Health and Safety Management System Policy
Version 10

WEST ROAD PRIMARY ACADEMY

Status	Statutory
Responsible committee/Individual	Trust Board/Local Governing Body
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CONTENTS

INTRODUCTION 4
Health and Safety Policy Statement 4
SCOPE 5
ROLES & RESPONSIBILITIES 5
Organisation Structure for Health and Safety 10
Detailed Roles and Responsibilities 11
ROLE: Health and Safety Assistance 11
GENERAL ARRANGEMENTS 22
Leading for Health and Safety 23
Risk Profile 24
Risk Assessment 25
Escalation 25
Training 26
Information for Employees 28
Instructions for Employees 29
Employee Consultation 30
Communication 31
Emergency Preparedness and Response 32
Procedure and Arrangements 33
Supervision 34
Measuring Performance 35
Accident Investigation and Review 37
Performance Review 40
Continuous Improvement 41
SPECIFIC ARRANGEMENTS 42
Asbestos 43
Biohazards 44
Construction Design and Management Regulations 2015 (CDM) 45
Confined Spaces 49
Control of Contractors 50
Control of Substances Hazardous to Health (COSHH) 52
Cars used on Trust Business 53

Display Screen Equipment 54
Electricity at Work 55
Fire Safety 56
First Aid 58
Food Safety 59
Legionnaire's Disease 61
Lifting Equipment 62
Lone (and Home) Working 63
Manual Handling 65
Noise 66
Drug and Alcohol Policy 68
Smoking at Work 72
Permit to Work 73
Personal Protective Equipment 75
Respiratory Protective Equipment 76
Managing Stress at Work 77
UV Radiation / Sun Exposure 78
Violence 79
Visitors 80
Vulnerable Staff 81
Work Equipment 85
Working at Height 88
Workplace Health, Safety and Welfare 89
Playground Equipment 92
Educational Visits 93
Event Safety 94
Animals 98
Sports Activities 100
Drugs and Medicine 101
Defibrillators 107
Appendix A – Incident Investigation and Reporting 110
Appendix B – RIDDOR Reporting Guidelines 116

INTRODUCTION

The Brighter Futures Learning Partnership Trust has produced this Health and Safety Policy to comply with the requirements of Section 2(3) of the Health and Safety at Work Act 1974.

This Policy, which is issued with the approval of the Board of Trustees, details the Trust's continued commitment to maintaining a high standard of Health and Safety for all students, staff and visitors. The policy also describes the organisation and arrangements which have been established by the Trust to achieve these standards.

Health and Safety Policy Statement

The following is the formal policy statement of Brighter Futures Learning Partnership Trust which confirms the importance that we attach to the health and safety of our employees and those that can be affected by our business.

Brighter Futures Learning Partnership Trust recognises that one of its prime responsibilities, as far as reasonably practicable, is to provide facilities, safeguards and methods of working which, if properly used by employees and other authorised persons on its premises, will be conducive to their safety and health.

In pursuance with its policy Brighter Futures Learning Partnership Trust will: -

- Ensure that current legal standards are met as a minimum and to this end will ensure that legislative changes are communicated to all concerned.
- Ensure that the policy is reviewed on a regular basis, **at least once in every twelve-month period, or in the event of changes to legislation, work practices or any other material change.**
- Ensure that adequate financial and physical resources are available to enable the implementation of necessary health and safety procedures. People are a key resource within the organisation, and we will ensure the competency of their people.
- Liaise with and obtain health and safety advice from our external health and safety advisors **(Clear Risk Management)** where necessary.
- Require acceptance by all employees of the need to act responsibly in relation to all matters which may affect the safety and health of themselves and other persons whilst on Trust managed premises.
- Require acceptance by all persons holding supervisory positions of their responsibility for ensuring the proper use of plant, facilities and proper control of the use of materials.
- Require the formulation and implementation of risk assessments and plans, which will achieve further improvements in the field of accident and health hazard prevention.
- Require the preparation and implementation of training programmes for employees in safe working and health hygiene practices and in the identification and elimination of potential hazards.
- Require the provision of specialist advice and assistance in providing a safe and healthy environment.
- Require the setting up of effective consultation procedures on safety and health according to needs and circumstances of the operations and business.

It is important that every employee contributes towards their own health and safety and that of their colleagues. Your help and co-operation are essential to achieve Brighter Futures Learning Partnership Trust's aim to provide a safe and healthy work environment for all employees and visitors.

SCOPE

The Trust has a legal and moral responsibility to manage and reduce all significant organisational risks. The provision and maintenance of safe workplaces and safe working practices so students, staff and visitors are not injured or suffer ill-health as a result of any of their work activities is systemic in the Trust's standard day to day operations.

The Trust recognises that it has responsibility for all staff working on its premises or conducting business elsewhere. In addition, it is responsible for all individuals, including students, visitors and contractors whilst on their premises and those in the community around them, who may be affected by the Trust's activities.

This policy applies to all staff employed by Brighter Futures Learning Partnership Trust as well as Governors, Trustees, visitors, contractors, students and any person who attends one of the Trust sites.

ROLES & RESPONSIBILITIES

The listed roles and responsibilities summarised below are set out in further detail in this policy and must be signed off by all staff in the Trust, acknowledging their roles and responsibilities.

Board of Trustees

The Board of Trustees has ultimate responsibility for all Health and Safety matters within the Brighter Futures Learning Partnership Trust, however, will delegate day-to-day responsibility to the Chief Executive Officer.

The Board of Trustees has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their Health and Safety. This applies to activities on or off the school premises.

The Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the Health and Safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate Health and Safety training is provided.

4.2 Chief Executive Officer

The Chief Executive Officer is accountable for (**for more information see statement page 13):**

- All Trust Health and Safety matters.
- Ensuring the Trust has systems and processes in place to implement this Policy.
- Ensuring that adequate resources and appropriate facilities are available to meet the requirements of the Policy.
- Ensuring that inspections, audits, reports, recommendations and changes to legislation are fully considered and acted upon.

4.3 Director of Operations and Compliance

The Director of Operations and Compliance is the Trust's designated Executive Director lead for health and safety and the responsible officer for fire safety across the Trust. Working closely with the Trust Estates Manager, and under the oversight of the Chief Executive Officer, the Director ensures that all health and safety and fire safety systems and processes are implemented effectively. These arrangements are approved by the Trust Board to maintain compliance and governance standards. The Director, supported by the Estates Manager, holds operational oversight for fire risk and fire safety, statutory estate compliance (including testing and risk assessments), training and competency, emergency planning arrangements, and escalation of any non-compliance. They report directly to the CEO and the Board of Trustees, who retain overall legal responsibility, and support Headteachers in monitoring and maintaining compliance within their schools. Clear Risk Management is the appointed Health and Safety Advisor for the Trust, providing competent advice and support to underpin the implementation of this policy

4.4 Trust Estates Manager

The Trust Estates Manager is accountable to the Chief Executive Officer and Director of Operations and Compliance. Working in partnership with Headteachers, Principal and the Board of Trustees the Estates Manager will manage all aspects of the Trust's academy properties including upkeep, maintenance and health and safety in line with statutory and regulatory requirements.

- Ensuring that in all activities undertaken, the Trust properly discharges its duties under its Health and Safety Policy; the Health & Safety at Work Act; COSHH regulations; and any other relevant statute, regulation or directive. Similarly to ensure that contractors operate safely in accordance with these same statutes, etc;
- Acting as the Trust's Project Manager and responsible Health and Safety Coordinator for Construction Design Management projects. Also to act as the Trust's Asbestos Control Manager and the Legionella Control
- To work with the Trust external Health and Safety Advisor (currently Clear Risk Management);
- Ensuring that fire risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff/contractors who are appropriately qualified;
- Ensuring that all health and safety management systems, processes and practices are consistent across all of the academies and are synchronized and co-ordinated.
- Co-ordinating and ensuring implementation of the Trust's responsibilities in relation to maintaining health and safety statutory documentation;
- Reviewing and developing existing and new policies in line with statutory requirements and managing any necessary consultation process;
- Ensuring that buildings are safe and secure at all times and adhere to both Health and Safety requirements and statutory Ofsted guidelines for the health and well-being of staff, students and visitors.
- Ensuring the requirements of the Electricity at Work Regulations are complied with including statutory inspection and management of portable appliance testing.

4.5 Headteachers/Executive Headteachers/Principals

Headteachers/Executive Headteachers/Principals are responsible for Health and Safety within their school. This involves:

- Ensuring that the Health and Safety policy is effectively implemented in all areas under their control.
- Allocating sufficient resources to achieve the policy's objectives.
- Ensuring there is enough staff to safely supervise students.

- Reviewing the Health and Safety performance of areas under their control.
- Understanding Health and Safety related policies and procedures and disseminating them through the management organisation.
- Ensuring that all levels of staff undertake the required Health and Safety training, including refreshers, according to their responsibilities.
- Ensuring management Health and Safety responsibilities are contained within job descriptions.
- Ensuring that Trust policy is followed in the recording and reporting of accidents.
- Escalate incidents which are deemed critical to the CEO and Director of Operations and Compliance immediately by telephone – see Page 25 - Escalation
- Informing the CEO immediately if a formal complaint is received relating to an accident, incident or issue of public health.
- Ensuring that any external provider of services receives a full induction of Trust policies and procedures as detailed in the Financial Management Policy (Page 26 and Appendix N)

In the Headteacher's/Principal's absence, the Deputy Head of School/Vice Principal (Secondary Schools) or a selected member of Senior Leadership Team (SLT) (Primary Schools) assumes the above day-to-day Health and Safety responsibilities.

4.6 Department Heads

Department Heads are responsible for those employees within their remit. They must:

- Apply the Health and Safety Policies to their own department or area of work and be directly responsible to the Headteachers/Executive Headteachers/Principals for the application of the health and safety procedures and arrangements.
- Develop health and safety policies/procedures in accordance with The Trust's policies which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- Carry out regular health and safety risk assessments of the activities for which they are responsible on an annual basis as a minimum.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular checks of their areas of responsibility to ensure that equipment, fixtures and fittings, and activities are safe and record these checks where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents are investigated appropriately and reported to the Business Manager.
- Include health and safety in reports for the Headteachers/Executive Headteachers/Principal.

4.7 Premises Managers

Premises Managers which includes the caretakers and site managers, are responsible for Health and Safety within their school. This involves:

- Being the nominated Health and Safety lead and fulfilling the role of competent person on Health and Safety matters within their designated school.
- Developing corporate Health and Safety related Policies and associated Health and Safety documentation.
- Developing and delivering Health and Safety training.
- Reporting on Health and Safety performance and issues to the Trust Estates Manager/Director of Operations and Compliance.
- Reporting to the Trust Estates Manager/Director of Operations and Compliance any actions taken by enforcement agencies, both formal and informal, and monitoring progress made by the Trust in complying with statutory requirements.
- Investigating accidents, near misses and cases of injury or ill health arising from health and safety.
- Any issues relating to stress at work are to be referred to the Central Trust HR department and CEO by the Premises Manager.
- Providing advice and guidance on Health and Safety issues at all levels within the school/UTC.
- Ensuring that school buildings and premises are safe and regularly inspected.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, Health and Safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed by competent person.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.
- Ensuring that assessments of hazards are undertaken, reviewed and communicated to all staff.
- Ensuring that incidents, near misses and other work-related health issues are reported and investigated in line with the Trust policy.
- Ensuring risk assessment control measures are implemented.
- Maintaining Health and Safety related policies, procedures, details of first aid arrangements and emergency evacuation procedures and ensuring that these are communicated.
- Ensure employee Health and Safety training requirements are identified and implemented in line with the Trust policy and training needs analysis.
- Ensuring that staff are not given unrealistic deadlines which may lead to safe working practices being compromised or work- related stress.
- Co-operating with the Trust Estates Manager/Director of Operations and Compliance and Clear Risk Management to maintain safe working practices and safe working areas.
- Ensure that students and others having access to premises where a regulated activity is carried out are protected against the risks associated with unsafe or unsuitable premises, by means of suitable design and layout and appropriate measures in relation to the security of the premises.
- Adequate maintenance and where applicable, the proper operation of the premises and use of any surrounding grounds which are owned or occupied by the service provider in connection with the carrying on of the regulated activity.
- Where premises are altered or their use changed, the continued safety and suitability of the premises is assessed and maintained.
- Appropriate risk assessments are undertaken regarding the safety and suitability of the premises, when The Brighter Futures Learning Partnership Trust is not responsible for the premises in which education is delivered.
- Maintaining Trust sites in a safe condition including premises, plant and equipment.
- Ensuring all statutory premises inspections are undertaken.

