facilities Team Operatives • Medical users, pupils and staff |
| Lifting Operations and equipment, including lifts and hoists | <p>There are two fixed Hoists, and one mobile one that assist in lifting operations, located at BCPS. Designated staff are trained with regard to manual handling and the use of hoists and slings. All lifting equipment is</p> | <ul style="list-style-type: none"> • SEND Team arrange training for the designated members of staff |

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| | inspected and serviced on a six monthly basis, with a further annual inspection from CST insurers. | <ul style="list-style-type: none"> Premises and Facilities Team Lead arranges inspections and services |
| New and expectant mothers | <p><i>Include school specific arrangements for new and expectant members of staff e.g., who should staff inform when they are pregnant? Who is responsible for carrying out the new and expectant mother risk assessment? Has a specific area been made available where pregnant workers and breastfeeding mothers can rest?</i></p> <p>HSE Protecting new and expectant mothers at work</p> | <p>NSI is responsible for meeting with expectant mothers and going through the risk assessment using the LA template (most recent anonymised example attached)</p> <p>Staff are able to access rest areas if required and if any breastfeeding mothers are on site arrangements are made to use private offices of SLT if required.</p>  <p>EC Pregnancy RA 5.01.22.doc</p> |
| Noise at work | <p>CST academies do not have any identified issues regarding excessive noise.</p> <p>However, the Premises and Facilities Team Lead has a Noise Monitor that can be used as and when required.</p> | <ul style="list-style-type: none"> Staff to raise any noise issues with the Premises and Facilities Team Operatives Premises and Facilities Team Lead to investigate when required to do so. |
| Personal Protective Equipment | Disposable Personal Protective Equipment (PPE) is provided free of charge to employees when required | <ul style="list-style-type: none"> Premises and Facilities Team Lead |
| Physical Education | <p><i>Do staff carry out pre-use checks on all equipment? Are formal inspections carried out by a competent contractor? Where are inspection records, equipment specifications etc. kept? Have staff received relevant training for activities/equipment? Have risk assessments been carried out? Have staff been made aware of risk assessments? Are there any specific arrangements for sports fields, pitches, sandpits? What about baseball hoops? Are goalposts checked regularly and inspected formally by a competent person as per BS ES 16579? The most comprehensive guide to managing PE is provided by the Association for Physical Education (afPE) in their document 'Safe Practice in Physical Education and Sport.' Trusts/schools should consider adopting the standards for all physical education and school sport activities. A copy of the manual should</i></p> | <ul style="list-style-type: none"> Teachers responsible for teaching games or PE are instructed to check equipment before each lesson Gym equipment inspections are carried out by SMBC as part of their H&S Gold Package Risk Assessments are carried out when required for specific activities ie swimming, moving goal posts etc |

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| | <p><i>be available to all relevant school staff, i.e., PE heads of department/subject leaders and coordinators.</i></p> <p>Association for Physical Education</p> <p>Mark Harrod Goal Post Safety Guidance</p> <p>CST has adopted the Safe Practice in Physical Education and School Sport published by the Association of Physical Education (afPE)</p> | <ul style="list-style-type: none"> • Mark Harrod Goal Post Safety Guidance is adhered to for football goals, to comply with BS ES16579 |
| Pond Safety | <p>CST has a Forest School Policy in place, which covers Pond Safety</p>  <p>CST Forest School Policy.doc</p> <p>CST follows the CLEAPSS guidance for practical work.</p> | <ul style="list-style-type: none"> • Forest School Leaders • Headteachers |
| Premises | <p>CST buys into the Local Authority Health and Safety And Premises Support Packeage.</p> <p>A 5 yearly Stock Condition Survey is undertaken in each academy</p> <p>CST has a Good Estates Management Policy, school specific Assest Management Plans and a comprehensive Buildings Maintenance Plan</p> | <ul style="list-style-type: none"> • CEO • Headteachers • Premises and Facilities Team Lead • Premises and Facilities Team Operatives |
| Public Events | <p>Both academies run fayres twice annually</p> <p>AT BCPS these events are run by the PTA on Saturdays</p> <p>At DW, these events are run by the school staff during the school day</p> <p>RA are in place.</p> | <ul style="list-style-type: none"> • PTA – BCPS • Headteachers in each academy |
| Risk Assessments | <p>The headteachers have overall responsibility for ensuring risk assessments are carried out, are fit for purpose and are disseminated effectively.</p> <p>Risk Assessments are reviews when significant changes occur.</p> <p><i>SMBC Risk Assessment Guidance is also available.</i></p> <p>HSE Managing risks and risk assessment at work – Overview</p> | <ul style="list-style-type: none"> • Headteachers in each academy |
| Smoking Policy |   <p>DWHealth Safety Information for Visito BCPS Health Safety Information for Visito</p> <p>Included within the documents attached</p> | <ul style="list-style-type: none"> • Headteachers • All staff |


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| Swimming Pool – School operated |  CST Pool Normal Operating Procedures  CST Pool Emergency Operating Procedures Only one of the schools within CST has a swimming pool. The NOP and EOP are embedded above. Details for monitoring the pool water and plant operation are contained within the NOP. | |
| Welfare at Work | CST provides: <ul style="list-style-type: none"> ○ Free tea, coffee and water ○ Staff room spaces in each academy ○ Adequate toilet facilities ○ Hot and cold running water ○ Storage areas for staff and pupils to keep clothing and personal equipment (ie desk draws) ○ Canopies to provide shade on playgrounds ○ Fully operational doors and windows to provide ample fresh air | <ul style="list-style-type: none"> • Premises and Facilities Team Lead and Operatives • Headteachers |
| Work experience | <p><i>Document your arrangements if you are a work experience organiser or a placement provider.</i></p> <p>HSE Work experience microsite</p> | <ul style="list-style-type: none"> • AHT is responsible for liaising with schools/colleges to arrange work experience students • Required paperwork is exchanged between organisations, risk assessments carried out and insurance details shared • Work experience students undertake standard H&S induction as other visitors do.  BCPS Health and Safety for Staff Handbook |
| Implementing Trust health and safety policies and standards | <ul style="list-style-type: none"> • Annually at the start of each new academic year during the academy's first INSET Day | <ul style="list-style-type: none"> • Headteachers in each academy • See above |

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| | <ul style="list-style-type: none"> • Included in the handbook annually but delivered immediately after the annual Safeguarding updates • Electronically and/or face-face, as and when circumstances change | |
| Carrying out risk assessments | <ul style="list-style-type: none"> • Nominated senior leader responsible in each academy | <ul style="list-style-type: none"> • AHT (NSI) at BCPS • HT (ECH) at DW |
| Recording, reporting and investigating | <ul style="list-style-type: none"> • Completion of an Incident Report – held in a central file in each school • Investigation carried out by appropriate personnel • RIDDOR contacted for advice if necessary | <ul style="list-style-type: none"> • Person reporting the incident • Headteacher in each academy • Seeking the opinion of others before making a decision about reporting |
| Off-site trips and visits | <ul style="list-style-type: none"> • Risk Assessment for each trip/visit | <ul style="list-style-type: none"> • EVC in each academy • AHT (NSI) at BCPS • HT (ECH) at DW |
| Procedures for dealing with emergencies | <ul style="list-style-type: none"> • Determination of the best course of action depending on the nature of the emergency  <p>Action Plan for a Premises Emergency.d</p> <ul style="list-style-type: none"> • For example: <ul style="list-style-type: none"> ○ Property Services for estates ○ Parents for children ○ Police ○ Ambulance ○ Fire | <ul style="list-style-type: none"> • Headteacher in each academy • Senior team in each academy • Premises lead in each academy |
| First aid and supporting medical needs | <ul style="list-style-type: none"> • Ensuring that there are appropriately trained First Aiders and that their training is kept up-to date • Regular checks on stock levels of First Aid Emergency Equipment | <p>Training</p> <ul style="list-style-type: none"> • AHT (MBa) at BCPS • HT (ECH) at DW <p>Stock Levels</p> <ul style="list-style-type: none"> • LS at BCPS • AHT (EMH) at DW |
| Using display screen equipment | <ul style="list-style-type: none"> • Staff aware of the need to report issues around Display Screen Equipment • Review of provision and remedial action taken if necessary | <ul style="list-style-type: none"> • Headteacher in each academy |