4.8 Staff

All staff have a duty of care of students in the same way that a prudent parent would do so. Staff will:

- Take reasonable care of their own Health and Safety and that of others who may be affected by what they do at work
- Take reasonable care of the Health and Safety of students in their care both on and off school/UTC premises.
- Co-operate with the school on all Health and Safety matters.
- Work in accordance with training and instructions.
- Inform their line manager or appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Reporting accidents, incidents, near misses, cases of work-related ill-health and shortcomings in Health and Safety arrangements to their line manager or appropriate person, following Trust policy.
- Adhere to safe working procedures in accordance with Trust Policies and where appropriate national guidelines.
- Model safe and hygienic practice for students.
- Understand emergency evacuation procedures and feel confident in implementing them.
- Informing the Headteachers/Executive Headteachers/Principal immediately if a parent or visitor raises concerns/questions in respect of health and safety procedures.

4.9 Pupils/Students and Parents

Students and parents are responsible for following the school's Health and Safety advice, on-site and off-site (when participating in a school activity) and for reporting any Health and Safety incidents to a member of staff who will, where necessary, escalate to the Premises Manager and the Headteachers/Executive Headteachers/Principal.

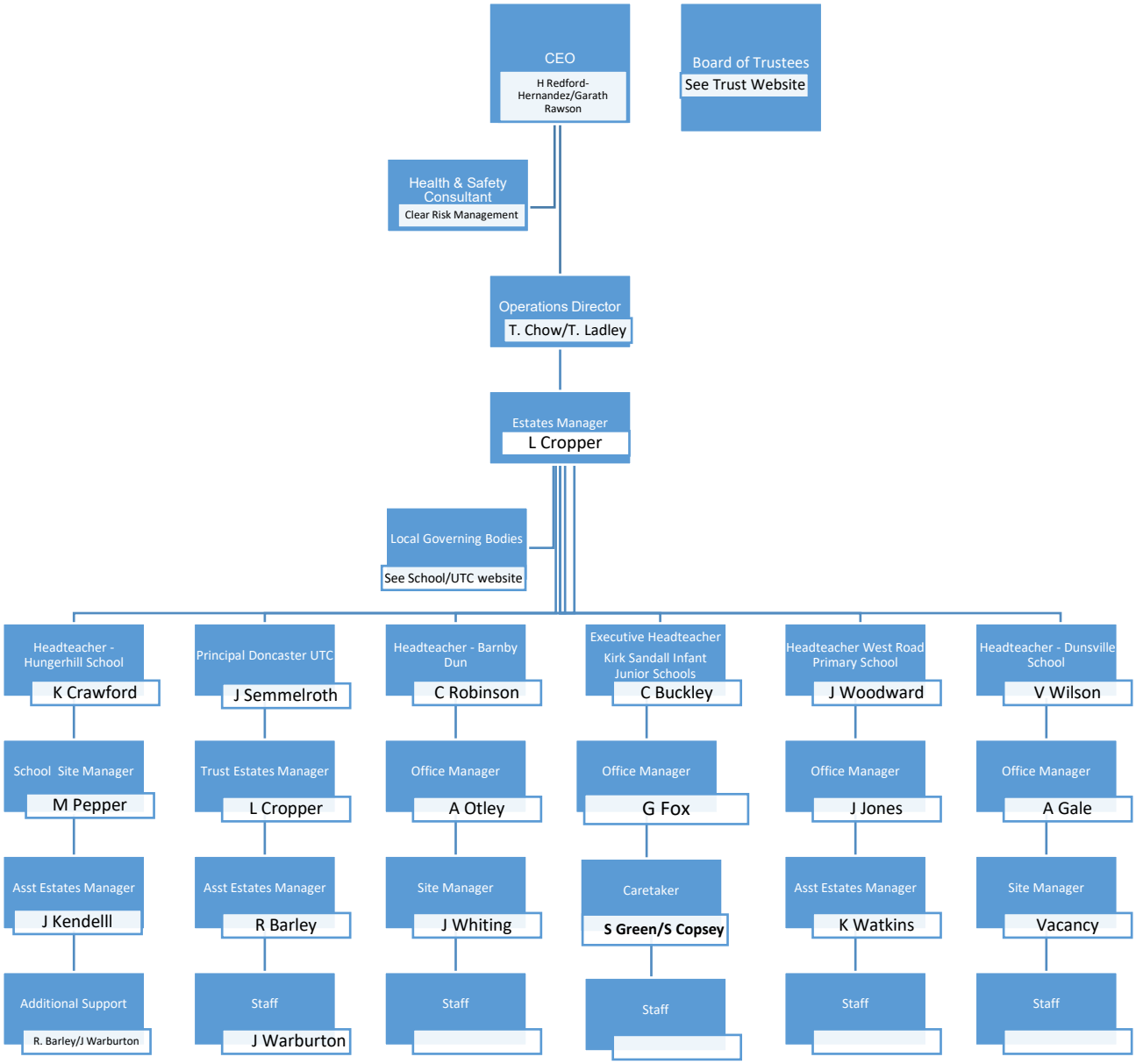
4.10 Contractors

Contractors will agree Health and Safety practices, including the submission and approval of detailed Risk Assessments and Method Statements (RAMS) with the Premises Manager before commencing work.

Prior to work commencing, the contractor will be inducted by the Headteachers/Executive Headteachers/Principal or a member of the senior leadership team. The Premises Managers/caretakers will ensure the contractor has relevant DBS certification (or appropriate supervision is in place), has signed in, has an ID badge, is familiar with the working environment and where they can and cannot access, is familiar with The Brighter Futures Learning Partnership Trust's Policies and Procedures, where and how the contractor can source a permit to work (if required) and that they are familiar with the RAMS elements of their planned work including checking of the asbestos register.

Contractors shall at all times ensure the areas in which they are undertaking work are sufficiently demarcated to prevent access by students and staff to prevent exposing them to harm.

Organisation Structure for Health and Safety



Detailed Roles and Responsibilities

ROLE: Health and Safety Assistance

Brighter Futures Learning Partnership Trust have appointed Clear Risk Management to provide us with competent Health and Safety advice. Clear Risk Management tailor their service to our specific needs. They provide guidance and assist in building a positive Health & Safety culture. Their focus is to enable us to comply with legislation to ensure the Trust is operating efficiently, effectively and, most importantly, safely.

Clear Risk Management have worked with us to establish an agreed, practical risk management programme that helps us to manage our risk.

Clear Risk Management are responsible for:

- Understanding exactly what it is that Brighter Futures Learning Partnership Trust need from them and agreeing a plan to carry this work out.
- Providing a competent risk advisor for overall responsibility of the Trust's health and safety and delivering the services as agreed in the proposal.
- Carrying out a health and safety audit of Brighter Futures Learning Partnership Trust.
- Working with us to produce or review the current health and safety management system, policy and arrangements for health and safety.
- Identifying hazards and assessing risks within the Trust to enable us to work together to carry out risk assessments, identifying the controls needed to manage these risks.
- Providing advice to Brighter Futures Learning Partnership Trust about how we can improve our health and safety performance.
- Helping the Trust to complete COSHH assessments.
- Providing six monthly reviews of the progress of the Trust in relation to health and safety performance.
- Producing an annual report outlining what work has been carried out in the year and what more can be done going forward.
- Providing health and safety documentation as required.
- Investigating accidents/incidents as required.
- Providing advice about which accidents/incidents need to be reported under RIDDOR.
- Helping Brighter Futures Learning Partnership Trust with any health and safety accreditations the company wishes to obtain.
- Carrying out the IOSH Managing Safely Course for the benefit of certain employees, as selected by us.
- Providing any other training the company requires.
- Helping the client to comply with Construction, Design Management Regulations, and any other statutory regulations as necessary.
- Carrying out noise surveys and face fit testing as required.
- Providing advice on fleet risk management as required.

JOB TITLE: Chief Executive Officer

The CEO has overall accountability for health and safety within Brighter Futures Learning Partnership Trust. The CEO is responsible for the overall arrangements and for ensuring that Brighter Futures Learning Partnership Trust's operations are executed at all times in such a manner as to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others who may be affected by its operations.

In particular, the **CEO** will:

- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the school
- Consider the impact of health and safety in all strategic and operational decision making.
- Implement ways in reducing the likelihood of people being harmed by Trust activities.
- Monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- Implement and monitor an informed, proportionate and prioritised risk management system for the Trust.
- Ensure there is an effective accident reporting and investigation procedure across the Trust.
- Ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust's premises.
- Agree with the Board of Trustees a programme of health and safety inspections
- Ensure the development and implementation of the overall health and safety strategic plan.
- Ensuring all staff receive adequate health & safety training relevant to their role.

JOB TITLE: Board of Trustees

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the Trust.

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. In the context of health and safety, it discharges these responsibilities by adopting an **annual plan, monitoring safety management systems and managing the Trust Strategic Risk Register.** The overall aim is to ensure a positive health and safety culture is established and maintained across the Trust.

The Board of Trustees must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and/or visitors.

Brighter Futures Learning Partnership Trust Board of Trustees' responsibilities are to:

- Ensure that each Member of the Board of Trustees accepts their individual role in providing health and safety leadership for Brighter Futures Learning Partnership Trust.
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for Brighter Futures Learning Partnership Trust.
- Ensure that its decisions reflect its health and safety intentions, as articulated in Brighter Futures Learning Partnership Trust Health and Safety Policy statement.
- Provide strategic direction in health and safety matters.
- Ensure that Brighter Futures Learning Partnership Trust suppliers and contractors have been appropriately vetted for health and safety standards
- Ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored.
- Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety.
- Ensure there is an **effective business continuity and emergency plan** in place.
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety regulations and statutory instruments.
- Ensure effective safeguarding of children is in place across the Trust.
- Ensure that adequate resources are committed to the management of health and safety.

The Board of Trustees nominate a Lead Trustee who is a volunteer with experience of Health and Safety. The scope of their role is strategic and advisory and encompasses all Health and Safety legislation. They review the Trust strategic plans to ensure that relevant Health and Safety legislation is observed.

The lead Trustee works with the CEO and the Central Trust Team to create a safe culture in the Trust. They check the Risk Register and review the Estates Plan, and provide guidance and support around prioritisation of works.

They have a duty to bring any concerns to the attention of the Trust Board.

JOB TITLE: Director of Operations and Compliance

Brighter Futures Learning Partnership Trust Director of Operations and Compliance is the conduit between the Audit and Risk Committee and the Headteachers/Business Managers/Senior members of staff with responsibility for health and safety within schools across the Trust and as such is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions

The Director of Operations and Compliance will:

- Lead on Health and Safety regulations ensuring safe working practices are in place to minimise risk of injury
- Ensure that the Trust provides a safe environment to study and works to protect staff, pupils and visitors by arranging effective heat, light, refusal disposal, sanitary safety and protection from infection of disease.
- Oversee the supervision of relevant planning and construction processes is undertaken in line with contractual obligations. Responsible for monitoring, assessing, reviewing contractual obligation for outsourced services on behalf of the Trust
- Ensure along with the Estates Manager that building projects comply with the Construction (Design and Management) Regulations 2015 (CDM 2015)
- Support the Estates Manager, Office Managers/Site Managers with capital building projects ensuring that the agreed project objectives are fulfilled ad be responsible for ensuring that the Trust are regularly updated on progress
- Formulate, implement and monitor the Trust's safety policy to comply with the requirements of the Health and Safety at Work Act and other relevant legislation
- Know the elements of fire safety and the associate risk to the Trust through the process of risk assessment/risk management
- Support the Estates Manager to draw up outline specifications for new building projects, obtain tenders and planning permission, and liaise with building contractors and the Trust's appointed consultant (if applicable)
- Oversee the management of all risk assessment throughout the buildings and update and organise training for relevant staff as appropriate
- Support the Estates Manager in the implementation of risk management and loss prevention strategies in the Trust to reduce insurance costs

JOB TITLE: Trust Estates Manager

Brighter Futures Learning Partnership Trust Estates Manager is the conduit between the Chief Executive Officer and Director of Operations and Compliance and the Headteachers/Executive Headteachers/Principal/Business Managers/Senior members of staff with responsibility for health and safety within schools across the Trust and as such is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions

The Trust Estates Manager will:

- Ensure that the Trust provides a safe environment to study and works to protect staff, pupils and visitors by arranging effective heat, light, refusal disposal, sanitary safety and protection from infection of disease.
- Support the Operation Director in the supervision of relevant planning and construction processes being undertaken in line with contractual obligations. Responsible for monitoring, assessing, reviewing contractual obligation for outsourced services on behalf of the Trust
- Ensure building projects comply with the Construction (Design and Management) Regulations 2015 (CDM 2015)
- Support the Office Managers/Site Managers with capital building projects ensuring that the agreed project objectives are fulfilled ad be responsible for ensuring that the Trust are regularly updated on progress reporting into the Director of Operations and Compliance.
- Assist in the formulation, implementation and monitoring of the Trust's safety policy to comply with the requirements of the Health and Safety at Work Act and other relevant legislation
- Know the elements of fire safety and the associate risk to the Trust through the process of risk assessment/risk management
- Draw up outline specifications for new building projects, obtain tenders and planning permission, and liaise with building contractor and the Trust's appointed consultant (if applicable)
- Manage all risk assessment throughout the buildings and update and organise training for relevant staff as appropriate
- Implement risk management and loss prevention strategies in the Trust to reduce insurance costs

JOB TITLE: Headteacher/Executive Headteacher/Principal

Each Headteacher/Executive Headteacher/Principal is responsible and accountable for the implementation and compliance of this policy within their school, ensuring that a positive health and safety culture is encouraged and developed within the school, and that all staff and students understand their responsibilities and adhere to Brighter Futures Learning Partnership Trust Health and Safety Policy. To carry out their duties in a safe manner, in accordance with the policy, procedures and safe working practice.

The Headteacher/Executive Headteacher/Principal is responsible for:

- Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures. Communicating the policy and other appropriate health and safety information to all relevant people within the school.
- Ensuring that an investigation is carried out by a competent person, following an accident or incident, liaising with appropriate authorities and third parties as necessary.
- Ensuring that health and safety is discussed as an agenda item at all LGB meetings and that the outcomes of these meetings are communicated appropriately.
- Reporting to the Director of Operations and Compliance any hazards which cannot be rectified within the establishment's budget.
- Ensuring regular health and safety risk assessments are undertaken for the activities / trips for which they are responsible and that control measures are implemented and shared with all staff
- Ensure that risk assessments are undertaken for any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly.
- Ensuring that there are effective health and safety management arrangements for educational visits.
- Ensuring that there is an adequate number of appropriately trained first aiders in the school.
- Ensuring that Health and Safety arrangements within the school are aligned to Brighter Futures Learning Partnership Trust Health and Safety Policy
- Ensuring that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors.
- Ensuring that the CEO/Director of Operations and Compliance is notified of any RIDDOR reportable incidents in line with trust policy
- Ensuring that any external provider of services receives a full induction of Trust policies and procedures as detailed in the Financial Management Policy (Appendix N)

JOB TITLE: Office Managers/Estates Staff

Although the Headteacher/Executive Headteacher/Principal is accountable overall for health and safety in the school, Office Managers/Estates Staff have some specific responsibilities.

The Office Managers/Estates Staff are responsible for:

- Applying Brighter Futures Learning Partnership Trust Health and Safety policy to their area of work. Developing, publishing and sharing with members of the team, Health and Safety procedures.
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented
- Resolving any health and safety or welfare problems members of staff refer to them, informing the Headteacher/Executive Headteacher/Principal of any problems to which they cannot achieve a satisfactory solution with the resources available to them
- Ensuring that the estates staff member based at the school is carrying out and recording regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe. Reporting any defaults in line with school procedure where required.
- The correct procedures for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements on school premises are accurately carried out.
- Checking the adequacy of fire precautions and procedures in liaison with the Headteacher/Executive Headteacher/Principal. Ensuring that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility
- Developing a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored, and training opportunities made available
- Ensuring that all accidents (including near misses) occurring within their remit are promptly reported and investigated using the appropriate forms as per Trust Policy.

JOB TITLE: School/UTC Estates Staff

The School/UTC Estates Staff are responsible for managing health and safety arrangements pertaining to buildings and grounds - including building works, maintenance, and compliance in such areas as fire protection, asbestos management, electrical inspections and control of legionella.

The School/UTC Estates Staff must ensure that:

- Effective arrangements are in place for carrying out and recording compliance inspections, surveys and risk assessments, and recommending remedial action to the Headteacher/Executive Headteacher/Principal/ Office Managers.
- Ensuring suitable contracts are in place to ensure that premises, plant and equipment are maintained in a safe working condition.
- School asbestos registers and asbestos management plans are maintained and readily available.
- Systems are established to ensure that all contractors engaged by the Trust or individual Schools/UTC meet health and safety requirements, including relevant body registration, method statements, risk assessments, COSHH, accident records and safeguarding checks.
- Reasonable attempts to identify the hazards arising out of any contractors' work are undertaken.
- Health and safety information is provided to contractors e.g. asbestos register, underground services, floor loading, safe working loads, school activities - ensuring safeguarding requirements are met.
- There is a programme of servicing and inspection of workplace.
- Carry out and record regular inspections of the school to ensure that equipment, furniture, fixtures and fittings, and activities are safe. Reporting any defaults in line with school procedure where required.
- There is a programme to ensure that all safety systems are checked and serviced e.g. fire alarm, fire doors, firefighting equipment, smoke detectors etc.
- There is a programme to ensure that the use of showers and all water systems are checked and maintained to ensure the control of Legionella.

ROLE: Employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have a responsibility to:

- Comply with Brighter Futures Learning Partnership Trust Health and Safety Policy
- Report all accidents and incidents
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the schools' arrangements for health and safety.
- Co-operate with the schools' leadership and management on all matters relating to health and safety.
- Inform the schools management if something happens that might affect their ability to work safely, e.g. suffering an injury, taking prescribed medication, or becoming pregnant.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Individual employees are required to sign this copy of the responsibilities unless it is included in their own school's/UTC's health and safety handbook which they are required to sign for to acknowledge receipt.

BRIGHTER FUTURES LEARNING PARTNERSHIP TRUST

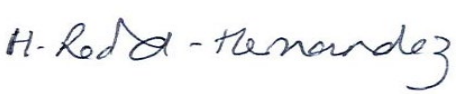
HEALTH AND SAFETY MANAGEMENT SYSTEM POLICY

HEALTH AND SAFETY MANAGEMENT SYSTEM CONTROL TABLE

WEST ROAD PRIMARY ACADEMY

I have read and understand the Brighter Futures Learning Partnership Health and Safety Management System Policy and will ensure adequate training is undertaken across the Trust and in each School/UTC:

Pippa Dodgshon **10 December 2025**
Chair of Brighter Futures Learning Partnership Trust



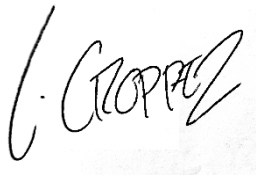
Helen Redford-Hernandez
CEO of Brighter Futures Learning Partnership Trust **10 December 2025**

Garath Rawson
CEO of Brighter Futures Learning Partnership Trust **10 December 2025**

Ian Clayton
Trust Health and Safety Adviser (Clear Risk Management) **10 December 2025**

Jack Pendle
Trust Health and Safety Link Trustee **10 December 2025**

Tarina Chow
Director of Operations and Compliance **10 December 2025**



Luke Cropper
Trust Estates Manager **10 December 2025**

10 December 2025

Julie Woodward
Headteacher

10 December 2025

Alan Pettigrew
Chair of the Local Governing Board

10 December 2025

Kevin Watkins
Assistant Estates Manager

10 December 2025

Jade Jones
Office Lead

GENERAL ARRANGEMENTS

Leading for Health and Safety

Leaders, at all levels, need to understand the range of health and safety risks in their part of the organisation and to give proportionate attention to each of them. This applies to the level of detail and effort put into assessing the risks, implementing controls, supervising and monitoring.

In order to lead for health and safety, leadership from the top of the organisation focuses on health and safety and that this is visible to staff.

All members of the senior leadership team at all schools within Brighter Futures Learning Partnership Trust lead by example, e.g. always following school and trust procedures and rules. Health and safety is discussed, when necessary, with all staff to ensure they are all consulted on health and safety matters and included in decisions made that will benefit their health and safety at work. Regular briefings are held to ensure this is done and any additional training as necessary.

All the risks of Brighter Futures Learning Partnership Trust have been assessed and control measures put in place. Weekly site inspections are carried out to ensure that the control measures put in place are adequately controlling the risks and the risk assessments are reviewed at least annually or if anything changes.

When making business decisions, health and safety is considered. All health and safety information and data provided to the leader of Brighter Futures Learning Partnership Trust is responded or reacted to. If any Local Governing Body or Headteacher have serious concerns these must be reported to the CEO/DOC immediately so that action can be taken to address this.

Brighter Futures Learning Partnership Trust have a health and safety policy in place advising of their commitment to keep people safe whilst at work. We also have arrangements in place for each activity and risk the organisation faces to ensure these matters are addressed in the day to day running of the business.

Health and safety responsibilities have been allocated and communicated to specific people. Each person with responsibilities allocated knows what is expected of them and is committed to improving our health and safety performance.

The health and safety performance of Brighter Futures Learning Partnership Trust is monitored and reviewed as often as possible, but at least annually. We appoint Clear Risk Management as our health and safety consultants to provide advice where it is necessary.

Contractors are controlled when on site and we ensure they only appoint competent contractors by carrying out sub-contractor approval checks prior to appointment.

Any unsafe behaviour is addressed as soon as practicably possible by a supervisor or manager and all employees are aware of their responsibility to report if they see any working practice or procedure that they feel is not being carried out safely.

A systematic approach is used to manage health and safety. People understand the risks and control measures associated with their work. Contractors adhere to the same standards. Appropriate documentation is available: current, organised, relevant. People understand their roles and those of others. Performance is measured – to check controls are working and standards are being implemented, and to learn from mistakes after things go wrong.

Risk Profile

The risk profile of an organisation informs all aspects of the approach to leading and managing its health and safety risks.

Brighter Futures Learning Partnership Trust has its own risk profile. This comes from the annual audit carried out by Clear Risk Management and the risk register maintained by the Director of Operations and Compliance with support from the Trust Estates Manager, Business Managers, Site Managers and Headteachers/Principal

This is the starting point for determining the greatest health and safety issues for the organisation.

The risk profile examines:

- the nature and level of the threats faced by the organisation;
- the likelihood of adverse effects occurring;
- the level of disruption and costs associated with each type of risk;
- the effectiveness of controls in place to manage those risks.

The outcome of the risk profiling is that the right risks have been identified and prioritised for action, and minor risks are monitored to ensure they do not escalate. It also informs decisions about what risk control measures are needed.

Brighter Futures Learning Partnership Trust identify who takes ownership of health and safety risks. The consequences of the worst possible occurrence have been considered and we are confident that the plans in place control the effects of such consequences.

Risk assessments are carried out by a competent person. This is someone who has the necessary skills, knowledge and experience to manage health and safety effectively.

An overview of the risk-profiling process is maintained, and Brighter Futures Learning Partnership Trust are always aware of our highest priority risks. A process is in place to ensure that minor risks are monitored to ensure they do not escalate.

Brighter Futures Learning Partnership Trust have identified who is responsible for implementing risk controls and over what timescale and ensure that adequate resources are allocated to risk controls. We have considered everyone who might be affected by the work activities, including those at increased risk e.g. young or inexperienced employees, pregnant employees, employees with a disability, migrant employees or ageing employees.

It is recognised that full implementation of control measures may take time, and where this is the case interim measures will be implemented to minimise the risks. A report is carried out on the risk control performance regularly internally and paperwork is kept to the minimum levels necessary and is not excessive.

Brighter Futures Learning Partnership Trust review our risk profile regularly. Change within the organisation will affect the risk profile, e.g. during economic cycles such as recession and recovery, when there is an increase in workload, or when experience levels drop.

Employees understand the risk profile and are provided with the necessary information, instruction and training to deal with the risks that have been identified. Brighter Futures Learning Partnership Trust consult with employees and their representatives in all parts of the organisation to ensure that all areas of risk have been identified.

A broad knowledge of the entire organisation is needed to draw up its risk profile. Brighter Futures Learning Partnership Trust identify what specialist advice may be necessary to identify hazards and analyse the risks and appoint Clear Risk Management to help with this.

Risk Assessment

The Management of Health and Safety at Work Regulations require employers to carry out suitable and sufficient risk assessments. This means examining the activities of Brighter Futures Learning Partnership Trust to identify any hazards that could cause harm to employees, contractors, visitors or members of the public. Risk assessments are only carried out by "competent persons", i.e. someone who has the relevant knowledge, skills and experience to be able to carry out the risk assessment process competently, and this is done in line with the Trust Risk Assessment Policy.

The "competent person" is our health and safety consultant from Clear Risk Management. Risk assessments undertaken by Office Managers and Site Managers / Caretakers are required to be reviewed by Clear Risk Management prior to being issued.

Brighter Futures Learning Partnership Trust will:

- Provide a suite of risk assessments, in conjunction with Clear Risk Management, for schools to use. These will be located in each school/UTC.
- Identify the hazards of the company following a review of all areas and activities of the business.
- Decide who may be affected by the hazards and how and take this into consideration when assessing the risks of the business. Employees, contractors, members of the public, those using products and services and neighbours of the business will be considered.
- Carry out suitable and sufficient risk assessments, following the HSE's five step approach, which show that a proper check was made; the people affected were considered; the significant risks have been dealt with; the precautions are reasonable and reduce the remaining risk to as low as possible; and workers were involved in the completion of assessments.
- Evaluate the risks, considering whether the existing controls already in place are enough to prevent people being harmed by a particular hazard and if not put in place further controls to ensure the remaining risk is low.
- Record the findings of each risk assessment and bring these findings to the attention of all persons affected by them through information, instruction and training.
- Involve employees in the risk assessment process.
- Ask employees to report any reason, incidence or event which leads them to believe that the risk assessment is no longer workable or relevant.
- Review risk assessments should there be any material changes in the work practices, equipment, locations or personnel or adverse incident that renders the risk assessment invalid. If there are no material changes then the risk assessments are reviewed annually.