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| |  CST Display Screen Equipment Safety Coc | |
| Driving at work | <ul style="list-style-type: none"> CST uses SMBC's Driving at Work Policy | <ul style="list-style-type: none"> Headteacher in each academy |
| Management of asbestos/water hygiene | <p>Asbestos</p> <ul style="list-style-type: none"> Each academy holds a central file containing asbestos reports Contractors are made aware of known asbestos In the case of an emergency involving potential asbestos, area is secured and Property Services contacted Contractors to sign on arrival to acknowledge that they have registered the known location of asbestos in the schools <p>Water Hygiene</p> <ul style="list-style-type: none"> Property Services sub contract to Grahams, who hold the SLA for water hygiene | <ul style="list-style-type: none"> Headteacher in each academy Premises lead in each academy |
| Occupational health services and management of wellbeing & work-related stress | <ul style="list-style-type: none"> CST buys into SAS Service, which includes signposting for Occupational Health HR consulted regarding appropriate action | <ul style="list-style-type: none"> AHT (NSI) at BCPS HT (ECH) at DW |
| Monitoring health and safety in school including defects & workplace inspections | <ul style="list-style-type: none"> Termly H&S site inspection conducted by the LGB Governor, the site manager and the person responsible for H&S in that school (ie NSI at BCPS and ECH at DW)  H&S link Governor Report Template.docx <ul style="list-style-type: none"> Daily observations Bi-annual Fire Risk and H&S Audits Timely checking of the defect reporting logs to ensure that remedial H&S action is being taken appropriately | <ul style="list-style-type: none"> Headteacher in each academy Premises lead in each academy Designated governors from each LGB SMBC |
| School security | <ul style="list-style-type: none"> Academy sites have CCTV and an alarm system Academy sites are patrolled by Crown Security Academy sites are closed off by security fencing and electronically controlled gates, creating a secure perimeter | <ul style="list-style-type: none"> Camera One Crown Security Headteacher in each academy |

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| | <ul style="list-style-type: none"> Annual service and maintenance contract purchased to ensure that the electronic gates are kept in good working order | |
| Personal safety including lone working and managing violence and aggression | <ul style="list-style-type: none"> Lone working is discouraged All staff are aware of the need to de-escalate potentially violent or aggressive situations If they do occur, staff should remove themselves from the vicinity and report the incident to the HT | <ul style="list-style-type: none"> All staff Headteacher in each academy |
| Procedures for physical intervention | <ul style="list-style-type: none"> Physical intervention is discouraged If physical intervention is necessary, staff follow the DfE guidance around intervention and a Physical Intervention Report is completed | <ul style="list-style-type: none"> All staff Headteacher in each academy |
| Manual handling & people handling | <ul style="list-style-type: none"> TEAM Teach Manual handling for premises staff | <ul style="list-style-type: none"> Headteachers in each Academy |
| Managing slips, trips & falls | <ul style="list-style-type: none"> Incident report Head Bump Notes Completion of an Incident Report – held in a central file in each school Investigation carried out by appropriate personnel RIDDOR contacted for advice if necessary Remind all staff about the process for reporting accidents and the location of the forms in each school | <ul style="list-style-type: none"> All staff Headteacher in each academy Lunchtime Playworkers |
| Managing vehicle movements | <ul style="list-style-type: none"> CST uses SMBC's Driving at Work Policy During projects, vehicles do not arrive or leave at drop off or pick up times, ie between 8.30-9.30am and 3.00-4.00pm | <ul style="list-style-type: none"> HTs Site officers |
| Monitoring of trees | <ul style="list-style-type: none"> Visual monthly inspection of the trees Photographs taken, with accompanying commentary Annual Tree Survey | <ul style="list-style-type: none"> Headteacher in each academy Senior team in each academy Premises lead in each academy CFO |
| Selecting and managing contractors on-site | <ul style="list-style-type: none"> Property Services are the main point of contact for contractors for CST Properties Other work, such as water hygiene is sub-contracted through Property Services Members of staff working for Property Services, or sub-contractors, have undergone the safeguarding checks that they feel are appropriate for work in schools | <ul style="list-style-type: none"> Reception staff Headteacher in each academy Senior team in each academy Premises lead in each academy |