Escalation

It is the responsibility of all staff to escalate issues appropriately. In the event that there is an issue or incident which poses risk to the estate or people, staff must escalate this immediately and the Headteacher must report this to the CEO or Director of Operations and Compliance so that appropriate action can be taken. This should be done by telephone on the same day. Below are examples of when such escalation is necessary however the list is not exhaustive:

- Broken limbs (pupils, staff, visitors to site)
- Serious head injuries which need hospital treatment
- Back or neck injuries which require hospital treatment
- Site items identified via Health and Safety inspections
- Site identified via site walks or general inspection
- Any report which condemns any part of the building or equipment
- Anything which may lead to a legal challenge

A common-sense approach should be taken in terms of severity of incidents but any of the above, or other incidents which may lead to school closure, partial closure, or cordoning off of areas should all be escalated.

The process of escalation may inform site development priorities via the Estates Plan and act as a trigger for deployment of funding where appropriate.

Training

The importance of training employees to enable them to carry out their work not only efficiently but safely cannot be underestimated and as such various pieces of legislation require employees to be trained on specific issues, e.g. manual handling, use of personal protective equipment, use of work equipment, etc.

In general terms both the Health and Safety at Work etc Act and The Management of Health and Safety at Work Regulations place a duty on employers to provide their employees with suitable and sufficient health and safety training.

Brighter Futures Learning Partnership Trust will:

- Identify the training requirements for each job type
- Conduct an employee training gap analysis
- Implement training needs as required
- Arrange refresher training as necessary
- Ensure all new starters receive induction training and supervision
- Keep signed records of all training and competency records

Training in health and safety is provided to all employees. This training follows the form of organised training courses and also informal guidance and instruction in safe working practice whenever opportunity allows.

Induction Training

For employees who are new to the organisation, their induction training is provided within one week of initial recruitment. Specific training will be provided for any particularly vulnerable employees e.g. those who are young, inexperienced or have special needs.

All new employees are required to undergo induction training within one week of employment. New recruits need basic induction training on how to work safely, including arrangements for first aid, fire and evacuation.

Young employees are particularly vulnerable to accidents and so particular attention is paid to their needs and their training is a priority. Brighter Futures Learning Partnership Trust will complete a specific young person's risk assessment.

New, inexperienced or young employees are adequately supervised at all times until their supervisor/manager is certain they are competent to carry out their role safely.

When a new employee starts work, Brighter Futures Learning Partnership Trust identify the skills and knowledge needed for them to do their job in a safe and healthy way and communicate these to the employee. Induction training is provided by the new employee's manager and consists of training on the risk assessments relevant to the work that the employee will be doing; the arrangements relevant to the new employee's role; and reading and completion of the relevant sections of this policy. The employee's signature is obtained on all training received to evidence that it has been provided and understood.

During the induction the manager identifies any further training needs required for the employee and ensures this training is arranged.

Health and safety induction training is carried out under the direction of Brighter Futures Learning Partnership Trust and covers the following general areas:

- the safety policy, organisation and arrangements
- health and safety legislation
- health and safety duties and responsibilities of managers, supervisors, operatives and others
- conditions of employment relating to health and safety
- fire and other emergency procedures
- first aid arrangements
- accident and near miss reporting
- hazard spotting, the importance of tidiness, correct working practices
- using electrical equipment safely
- using display screen equipment
- carrying out manual handling operations safely
- using specialised equipment/machinery safely

In addition to general health and safety training and information, employees will be provided with information specific to their job. This will inform them of the health and safety hazards associated with each of their work tasks. Employees are provided with and need to understand any risk assessments appropriate to their work, as well as the protective and preventative measures for controlling those risks. Training is also provided where changes in an employee's work environment, equipment or work procedures expose them to new or increased risks to their health and safety.

All training is documented. Management maintain a record of the training provided to employees. The training needs of employees are monitored and reviewed constantly and further training or refresher training is given as and when required. It is the responsibility of all persons in a management role, following their training, to identify employees who may require additional training.

Training documentation is regularly reviewed to ensure it remains current. The Director of Operations and Compliance, Estates Manager, Business Managers/Site Managers ensure that training is organised and fit for purpose.

Employees are instructed to advise their managers should they feel they require training on any aspect of their work. All employees undergo an annual appraisal which provides an opportunity to consult with employees about what training may be necessary. Identified training needs are analysed and developed into a training plan and a training matrix is in place, highlighting all the training each employee has undergone.

The final decision on an employee's competence rests with management.

Information for Employees

Brighter Futures Learning Partnership Trust provide employees with information on:

- The results of risk assessments and in particular any preventative methods that need to be implemented in order to work safely
- Emergency procedures, for example in the event of a fire
- Health and safety rules relating to their work area
- First aid arrangements
- Updates to relevant health and safety legislation/guidance
- The risks associated with any temporary works being carried out at the premises.

The requirement to consult with employees is met by regular meetings between managers and staff throughout Brighter Futures Learning Partnership Trust along with the use of e-mails, notice boards, and one-to-one discussions. Any items raised are then passed to management for action.

In addition, all employees are required to read the employee handbook which includes general health and safety information for all employees and where to find additional information on risk assessments and safe working procedures. The employee signs and dates the acknowledgement form to confirm that the information has been received and understood.

Notices to be displayed

The following notices are displayed at locations where personnel and visitors can see them:

- the Health and Safety Law Poster – What you should know;
- a copy of the signed Health and Safety Policy statement;
- Emergency procedures and response e.g. fire procedures, first aid, etc;
- a copy of the Employers' Liability Insurance Certificate
- Emergency contact numbers

Instructions for Employees

The Health and Safety at Work etc Act 1974 stipulates that employees have specific duties whilst at work. The behaviours below cover the main standards of behaviour that we require from employees.

Employees are told what is expected from them at induction with regards to health and safety in relation to their role.

All employees are provided with instructions in the following areas:

- Taking care of their own Health and Safety
- Not putting at risk the Health and Safety of any other person
- Co-operating with duties relating to Health and Safety
- Not interfering with or misusing anything provided for Health, Safety or Welfare
- Complying with Brighter Futures Learning Partnership Trust's Health and Safety Policy
- Observing all method statements, risk assessments, safe systems of work and emergency procedures in place
- Observing all safety signage and information boards
- Not operating any item of equipment unless trained and authorised to do so
- Reporting defects in equipment to management without delay
- Reporting any activity, procedure or situation, which they consider to be a potential hazard without delay to management
- Complying with the safety regulations or safe working procedures relating to the task being performed and using the correct personal protective equipment such as clothing and tools provided for use when undertaking the task
- Avoiding improvisation and invoking unnecessary risks.
- Seeking further guidance from management if they are unsure of any aspect of the work which might affect the safety of themselves or others
- Reporting all accidents or near misses at work to management whether injury is sustained or not
- Assisting with the investigation of accidents, near misses or dangerous occurrences at work when necessary
- Maintaining a clean and tidy workplace
- How to behave when visiting other workplace premises i.e. being fully aware of the procedures for such visits with regard to Health and Safety
- Ensuring that access routes, corridors, and means of escape are kept clear from obstruction
- Not bringing, consuming or taking alcohol, drugs or any other illegal substances on Company premises
- Informing management of any medication being taken that may affect the health and safety of themselves and others whilst at work
- Not smoking on company premises / in company vehicles.
- Share best practice within the Trust and other applicable stakeholders.

These instructions are communicated to employees through this policy and induction training and are reiterated regularly in meetings and emails.

Employee Consultation

The requirement to consult on health and safety with employees is met by regular briefings between managers and staff throughout Brighter Futures Learning Partnership Trust along with the use of e-mails, notice boards, and one-to-one discussions. Any items raised are then passed to the Senior Management, Headteachers and the Trust Board, if applicable, for action.

In addition, all employees are required to read the relevant sections of this policy which are pertinent to them, which includes general health and safety information for all employees and where to find additional information on risk assessments and safe working procedures. The employee signs and dates the acknowledgement form to confirm that the information has been received and understood.

Instruction, information and training are provided to enable employees to work in a safe and healthy manner. The workforce is consulted in good time on issues relating to their health and safety and the results of risk assessments.

Brighter Futures Learning Partnership Trust are committed to involving workers in health and safety matters. All managers are committed to consulting with employees on all matters that affect them, and resources are allocated to allow effective consultation to take place. Brighter Futures Learning Partnership Trust will consult with employee or trade union safety representatives should they be appointed.

Health and Safety Meetings

Health and Safety must be a standing agenda item on all employee meetings. These meetings allow all persons within the school to raise issues and to discuss health and safety in a forum where decisions can be made.

Senior Leadership Team Meetings

Senior Leadership Team meetings will have health and safety as a standing item upon the agenda. Items to be discussed at safety meetings include:

- Accidents, near misses and unsafe acts that have occurred since the last meeting;
- Progress on action points from the last safety meeting;
- Results of workplace safety inspections / risk assessment reviews
- Changes in health and safety rules or Regulations that affect the business;
- Changes in technology which may have health and safety implications in the business;
- Review competency of staff to discharge their duties safely;
- Relevant safety topics;
- Report and review of newly identified workplace / work task hazards;
- Agree an action plan for controlling identified hazards;
- Communicate controls to those affected by the hazards;
- Review action plans for controlling hazards and progress.

Communication

Health and safety information comes into the business from different sources on a regular basis. Brighter Futures Learning Partnership Trust is subscribed for a monthly newsletter/weekly update from DfE, Ofsted, HSE, and the ESFA. All updates are communicated throughout the business to all levels as soon as possible via regular meetings and email updates. Updates are also communicated from employees up through the organization.

Our health and safety representative at Clear Risk Management provide us with updates as and when they discover relevant information.

The information provided to employees is outlined in the information, instructions and training arrangements.

Procedures are in place for communicating with those employees who do not have English as their first language. Documentation is either translated into their language or information is provided to them in pictorial form.

Leaders ensure that time is allocated so that communications can take place. Managers formulate plans for cascading information. Employees or their representatives are involved in planning communications activities to help identify and resolve barriers to communication within the company. Employees are able to give feedback and report their concerns.

Emergency Preparedness and Response

Brighter Futures Learning Partnership Trust have established, implemented and maintained a procedure to identify the potential emergency situations that may arise and the appropriate response we would make to each of these. This procedure includes control measures to prevent all possible emergency situations as far as possible. The procedures were drafted following consultation with all employees to ensure the solutions reached were practicable. The procedure considers the needs of all relevant interested parties, e.g. emergency services, neighbours, visitors, media crews, delivery vehicles, electricity, gas and water suppliers.

These procedures are tested on a rolling basis every term. The procedure is reviewed and revised as necessary following these tests and when an emergency situation occurs.

Contacts with external services

Brighter Futures Learning Partnership Trust have ensured that necessary contacts with external services are arranged, and procedures are in place, so employees know what to do in situations presenting serious and imminent danger, such as a fire.

Effective arrangements are in place for first aid, emergency medical care and rescue work.

Contacts and arrangements with external services are recorded and are reviewed and revised as necessary. These are displayed throughout the site.

Emergency procedures

All employees are provided with clear procedures to follow in the event of serious and imminent danger. Employees receive information on emergency procedures as part of their induction training.

Employees and others at work are aware of when they should stop work and how they should move to a place of safety. Drills are carried out on a regular basis.

Emergency planning and co-operation with the emergency services

The emergency procedures reflect the responsibilities of police officers, fire-fighters and other emergency service employees and the fact that they may sometimes need to work in circumstances of serious or imminent danger in order to fulfil their commitment to the public.

Work should not be resumed after an emergency until the emergency services advise it is safe.

Procedure and Arrangements

This health and safety management system has been developed and controlled by Brighter Futures Learning Partnership Trust with the advice and support of Clear Risk Management. The Director of Operations and Compliance within Brighter Futures Learning Partnership Trust, supported by the Trust Estates Manager, is responsible for controlling and implementing these health and safety management system documents.

This health and safety management system will be reviewed and revised at least every 12 months or sooner if there is a material change.

Management take positive steps to encourage safe behaviour knowing that the prevailing health and safety culture is a major influence in shaping people's safety-related behaviour.

The necessary resources are made available to successfully implement procedures and arrangements. Resources include human resources and specialised skills, organisational infrastructure, technology and financial resources.

Documentation kept is proportionate to the complexity of the risks concerned and is kept to the minimum needed for effectiveness and efficiency. Realistic timescales are in place for implementation of this health and safety management system.

All concerned in procedures and arrangements are clear on their role and responsibilities and understand the steps they need to undertake to meet the objectives. It is clearly communicated who is responsible, accountable and competent to undertake specific tasks. Commitment to delivery is demonstrated at all levels within the organisation through visible behaviour, written material and face-to-face discussions.

People are kept informed of progress and are encouraged to participate in identifying the key risks and issues. Review meetings are used as a basis for helping to make further improvements. Progress of implementation is measured against clear milestones or performance indicators and necessary adjustments are made if there is early evidence that requirements are not being met.

Contributions and safe behaviours that help create or reinforce positive attitudes and behaviours are recognised. Arrangements give the assurance that employees and contractors are following workplace precautions and risk controls.

Supervision

The actions of Estates Manager, Headteachers, SLT and Business/Site Managers/Officers are all important in delivering effective control of health and safety risks. Because of the regular contact they have with employees, they can make an important contribution to making sure everyone knows how to work safely and without risk to their health and that all employees follow the organisation's rules.

The Estates Manager, Business Managers/Site Managers/Officers are allocated roles and responsibilities, and Brighter Futures Learning Partnership Trust ensure they are trained and competent in carrying out their role, recognising the importance of supervision as a part of risk control. Managers allocate work, provide instruction and monitor the activity of employees. Managers are provided with sufficient resources to deal with health and safety issues.

Members of the SLT have considered the level of supervision necessary for each task according to its complexity and level of risk and recognise that differing levels of supervision may be needed at certain times, for example during shift changeover or where there are young or inexperienced employees.

Business/Site Managers/Officers are included in assessing risks and managing the effects of any changes. Business Managers have a positive attitude to health and safety, lead by example and encourage safe systems of work.

Brighter Futures Learning Partnership Trust ensure that Managers understand the job, so they can make effective, safe decisions. This includes understanding what is expected of them, especially during an emergency.

SLT confirm that Business/Site Managers have planned the work and allocated sufficient resources to allow tasks to be completed safely and without risks to health. Business/Site Managers are monitored by the SLT to ensure that a good example is being set for the employees, and that Business/Site Managers enforce the rules.

If more than one Business/Site Manager or member of the SLT is involved in a process, communication, co-ordination and co-operation takes place between them all.

Measuring Performance

In order to demonstrate the effectiveness of our Health and Safety Policy and ensure that standards are continually improved, Brighter Futures Learning Partnership Trust undertake monitoring at prescribed intervals or in the event of an accident or incident in order to establish causes and identify measures that can be taken to prevent a similar incident recurring.

Monitoring duties are allocated to specific individuals. Any deficiencies identified are reported to Brighter Futures Learning Partnership Trust for action. Deficiencies that cannot be rectified immediately are also recorded in an action plan and signed off when the necessary action has been taken.

The types of monitoring Brighter Futures Learning Partnership Trust conduct are as follows:

- routine inspections of premises, plant and equipment;
- planned function check regimes for key pieces of plant, such as Electrical Condition Reports, Legionella Inspections, Asbestos Surveys, Equipment Servicing and Inspection
- investigating accidents and incidents;
- monitoring cases of ill health and sickness absence records.

Management demonstrate commitment to the process and ensure that systems are in place to report performance upwards so that Brighter Futures Learning Partnership Trust can review and be assured that legal compliance is achieved and maintained. Monitoring is proportionate and is determined by the risk profile.

Performance measurement results are used to improve health and safety performance, learn from human and organisational failures and share lessons learned within Brighter Futures Learning Partnership Trust.

Measuring health and safety performance is an ongoing activity but workplace inspections, safety tours and audits take place at prescribed times throughout the year. The frequency of certain inspections is determined by law and a plan is in place to ensure these take place in plenty of time.

Employee consultation and involvement

Brighter Futures Learning Partnership Trust involve the workforce in setting and monitoring health and safety performance measures. Employees are likely to have important information as to which measures make the difference when it comes to risk. Employees are encouraged to monitor their own work area, reporting any issues they observe. The results of monitoring are used to feed into future training plans.

Workplace Inspection

At prescribed intervals management conduct workplace inspections which include a review of the premises, plant and substances, procedures and people. The inspection facilitates the planning and initiation of remedial action, by ranking deficiencies in order of importance. Remedial actions are then allocated and timescales for completion set.

Headteacher / Trustees Safety Tours

Headteacher/Principals and the designated LGB safety officer must conduct an annual safety tour of their school. An increased management presence demonstrates that managers lead by example and place safety issues as a top priority. Managers speak to employees and discuss safety matters with them during these tours.

Audit

Clear Risk Management formally review Brighter Futures Learning Partnership Trust's health and safety management system and review progress in dealing with previously identified remedial actions on a regular basis. The results are discussed and recorded with management.

Accident Investigation and Review

All accidents and incidents, whether they result in an injury or not, are recorded within the individual school. Depending on the nature and circumstances, a report may have to be made to the local enforcing authority (HSE). The main purpose of reporting accidents is that information can be obtained regarding the cause of the incident to allow steps to be taken to prevent a similar occurrence happening in the future.

Accident Arrangements

- Inform all employees that all accidents and near misses should be reported to their Headteacher/Executive Headteacher/Principal immediately.
- All accidents are recorded by each school on the Clear Risk Management portal using and attaching the form Appendix A.
- All records including Appendix A form/photographs uploaded onto Clear Risk Management portal are stored to ensure they remain confidential.
- When completing a report on Clear Risk Management portal copy the accident detail from Appendix A form onto the relevant field on the portal – This enables export of summery of detail for LGB's.
- CCTV footage should be stored in school as per the CCTV policy.
- Headteacher/Executive Headteacher/Principal/Estates Staff/Office Manager/Business Manager will carry out further investigations where accidents are deemed serious.
- Assistance from Trust Estates Manager/ Clear Risk Management will be provided if required.
- Trust Estates Manager/ Clear Risk Management will ensure prompt investigation and prompt notification to insurers if this is deemed necessary.
- Remedial actions arising from accident investigations should be implemented as soon as practicably possible and a record to kept showing that they have been completed.

Procedure in the Event of an Accident Is

- **Follow Trust Guidance Appendix B**

- Accident data reviewed periodically by Director of Operations and Compliance/Trust Estates Manager and the Trust Board to establish trends.

Procedure for Carrying Out an Accident Investigation – Appendix A

- Use Appendix A to guide your investigation the steps below will also help to complete this form.
- All relevant persons are interviewed as soon as practical after the incident. Ensure that facts are obtained rather than assumptions.
- Look at positions of people, equipment, machinery, etc. Take photographs or make a sketch.
- Ascertain who was in the area and why.
- Determine what activities were taking place immediately prior to the accident.
- Determine whether safe systems were being followed such as using the correct equipment including personal protective equipment.
- If the accident occurred outside, consider whether the weather had any influence.
- Collate relevant documentation such as risk assessments, written safe systems of work, maintenance records, training and authorisation records.
- Analyse findings of investigation in order to determine what reasonable steps can be taken to prevent a recurrence.
- Records relating to an accident or incident should be retained in accordance with schools' retention schedule and securely disposed of following that date.

Each manager will ensure that all staff report any dangerous occurrences that could have resulted in any degree of injury to either a member of staff or a member of the public. These will be documented on Appendix A and reported on the Clear Risk Management portal.

Near Miss Reporting Procedure

Near misses are defined as incidents that could have resulted in injury or loss in slightly different circumstances, e.g. items falling from height and narrowly missing someone.

It is our policy to ensure that near misses are reported and investigated in order to identify causes and to prevent a recurrence that may next time result in an injury.

- Follow the same procedure detailed above using Appendix A and using the near miss field on Appendix A.
- Upload completed Appendix A form to the Clear Risk Management portal.

Reporting Dangerous Occurrences to the Local Enforcing Authority

Employers have a duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations to report certain categories of dangerous occurrences. We have identified key persons authorised to carry out this task in conjunction with advice from Clear Risk Management.

Incidents that fall under the RIDDOR Regulations are categorized on the Health and Safety Executive website at http://www.hse.gov.uk/riddor/dangerous-occurences.htm

The Health and Safety Executive guidance for schools in respect of RIDDOR reporting can be found at: Incident reporting in schools (accidents, diseases and dangerous occurrences) EDIS1 (hse.gov.uk)

Types of reportable incidents

The following injuries are reportable under RIDDOR when they result from a work-related accident:

- The death of any person (Regulation 6)
- Specified Injuries to workers (Regulation 4)

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
    - covers more than 10% of the body
    - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
    - leads to hypothermia or heat-induced illness
    - requires resuscitation or admittance to hospital for more than 24 hours
- Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)
- Injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

Performance Review

We will conduct performance reviews periodically to ensure that our health and safety arrangements are effective, suitable and sufficient. The review shows how the health and safety environment has changed and enables us to eliminate activities that are no longer necessary and respond to new risks.

The purpose of performance review is to look at the progress the Schools within the Trust have made with health and safety and to put in place a plan for what to do next. We will consider the review findings and where improvement is needed, action is taken.

The objectives of the review are to make judgements about the adequacy of health and safety performance; ensure the system for managing health and safety is working; ensure the law is being complied with; set standards; improve performance; respond to change and learn from experience.

The results of performance measurement will be reviewed, this will include reference to existing health and safety related documentation. The findings of any review will be communicated within the Trust.

Accident trends will be analysed at a trust level on a termly basis to ensure that any adverse indications can be dealt with in a timely manner.

Continuous Improvement

We will ensure that we are continuously improving by learning lessons and acting upon:

- The findings of accident investigations and near-miss reports;
- Organisational vulnerabilities identified during monitoring, audit and review processes;
- Dissemination of best practice within the organisation.

The purpose of this procedure is to ensure that all requirements are complied with consistently and if not, address why this is. After an accident or case of ill health, many organisations find they already had systems, rules, procedures or instructions that would have prevented the event but were not complied with. If this is the case action should be taken to ensure this isn't repeated in the future.

We will analyse incidents to establish the role that leadership; attitude and behaviour; and any oversight in risk management played. If there is a problem with any of these aspects, it will be addressed.

We will ensure organisational learning by making sure follow up systems are fit for purpose so that when an action is addressed as necessary it is carried out. There is a no blame culture so that there is no disincentive to report incidents and near misses. This is valuable information and we don't want our employees to feel they cannot report these matters. Root causes of accidents are identified and communicated to ensure everyone in the organisation learns from it and a reoccurrence becomes less likely. All schools work together and communicate with each other to ensure that the Trust learns as a whole.

We are working towards developing a culture of health and safety in everything we do. Leaders and managers are aware of the people-related, cultural and organisational issues that may prevent lessons from being learned effectively. Leaders and managers show by their actions that safety is a core value.

In order to develop a positive health and safety culture we will:

- Request feedback and constructive criticism from employees.
- Resolve ineffective procedures that result in 'workarounds' or violations of procedures.
- Avoid complacency and take responsibility for keeping our knowledge and capability up to date.
- Discuss plans with employees or their representative but avoid overburdening employees with initiatives. Employees are involved in organisational change.
- Ensure that those providing top-level scrutiny have sufficient expertise to judge the importance of emerging health and safety issues and integrate those with other business decisions.
- Ensure contractors are competent and there are checks in place to ensure they remain so.

SPECIFIC ARRANGEMENTS

Asbestos

The duty to manage asbestos is included in the Control of Asbestos Regulations 2012. The duty requires you to manage the risk from asbestos**.** In order to manage the risk from asbestos the following steps are taken:

- Determine if there is asbestos in the premises (or if asbestos containing materials (ACMs) are liable to be present). A presumption is made that materials contain asbestos, unless there is strong evidence that they do not.
- Find out the location of all asbestos and what condition it is in.
- A record is made and kept of the location and condition of all ACMs or presumed ACMs in the premises.
- Any additional information known such as type of asbestos is also recorded.
- These records will be kept updated and readily available for viewing by persons who may be affected by the location of the asbestos.
- If in doubt, competent asbestos surveyors will carry out a survey and an analysis of the asbestos material. Until such time the material will be treated as asbestos containing material.
- An assessment is done on whether the asbestos poses a risk considering its location, type, condition and whether persons working in the premises will come into contact with it. This includes those persons who may come onto the premises to carry out maintenance work, e.g. contractors – see below.
- A plan is prepared that sets out in detail how the risk from this material will be managed.
- The location of the asbestos is identified by signage if it is in a location where it might be disturbed.
- The asbestos is checked to ensure that it remains in a good condition,. If its condition deteriorates then a decision will be made on whether it needs to be removed or encapsulated. Such a decision will be made following discussions with a competent asbestos surveyor.
- All contractors who work near or are likely to work near the location of the asbestos should be informed of its location, asked to complete a permit to work near asbestos form, sign the asbestos registers and be given a copy of the plan and relevant information along with the other contractor information supplied.
- **Under the Control of Asbestos Regulations 2012**, the asbestos register and management plan must be retained for the **life of the building** and updated whenever changes occur. Records of asbestos surveys, risk assessments, and removal/disposal activities must be kept for **at least 40 years** due to the long latency period of asbestos-related diseases.

In the event of asbestos materials having to be removed, this will be done only by competent asbestos contractors unless it is known that the asbestos is of the low-risk asbestos cement type and the sheets are in good condition. Disposal of any asbestos material is strictly controlled, and the local authority or asbestos removal contractors will advise on the disposal sites which will accept asbestos waste.

Action on accidental discovery of asbestos:

Work must be stopped immediately, all unnecessary people must be prevented from entering the area; if any dust has contaminated clothing this must be removed, the person must shower or wash thoroughly and bag any contaminated clothing and quarantine the bag. It must be ensured that the suspected asbestos remains undisturbed or if already disturbed the contaminated area is quarantined to ensure no one enters the area. An analysis of the material should then be arranged through the Trust appointed Asbestos Contractor.