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| | <ul style="list-style-type: none"> • Major building work is undertaken through a Project Management Company, currently 3cube, who undertake their own safeguarding checks • If new contractors come onto site, who are not part of Property Services, their identification is checked • The sign-in system contains H&S information and contractors are told where to find the WC and how to conduct themselves on site • Where possible, contractors are signposted to an available parking space | |
| Working at height | <ul style="list-style-type: none"> • The equipment available to staff falls within the permitted scope for using without working at height training <ul style="list-style-type: none"> ○ Do as much as possible without needing access equipment ○ Access equipment is checked annually ○ Ensure that the user is competent ○ If the job cannot be done within a 30-minute period, it falls outside of the permitted scope • Equipment, such as scaffolding, that requires training for working at height is undertaken by those on site who will be using that equipment • All staff are made aware that they must not be standing on chairs or tables. If they are seen to be doing so, they are reminded of the need to keep themselves safe | <ul style="list-style-type: none"> • Headteacher in each academy • Senior team in each academy • Premises lead in each academy • All other staff |
| Control of hazardous substances (COSHH) | <ul style="list-style-type: none"> • Chemicals are kept in their appropriate vessels, clearly labelled with their contents • These materials are kept locked away • A COSHH folder for each building is kept in the school office • If the fire alarm sounds, this COSHH folder is taken outside to the meeting point to be given to the fire brigade if required | <ul style="list-style-type: none"> • Headteacher in each academy • Office manager in each academy • Premises lead in each academy |
| Maintenance (and where necessary examination & testing) of plant and equipment e.g. electrical equipment, access equipment, outdoor play, pottery, local exhaust ventilation, pressure systems, | <ul style="list-style-type: none"> • Property Services SLA | <ul style="list-style-type: none"> • Property Services |

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| gas appliances, lifting equipment & glazing safety | | |
| Fire safety including testing of alarms and evacuation procedures | <ul style="list-style-type: none"> • Fire Drills are scheduled for each term and are recorded with AFIs, if necessary • There is a Fire Evacuation Procedure for each building • Named personal act as Fire Wardens • Staff receive bi-yearly fire training • Monument carry out a three monthly check of the fire alarm system • Fire call points are checked weekly and recorded | <ul style="list-style-type: none"> • Headteacher in each academy • Premises lead in each academy • Fire Wardens in each academy (See detailed Fire Evac Procedures in each academy) • Monument |
| Infection control |  <p>Guidance on infection control in schools</p> <ul style="list-style-type: none"> • All procedures around infection control are within the attached document • This leaflet should be displayed in: <ul style="list-style-type: none"> ○ HT/DHT/AHT offices ○ Main school office ○ Premises office ○ Staffroom • If there is an infectious case, refer to the leaflet and discuss regarding next steps | <ul style="list-style-type: none"> • HT • DHT/AHT • Premises lead • Office staff • All staff |

4. Monitoring and Review

The content of this policy and its effectiveness in terms of performance will be overseen by the Chief Executive Officer, the headteachers and the CST Premises Lead. The Policy will be subject of a three-year review unless significant changes occur.

The monitoring of the Health and Safety Management System and its effectiveness will be assessed at a trust level. This is to ensure compliance and actions for improvement are identified at the earliest possible opportunity.

Monitoring the requirements of this policy will establish whether:

- Legal compliance is being achieved
- Health and safety responsibilities are being properly assigned and discharged correctly
- Senior Leadership Teams are accepting and dealing effectively with their delegated health and safety responsibilities
- Health and safety arrangements and guidance are being followed
- Employees are aware of their roles and responsibilities
- Accident/incident trends and occupational health data are showing a continuous improvement
- Health and safety targets are being monitored and are being achieved
- All employees and managers are receiving appropriate health and safety inductions, training, and development.

Headteachers will need to have systems in place to regularly audit their own health and safety arrangements for work activities under their control. Evaluating existing health and safety arrangements will help to determine if they are effective and if there are any gaps in risk control systems.