Biohazards

Hazardous substances include drugs and medicines, cleaning materials, disinfectants and maintenance products containing chemicals (e.g. pesticides). Infections and diseases can be caused by micro-organisms.

Brighter Futures Learning Partnership Trust assess the health risk to all staff, contractors and visitors, and decide on the action needed to prevent or control exposure to hazardous substances, infections and diseases.

COSHH assessments have been carried out to:

- establish what substances (e.g. cleaning agents) and biological hazards (e.g. hazardous waste or soiled laundry) are present and how they can cause harm;
- prevent exposure to hazardous substances by elimination where reasonably practicable. If this cannot be done; decide whether it can be substituted for something safer, e.g. swap an irritant cleaning product for something milder;
- if substitution is not possible, reduce the potential for exposure by ensuring safe systems for handling of the substance following manufacturer instructions, and by securely storing products (e.g. cleaning products), keeping them in their original containers, and providing the right personal protective equipment (PPE).
- PPE is provided if it is not reasonably practicable to prevent or otherwise control the risk.

Good communication and coordination are in place between all parties in the waste management chain to ensure that offensive/ hygiene waste is handled and treated in a way that will ensure the health and safety of employees.

Procedures are in place for the identification, segregation, storage collection, transport, handling and disposal of offensive/hygiene waste. There is a colour-coded segregation system in place for waste. There is robust segregation of materials to enable materials to be properly labelled, stored, transported and treated. Offensive/hygiene waste is stored in designated areas before treatment or disposal.

Procedures are in place for handling and packaging sharps and other contra-materials that have been incorrectly placed in the offensive/ hygiene waste stream. This will include providing dedicated/labelled receptacles, tools and personal protective equipment.

The safe system of work includes bag/receptacle collection procedures and clear roles and responsibilities for all staff; frequent collection; effective recording of the receipt and transfer of waste materials; minimum handling of bags to prevent rupturing of bags; avoiding spillages during transportation.

Waste is recycled, incinerated (including energy from waste facilities) or landfilled in suitably permitted/licensed facilities.

Appropriate equipment is provided such as litter-picking tongs, hand brushes, shovels and rigid containers (for the removal of sharps and other hazardous/infectious waste) to deal with spills, unexpected waste etc. It may be necessary to implement procedures for cleaning and disinfecting equipment (e.g. picking tongs).

Good personal hygiene when handling offensive/hygiene waste is crucial and will reduce the residual hazards that can lead to ill health. This includes a clearly defined personal hygiene regime for all employees; adequate hand washing facilities and provision and use of appropriate protective clothing, especially gloves and safety boots. Appropriate personal protective clothing is selected for the job and it is ensured that employees use it.

Brighter Futures Learning Partnership Trust ensure that all employees and managers understand the risks through proper instruction, training and supervision. All staff are aware of the procedures to follow to minimise the risk of ill health and know what to do if unexpected hazardous waste is encountered. Awareness of the hazards and the need to exercise good personal hygiene are regularly be emphasised to staff and they are encouraged to keep vaccinations up to date.

Construction Design and Management Regulations 2015 (CDM)

As our sites may vary in size and number of activities that take place there, our responsibilities and control may also vary depending on whether we are Principal Contractor, sole contractor or are working alongside others. However, some basic principles will apply, and these are covered in the following safe working procedure.

In order to maintain good health, safety and welfare standards at sites, Contracts Managers and external health and safety advisors undertake regular site health and safety inspections. Records are kept of these inspections.

Site Health and Safety File

A Health and Safety File is put together for each project.

This will include:

- A construction phase health & safety plan
- Insurance certificates
- Site inductions
- Applicable risk assessments & method statements
- COSHH risk assessments & safety data sheets
- An emergency fire plan (where applicable)
- Scaffold / excavation inspection register
- Plant & equipment inspection register
- Relevant permits to work

All relevant documentation is retained in the file such as risk assessments, safe systems of work, checklists, plans, maps etc.

Site Rules

Site rules are issued and/or displayed at each site. All persons on site are expected to adhere to these rules. All site personnel will receive a site health & safety induction by the Leading Hand.

Supervision

Each site is under the direct control of a Site Manager/Supervisor. The Leading Hand is an experienced, knowledgeable person who has received adequate information, instruction and training to allow them to carry out this role competently. The Site Manager/Supervisor ensures that persons under their control are aware of and comply with the health and safety requirements of the site. The Site Manager/Supervisor carries out a regular documented inspection of the site.

Risk Assessments

All activities with a risk to health & safety are identified and a risk assessment carried out to determine the level of risk and to identify what precautions will be taken to reduce the risk to an acceptable level.

Instruction Information & Training

Brighter Futures Learning Partnership Trust ensure the Construction Phase Plan is available to all personnel on site. The company ensures the site rules are communicated at induction to personnel entering site.

The Site Manager/Supervisor provides regular toolbox talks to site operatives, choosing a subject relevant to the current activity. Records are made of the operatives in attendance.

Duties of the parties involved with CDM

Clients Duties

1. To appoint the right people at the right time (if more than one contractor is involved) they will need to appoint in writing a principal designer and a principal contractor.

   These people need to have the skills, knowledge and experience to identify, reduce and manage the Health & Safety risks. They should be able to give references from previous clients and to be able to explain how they can achieve the above.

2. Ensure there are arrangements in place for managing and organising the project.

   Often the work involves high risk work from the list below; the Principal Designer should understand these and that the risks should be avoided where possible when designing the project.

   These high-risk issues are the biggest causes of accidents and ill-health in construction work.

   The list is as follows: -

- Falls from height
- Collapse of excavations
- Collapse of structures
- Exposure to building dust
- Exposure to asbestos
- Electricity (buried services)
- Protection of the public from construction activities

3. Allow Adequate Time

   Work that is rushed is likely to be unsafe and of poor quality. Allow enough time for the design, planning and construction work to be undertaken properly.

4. Provide information to the designer and contractor to allow them to plan, budget and work around the problems; (such as overhead cables, asbestos, buried services etc.) Putting together the clients brief, which includes as much information about the project, together with timescales and how the project is to be managed will set the standards for managing Health & Safety.

5. Communicate with the designer and building contractor to ensure that everyone involved in the work communicates, co-operates and co-ordinates with each other. Meetings with the designer and contractor as work proceeds is advised as this will give opportunities to deal with problems as they arise and to discuss Health & Safety issues.

6. Ensure that adequate facilities are on site. Make sure that the contractor has planned for adequate welfare facilities for their employees before the work starts (see Schedule 2 of the Regulations for the provisions expected).

7. Ensure that a Construction Phase Plan is in place, the Principal Contractor has to draw up a plan explaining how Health & Safety risks will be managed and should be proportionate to the scale of the work and associated risks. Work should not start until the plan is in place and approved by the client.

8. Keep the Health & Safety File

   At the end of the project, the Principal Designer should provide the client with the Health & Safety file. If the Principal Designer leaves the project before the end, then the Principal Contractor should undertake this task.

   The file is useful information which will help the client manage Health & Safety risks during future maintenance, repair, construction work or demolition.

9. Protection of the Public and Employees

   As an employer, you are responsible for protecting the public and others such as visitors from the risks that come about due to the construction activities, such considerations may include: -

   - re-routing existing pedestrian routes
   - site security from unauthorised persons
   - adequate signage displayed
   - ensure that construction deliveries are organised properly.

10. Ensure that the workplaces are designed correctly and meet the Workplace (Health, Safety and Welfare) Regulations 1992.

Notifying Construction Projects

For some construction work (lasting more than 30 days with more than 20 employees working at the same time or involving 500 person days of work). The project needs to be notified to the HSE before construction work starts via an F10 form.

Duties of the Principal Designer

The Principal Designer is required to plan, manage and co-ordinate the planning and design work. They should assist the client to gather information about the project and ensure that the designers have done all they can to check that it can be built safely.

Under CDM 2015, the Principal Designer assumes many of the responsibilities of the CDM Co-ordinator previously under CDM 2007. The intention is to ensure that Health & Safety is fully integrated into the design process, the Principal Designer will have the necessary designer skills, knowledge and experience to carry out their duties and will include key items such as:

- to assist the client with the project set up.
- to assist the client to identify, obtain and collate pre-construction information and this is passed on to those who need it.
- to co-ordinate Health & Safety during the pre-construction period.
- to ensure other designers comply with their duties and co-operate with each other.
- to liaise and communicate with the Principal Contractor for the duration of the project.
- To prepare the Health & Safety file.

Duties of the Principal Contractor

The Principal Contractor is required to plan, manage and co-ordinate the construction work and is the contractor in overall charge of the construction phase of the project.

They should be involved with the Principal Designer about the work to be undertaken.

Their key responsibilities are: -

- to prepare the Construction Phase Plan
- implementing the plan including facilitating and co-ordinating between contractors
- ensure the site is secured
- provide compliant welfare facilities
- ensure the workforce and visitors receive a site induction.
- monitor Health & Safety on site.
- liaise with the Principal Designer to provide information to the Principal Designer for the Health & Safety file.

Duties of Contractors

Contractors duties are to plan, manage and monitor construction work under their control so that it is carried out without risks to Health and Safety of their employees or others affected by their works. In essence they will prepare a method statement and risk assessment for their works and send this to the Principal Contractors for approval.

For projects with more than 1 contractor, to co-ordinate their activities with others on the project, in particular, comply with directions given to them by the Principal Designer or Principal Contractor.

They must ensure that persons undertaking duties for them are trained with proof of such and co-operate with their employer for these works.

Duties of Employees

Are the people who work under the control of the contractors on a construction site.

They must: -

- be consulted about matters which affect their Health, Safety and Welfare.
- take care of their own Health & Safety and others who may be affected by their actions.
- report anything they see which is likely to endanger either their own or others Health & Safety
- co-operate with their employer, fellow employees, contractors and other duty holders.
- Work to the safe methods of work provided by their employer, if deviation is required get authorisation for the work with written intention.

Confined Spaces

From time to time it may be necessary to undertake work in restricted areas or “confined spaces”. We recognise that such work is potentially hazardous due risks of flooding, collapse of trenches, lack of oxygen and the potential for exposure to hazardous substances such as toxic gases and vapours.

Where practical, entry and work in confined spaces will be avoided and where it cannot be avoided, then the activity will be strictly controlled. All employees who may be asked to work in confined spaces are specifically trained in such work. The training includes:

- the hazards and necessary precautions,
- safe systems of work,
- action to take in the event of an emergency,
- safe use of emergency equipment,
- testing of atmospheres and interpretation of readings,
- care and maintenance of PPE and
- rescue procedures.

Training records are maintained, and refresher training given as necessary.

Generally, the need to work in confined spaces has been identified by Brighter Futures Learning Partnership Trust when evaluating the projects during the costings for the tenders. The documentation relating to confined spaces such as safe systems of work and risk assessments will be included in the Site Health and Safety file.

Risk assessments have been undertaken for activities which may have to be carried out in confined spaces by Brighter Futures Learning Partnership Trust. Where the risk assessment identifies risks of serious injury from work in confined spaces the Confined Spaces Regulations 1997 apply.

These assessments are made available to the Site Managers/Supervisors. If necessary to do so the risk assessments are amended to ensure the assessment reflects the current situations at the time of the work activity in the confined space.

If confined space work cannot be avoided, a safe system of work is implemented and communicated to all employees. This identifies the precautions that need to be taken. Emergency arrangements are also put in place before any confined space work begins. This includes how an emergency situation is communicated from inside the confined space to those outside and the provision and use of rescue and resuscitation equipment. Employees are informed of any changes to safe systems of work as a result of changes of the risk assessments.

Site Managers/Supervisors have been instructed that any changes necessary to the risk assessments or safe systems of work should be discussed thoroughly with Brighter Futures Learning Partnership Trust before being implemented.

For high risk activities involving work in confined spaces a “permit to work” is used for example, entry into an area where there is potential for exposure to hazardous gases.

Control of Contractors

Sub-contractors may have accidents when working on behalf of companies due to their lack of knowledge of the site, misunderstandings or poor working practices. Therefore strict procedures have been introduced to safeguard our employees and sub-contractors carrying work on our behalf.

Sub-contractors who are not known to the Company will only be allowed to carry out work on site if they have been approved by The Health and Safety Manager (refer to Subcontractors health & safety appraisal)

Sub-contractors who successfully assure the company that they have sufficient systems in place to manage health & safety shall be entered onto an approved list, for further engagement in contracts. All information gathered from sub-contractors will be retained for the length of that contract and longer if it is likely that the same contractor will be used at a later date.

Sub-contractors who are unable to adhere to health & safety requirements should not be re-engaged. A reassessment of each contractor's work should be carried out if there is reason to believe that the work is not being carried out correctly in accordance with the specification or safe procedures.

Prior to any work commencing on site, the sub-contractor shall be provided with relevant parts of the construction phase plan to enable them to provide specific site risk assessments which are relevant to the project, specific to the site and proportionate to the risk. Any activities resulting in a high risk shall be accompanied by an appropriate method statement.

Sub-contractors must report to site management before carrying out work on site in order to sign in. At this time site management provide sub-contractors employees with a suitable health & safety induction.

Site management should ensure that regular checking of the sub-contractors takes place to ensure they appear to be working safely and are not posing any risk to others on site such as employees or public, etc.

In the event of any concerns being raised regarding the sub-contractors working practices, these will be notified to the sub-contractor and a record of the incident kept in the site diary and ensure that the necessary remedial action has been carried out. In the event of any dangerous practices being observed, the sub-contractors will be told to make the area safe and to stop work.

Sub-contractors are required to submit certain documents through Brighter Futures Learning Partnership Trust to Clear Risk Management Risk Management.

The Clear Risk Management risk advisors will then look at this information and decide whether the contractor is fit to go onto the Company’s list of approved sub-contractors

Documents requested include:

- Health and Safety Policy / Statement
- RAMS for work they are to undertake
- Accreditations
- Employers and Public Liability Insurances
- Training certificates

Health and Safety Information for Contractors

In order to fulfill our legal duty to provide contractors and their employees with information about health and safety and to safeguard their health, safety and welfare the following documents are available on site:

- Brighter Futures Learning Partnership Trust's Health and Safety Policy Statement;
- Procedures covering:
    - Fire Safety
    - Accidents
    - Asbestos
- Risk Assessments and work procedures related to your work area;
- The document Health and Safety Rules for Contractors
- Asbestos register

Control of Substances Hazardous to Health (COSHH)

The Company will:

- Identify hazardous substances that are used, handled or produced on site.
- Obtain safety data sheets and make them available to employees
- Carry out risk assessments on activities involving exposure to hazardous substances
- Ensure control measures are put in place to reduce exposure to the hazardous substance. Including:
    - Eliminating the hazardous substance, or if not practical
    - Substituting the hazardous substance where practical do so
    - Segregating the substance from employees if practical to do so
    - Using extraction systems if practical to do so
    - Proving training, information and instruction to employees
    - Providing personal protective equipment
- Monitor control measures in place
- Review the use of hazardous substances including updating safety data sheets and information for employees

Cars used on Trust Business

The Trust will ensure that drivers of their vehicles on company business have completed the voluntary vehicle use form and:

- Hold the appropriate category of licence to drive the vehicle.
- Are instructed not to use mobile phones when driving unless the vehicle is fitted with a “hands free” kit. Even when using a “hands free” kit the driver’s concentration may still be reduced and therefore should only be used if safe to do so
- Are covered by adequate business insurance, either personal or have opted for BFLPT occasional use cover.
- Drive vehicles that are maintained in a safe condition
- Are aware of any major changes in the Highway Code.
- Report any medical condition at the earliest opportunity if it affects their driving ability, such as a heart condition, epilepsy or eye condition.
- Are aware that some medications may cause drowsiness and therefore affect their driving ability temporarily.
- Carry out regular checks of tyres, oil levels, vehicle lights and washer bottle levels. The checks should be completed and recorded using an appropriate form.
- Are not under the influence of drugs or alcohol will be dealt with in accordance with the Company’s disciplinary procedures.
- Do not smoke or allow others to smoke in the vehicles whilst on company business.

Driver fatigue is a serious problem resulting in many thousands of road accidents each year. It is not possible to calculate the exact number of sleep related accidents, but research shows that driver fatigue may be a contributory factor in up to 20% of road accidents, and up to one quarter of fatal and serious accidents.

Driving when you are tired greatly increases your accident risk so to minimise this risk the Company advises you to:

- Make sure you are fit to drive. Do not begin a journey if you are tired. Get a good night's sleep before embarking on a long journey.
- Avoid undertaking long journeys between midnight and 6am, when natural alertness is at a minimum.
- Plan your journey to take sufficient breaks. A minimum break of at least 15 minutes after every two hours of driving is recommended.
- If you feel sleepy, stop in a safe place. Do not stop on the hard shoulder of a motorway.
- The most effective ways to counter sleepiness are to drink, for example, two cups of caffeinated coffee and to take a short nap (up to 15 minutes).
- If necessary, plan an overnight stop.

Display Screen Equipment

Brighter Futures Learning Partnership Trust:

- Identify employees who use display screen equipment.
- Carry out risk assessments for those employees who are reliant on the display screen equipment, or who spend more than hour a day continuously at the display screen equipment.
- Inform employees who use display screen equipment of the potential risks of working at display screen equipment.
- Train employees how to adjust their workstations and chairs, and how to adopt a good posture to prevent incidents of ill-health using the HSE checklist at Display screen equipment (DSE) workstation checklist.
- Inform employees of the need to take regular breaks and how to request an eyesight test.
- Instruct employees to report any discomfort when using the display screen equipment.
- Monitor the use of display screen equipment and review assessments as necessary. That is following changes in staff or workstations, or incidents of ill-health or injury.
- Provide free eye tests to all DSE users upon receipt of the request from employees.
- Provide DSE that complies with the minimum standards as set out in the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

Electricity at Work

The risks associated with electricity have been considered in a suitable and sufficient risk assessment. The findings are used to reduce the risks from electricity in the workplace.
Only competent people work on electrical equipment, which is those who have received suitable training, skill, and knowledge for the task to prevent injury to themselves and others.

The electrical systems are installed to a suitable standard and are maintained in a safe condition and inspected every 5 years, in accordance with the Electricity at Work Regulations.

The premises have enough socket outlets to avoid overloading socket outlets by using adaptors which can cause fire.

Brighter Futures Learning Partnership Trust will arrange inspection and testing of the electrical systems and equipment by competent persons. Appropriate documentation will be kept. The frequencies of test and inspection will be determined by the competent persons.

Brighter Futures Learning Partnership Trust will instruct all employees who use electrical equipment on basic electrical safety. This includes:

- Under no circumstance make any repairs to electrical equipment, lighting or other appliance or accessories.
- not using any equipment that is obviously defective
- checking that the cable insulation is not damaged
- checking that the outer sheath of the cable is securely held in the cable grip within the plug
- checking that the plug and casing of the equipment is undamaged
- reporting any defective electrical equipment to their line manager or other responsible person
- switching off electrical equipment after use
- not tampering with or carrying out any repairs on electrical equipment unless authorised to do so
- not bringing in personal electrical equipment to work unless permission is obtained and the necessary electrical tests are undertaken

In addition to the electrical safety, employees should also use the equipment in such a manner to prevent trailing cables and should not use the equipment in wet conditions unless specifically designed for that purpose. Extra care should be taken when being used on pedestrian/traffic routes.

Any equipment being identified as defective should be taken out of use and clearly labelled or if there is possibility that it could be inadvertently used, removing the plug to prevent operation.

Fire Safety

Fires in the workplace could potentially cause significant injury and even fatalities to a number of people, however with a few relatively simple precautions and procedures, the fire risk can be minimised.

Brighter Futures Learning Partnership Trust ensure that:

- Suitable fire extinguishers are placed at strategic locations throughout the premises and routinely inspected.
- Fire escape routes are clearly marked with the appropriate fire safety signs and are regularly checked to ensure they are kept free of obstruction at all times;
- Persons working within the premises are asked to report any defects, damage or absence of any fire apparatus;
- Any defective fire safety equipment is replaced or repaired as soon as practical;
- Staff are instructed not to wedge fire doors open and in particular, to ensure they are closed on leaving the building at the end of work;
- Brighter Futures Learning Partnership Trust will ensure that all of its premises have a fire risk assessment in place and that this is reviewed on an annual basis;
- The emergency lighting will be tested and subject to a formal inspection annually;
- The fire alarm will be tested weekly and records kept. An inspection of the fire alarm will be carried out;
- The fire doors and automatic door releases will be checked regularly;
- A fire log is kept of all the tests and maintenance carried out on the fire equipment and of the fire training and drills undertaken;
- Fire evacuation notices which advise people what to do in the event of fire are displayed in prominent locations throughout the premises;
- New employees and contractors are issued on induction with fire procedures which include the assembly point, nearest fire exits and action to be taken on hearing the alarm;
- All employees will then receive refresher fire procedure training annually.

Fire Evacuation Procedure

The procedure details the arrangements in place following the discovery of a fire in one of our premises. This has been written following a risk assessment of our premises and to ensure the safety of our staff and residents.

We ensure our employees are fully aware of this procedure and this will be communicated through mandatory and ongoing training. Employees are provided with a condensed version of this procedure to refer to periodically.

Fire evacuation strategy

Ensure that clear access to the premises is maintained, as far as is reasonably practicable, to enable the emergency services to have unrestricted access to the site of the fire.

Staff will have regard to contractors and visitors on the premises and these persons will be escorted and instructed where to assemble.

Once the premises have been cleared, the Manager (Designated Lead for the evacuation) will go to the Assembly Point with the staff and visitor register to enable these persons to be accounted for and await the arrival of the emergency services.

Action on discovering a fire – if no alarm is sounding

Should a fire be discovered or suspected no matter how minor the fire may seem; the person discovering the fire MUST immediately initiate or instruct a colleague to sound the fire alarm. This can be done by activating the nearest manual break glass call point.

If you are trained and competent to do so without putting your safety at unnecessary risk, you should consider

tackling the fire with firefighting equipment provided. Extinguishers should not continue to be used if there is a risk that the escape route could become obstructed by smoke or fire, or if the fire continues to grow. In cases of doubt always raise the alarm, evacuate the premises and await the arrival of the fire brigade.

Action on hearing the fire alarm

When the alarm is raised occupants of the premises will leave the premises in an orderly manner and assemble at the designated assembly point. All persons will leave the premises by the nearest fire exit without stopping to collect their belongings. No person will be allowed to re-enter the building under any circumstances until instruction is given by Headteacher/Executive Headteacher/Principal or emergency services if applicable.

Calling the fire brigade

Upon discovery of a fire or upon hearing of the fire alarm the fire service must be informed immediately by calling 999. **DO NOT ASSUME THAT SOMEONE ELSE HAS DONE THIS – UNLESS YOU ARE TOLD OTHERWISE.** Be prepared to pass to the emergency operator the following information:

- A contact telephone number;
- The full postal address of the premises affected;
- The nature of the incident and the location within the building.

Do not replace the receiver until the emergency operator confirms these details to you.

First Aid

Brighter Futures Learning Partnership Trust ensure that adequate first aid facilities are provided at the workplace dependant on the number of employees, the nature of the work and locations. Any staff allocated first aid responsibilities will be trained accordingly to enable them to competently fulfil that function. First aid personnel will be trained to one of the levels listed below.

- First Aid at Work
- Emergency First Aid
- Paediatric First Aid
- Automated External Defibrillation (AED)
- Mental Health First Aid Training
- Any other training needs as required

First aiders are staff who have had training by an approved organisation and on completion of the training course were able to demonstrate an acceptable level of competence. A certificate is awarded that remains valid for three years after which time the first aider must attend a refresher course and show continued competence in order for the certificate to be re-issued. First aiders are able to administer "first aid" treatment in order to keep the injured person comfortable until the emergency services arrive.

Appointed persons take charge during a first aid emergency situation and summon the emergency services or arrange transport to the local hospital. Appointed Persons have attended an "emergency first aid" course.

To ensure that all employees are informed of the arrangements that have been made in connection with the provision of first-aid, including the location of equipment, facilities and personnel:

- We will ensure that as part of any induction training given, employees are told of the location of first aid equipment, personnel and facilities.
- We will ensure that when any employee moves to another location that they are told where first aid personnel, equipment and facilities are located, if different from their previous place of work.
- We will ensure that notices are posted in all workplaces giving the locations of first aid equipment, facilities and the name(s) and location(s) of the personnel concerned.

First Aid Boxes

First aid boxes contain a sufficient quantity of suitable first aid supplies and nothing else. Medication and creams of any kind are not kept in a first aid box. The container or box is clearly identified as a first aid box by a white cross on a green background.

A typical first aid box contains the following items:

- one guidance card
- 20 individually wrapped sterile adhesive dressings
- two sterile eye pads
- six individually wrapped triangular bandages
- six safety pins
- six medium individually wrapped sterile unmedicated wound dressing
- two large individually wrapped sterile unmedicated wound dressing
- three extra large individually wrapped sterile unmedicated wound dressing
- ten individually wrapped moist cleaning wipes (alcohol free)

Disposable gloves and aprons can be provided along with scissors.

The first aid personnel are responsible for the checking of the first aid boxes to ensure they are adequately stocked and items remain within shelf life.

Food Safety

Food preparation areas can be hazardous areas as there are hot surfaces, hot food and liquids, potentially hazardous equipment and the risks of spillages which cause slips and falls. All schools within the trust outsource the catering provision to a competent third party. There is a more in-depth policy, including risk assessments and a food management system in operation within the main kitchen. The purpose of this policy, therefore, is to deal with food preparation as part of school lessons.

All staff handling food are trained not only in Food Hygiene but also in basic health and safety procedures relevant to the food activities. This includes using the equipment, handling hot foods and liquids, manual handling, wearing appropriate footwear and clothing, procedures in the event of a fire, and using hazardous substances.

The kitchen is designed to ensure there is enough space to carry out activities safely having regard to the number of meals prepared and the number of people working in the kitchen. Staff are aware of the whereabouts of other staff members and care is taken not to rush or knock into others who may be carrying hot items or using sharp knives.

The food areas are kept clean and tidy; in particular spills of liquid or food are cleaned up immediately. Wet floor signs are used if the area is particularly slippery. Sensible closed in shoes with a non-slip sole are worn in the food areas.

Knives are not left in sinks or on work tops but cleaned and returned to the knife box immediately after use.

Oven gloves are used to handle hot items.

Visual checks are done on the electrical equipment before use. Look out for damaged casing and bare wires, this is particularly hazardous in a wet environment such as a kitchen. Any equipment showing signs of damage is taken out of use and reported to the school/UTC estates staff.

Care is taken when cleaning down equipment that has been used, particularly hot items such as ovens. All areas are cleaned regularly, and electrical equipment isolated before cleaning. All cleaning substances are used in accordance with the instructions on the labels and appropriate personal protective equipment worn where necessary. Goggles and gauntlets are worn when using corrosive cleaning substances such as oven cleaner.

All the gas appliances in the kitchen are inspected and serviced on an annual basis. The gas shut off isolation valve is easily recognisable by its yellow handle. If there is a fire or escape of gas, then the gas should be shut off using this handle. Report any suspected gas leaks immediately.

Certain employees as part of their work are required to use sharp knives. If not used correctly, serious injury may occur. In order to prevent accidents all employees using knives are given appropriate training on the safe use of knives. Only trained, authorised employees are allowed to use the knives.

In addition we will ensure that the knives provided are of good quality. The knives are regularly checked to ensure they remain in good condition. Employees also have a duty to check their knives and report any defects, particularly any signs of wear.

Where appropriate, protective clothing is issued to prevent the employee from cuts and stab wounds. This must be worn by employees. As with all personal protective equipment, the employee must look after the equipment and report any loss or defect to their Manager.

One of the main causes of injury is the use of blunt knives. Means of sharpening the knives are provided and employees should ensure they maintain their knives in a sharp condition. In addition, where necessary the knives are sharpened professionally, in order to maintain them in a sharp condition.

Safe storage is provided, and employees must return the knives to the scabbards or other designated storage area when not in use, even for a brief amount of time. On no account must knives be left on work benches, in low level drawers or in sinks.

Where food is prepared outside of the school kitchen e.g. out of school provision, breakfast/after school clubs and school events, additional risk assessments will be put in place. This will ensure that there is hygienic handling of food including preparation, cooking, reheating, cooling and storage. The cleanliness and condition of facilities and building (including having appropriate ventilation, handwashing facilities and pest control) to enable food hygiene. Systems or checks are in place to ensure that food sold or served is safe to eat, that there is evidence that staff know about food safety and that food standards are maintained.

Legionnaire's Disease

It is our policy to properly maintain our water systems so as to prevent the growth of legionella bacteria.

We are required by regulations to ensure that we evaluate the risk from legionella bacteria and where such a risk exists, we implement effective management arrangements to prevent the growth of these bacteria in our water systems.

The primary piece of legislation of relevance is the Control of Substances Hazardous to Health Regulations 2002. Detailed arrangements required are set out within the HSE's Approved Code of Practice (L8) - Legionnaires Disease: The Control of Legionella Bacteria in Water Systems.

We have made arrangements to ensure that a "responsible person" has been appointed with responsibility for ensuring that the legionella prevention plan is implemented. They will ensure that a competent legionella management company undertakes a risk assessment of our hot and cold-water systems and other vulnerable systems for the purposes of identifying legionella risks. The assessment will be reviewed periodically and whenever there are changes which could invalidate the assessment, we will implement the recommendations arising.

Routine testing and maintenance will be carried out in accordance with the findings of the risk assessment. In any case this will include routine water temperature checks, de-scaling and cleaning of water equipment including showerheads and regular flushing through of outlets not in regular use.

This maintenance and testing programme will be undertaken by competent persons. In the event of difficulties in implementing the risk control programme or test results falling outside of the required limits appropriate action will be taken in consultation with our advisors.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with the Water Supply (Water Fittings) Regulations 1999.

Maintenance and testing logs will be kept up-to-date and readily available for inspection.
Risk assessments will be readily available at the premises to which they relate,
In the unlikely event of any employee contracting legionellosis or of the release of legionella bacteria we will make any statutory reports required under RIDDOR.

Lifting Equipment

The Lifting Operations and Lifting Equipment Regulations (LOLER) cover lifting equipment and associated accessories. Lifting equipment and accessories are not used unless it has either been thoroughly examined by a competent person or if not previously used, it has an "EC" declaration of conformity.

All equipment used for lifting is marked so that it can be easily identified and entered into a register to ensure that no items are missed during the maintenance and inspection programmes.

All lifting equipment and accessories are maintained in accordance with manufacturer's recommendations. In addition to the maintenance, all lifting equipment and accessories will be subjected to a thorough examination by a competent person. The frequency and nature of the thorough examination will be determined by the competent person along with any testing required. However, as a rough guide all lifting equipment is thoroughly examined every 12 months unless used for transporting people and then it is examined every six months. All lifting accessories e.g. chains and slings are examined every six months.

Thorough examinations will also be undertaken if the equipment has been subjected to any damage.

Suitable storage facilities which protect the lifting accessories from damage are provided.

Records are kept of the maintenance carried out on each item and of the details of the thorough examination.

All lifting equipment and accessories are marked with the safe working loads or provided with such information. Employees, as part of their training into the safe operation of lifting equipment, are instructed not to exceed the safe working load. Training will also include how to report any defects in the lifting equipment.

We will make sure that when using any lifting equipment, the requirements of LOLER are met. All lifting equipment is sufficiently strong, stable and suitable for the proposed use. Similarly, the load and anything attached are suitable. The lifting equipment is positioned or installed to prevent the risk of injury.

All lifting operations are planned, supervised and carried out in a safe manner by people who are competent; where equipment is used for lifting people it is marked accordingly, and is safe for such a purpose, e.g. all necessary precautions have been taken to eliminate or reduce any risk.

Where appropriate, before lifting equipment is used for the first time, it is thoroughly examined. Following a thorough examination or inspection of any lifting equipment, a report is submitted by the competent person and where appropriate action is taken to rectify any defects from the examination.

Where materials/equipment is delivered to Trust premises requiring the use of a lifting machines including lorry mounted cranes, a suitable lift plan must be in place for the lift being undertaken.

Lone (and Home) Working

Some employees work activities involve them working away from the school, such as when undertaking home visits or training courses. Employees who regularly carry out such work use their own private vehicle for work.

Due to the nature of the work, it is unlikely that our employees will be subjected to verbal or physical abuse. However certain procedures are in place to help locate our employees should we need to in an emergency situation.

All staff conducting home visits/pupil attendance visits and working alone on sites within the Trust must carry a lone working device. This is currently a Solo Protect device.

Employees must have access to a mobile phone when conducting duties away from the school.

Employees sign in and out when leaving/arriving at the school and also sign in and out from the Solo Protect device.

Employees leave details of visits and expected time of return in the office. If they are delayed or their plans are altered, then contact should be made with the office to let them know of the changes.

If employees were in any doubt or were concerned about visiting a particular neighbourhood on their own, they are accompanied by a colleague.

Employees record any incidents of aggressive behaviour towards them whether it be from a student, parent or member of the public on the Clear Risk Management portal whether or not it resulted in an injury. If the aggressor is a student or parent, an indicator is made on the student file to alert other employees that the person is potentially aggressive, and they should visit in pairs or not at all.

When at any other premises, any health and safety rules such as visitor and fire procedures are followed. Employees have been instructed not to enter any restricted areas unless authorised to do so.

Suitable footwear and clothing are worn having consideration for the type of premises to be visited. If personal protective equipment is required, such as at a construction site or workshop, then employees have been instructed not to enter unless they are able to be provided with appropriate clothing or equipment.

Generally, work equipment belonging to any person other than Brighter Futures Learning Partnership Trust is not used by employees.

In the event of having to make visits in bad weather, an assessment is made as to whether it is safe to make a journey. Consideration should be given to the urgency of the visit, length of the journey, the seriousness of the weather and advice from the local police and automobile organisations when making the assessment.

Home working

There may be occasions where staff regularly work at home for all or part of their working week. Where this applies, it is our policy to safeguard the individual's health, safety and welfare, so far as is reasonably practicable. To help us achieve this, we assess the risk of staff wishing to work from home. This is to identify whether there are any health and safety deficiencies with the proposed arrangement. If there are, all reasonable steps are taken to see if they can be overcome. If not, then we retain the right to refuse any request on the grounds of health and safety.

Home working arrangements are covered by the Health and Safety at Work etc. Act 1974. This means that we have a duty to manage home employees' health, safety and welfare in exactly the same way that we would if these staff were based on our premises. This is because employees are still "at work" and all current health and safety legislation applies.

We will require them to carry out the following at all times:

- Employees must identify a suitable location at home to work, ideally it should be a separate room. The room needs to be adequate to enable the employee to work productively and safely.
- It may be necessary to provide equipment to a home working employee, e.g. a legally compliant chair and a computer. Where this is the case, employees are expected to take reasonable care of the equipment provided.
- Maintain the working environment to previously agreed health and safety standards, including fire safety, and good housekeeping.
- Employees are expected to inform family and friends regarding their home working arrangements in order to ensure minimal disruption.
- Home working employees are expected to ensure the necessary confidentiality and to only use any equipment supplied by us, for our work. This will help protect against the introduction of viruses etc.

Where employees have been given permission to work at home, training and information on how to set up a workstation correctly is given if necessary.

Manual Handling

The Manual Handling Operations Regulations require employers to avoid the need for employees to undertake any manual handling operations which involve a risk of their being injured. Where this is not practical to do so, the employer must carry out an assessment of all risky operations and then take steps to reduce those risks.

A manual handling operation is any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving of a load) by hand or by bodily force.

First consider each employee's work activities and identify all manual handling operations which fall within the definition above. Examples might include the lifting of stock from one area to another.

From this list of manual handling operations, we will highlight those operations where there is a risk of injury and whether the operation can be avoided, mechanised or automated at reasonable cost, (section 1 of the risk assessment). If there is a risk of injury and the operation cannot be avoided, mechanised or automated then these operations will need to be risk assessed by completing the manual handling risk assessment checklist.

Where practical, manual handling operations will be mechanised by using trolleys or sack barrows. Trolleys, sack barrows, pallet trucks are available to move heavier items.

Any control measures identified through the risk assessment process need to be brought to the attention of staff involved in the manual handling operations. Staff training on manual handling techniques will also be carried out since it is recognised that many accidents and long-term injuries occur through incorrect manual handling operations, therefore training in correct procedures and techniques is essential.

- Identify all manual handling operations where there is a risk of significant injury.
- Avoid the need for manual handling so far as is reasonably practicable.
- Carry out a risk assessment on the manual handling activity that cannot be avoided.
- Mechanise the activity by using lifting equipment such as trolleys or sack barrows, where practical.
- Maintain any equipment provided for the use of manual handling operations.
- Ensure any control measures identified through the risk assessment process are brought to the attention of staff involved in the manual handling operations.
- Provide staff training on manual handling techniques.

How to lift

- Stand close to the object with feet apart.
- Don’t twist your body.
- Squat down – back straight- knees bent.
- Grab the object firmly.
- Breathe in (inflated lungs activate the inner muscles and help support the spine).
- Lift slowly using the leg muscles – straighten up to vertical.
- Hold the object close to your body.
- Do not use jerky movements.
- If lifting with someone else talk to each other all the time to co-ordinate the movement – don’t assume.

Noise

The Noise at Work Regulations requires employers to take action to protect employees from exposure to noise. Assessments need to be undertaken to identify noise levels and the control measures needed to be taken to reduce the noise levels to an acceptable level. There are certain action levels specified in the regulations, and depending on what level the noise reaches, “action” has to be taken by the employer to safeguard the hearing of the affected employees.

How is noise measured?

Noise is measured in decibels (dB). An 'A-weighting' sometimes written as 'dB(A)', is used to measure average noise levels, and a 'C-weighting' or 'dB(C)', to measure peak, impact or explosive noises. Every 3-dB increase doubles the noise, so what might seem like small differences in the numbers can be quite significant.

What are the action levels and limit values?

The Noise Regulations require specific action to be taken at certain action values.

These relate to:

- The levels of exposure to noise of employees averaged over a working day or week; and
- The maximum noises (peak sound pressure) to which employees are exposed in a working day.

The values are:

- Lower exposure action values:
    - Daily or weekly exposure of 80 dB;
    - Peak sound pressure of 135 dB;
- Upper exposure action values:
    - Daily or weekly exposure of 85 dB;
    - Peak sound pressure of 137 dB.

There are also levels of noise exposure which must not be exceeded:

- Exposure limit values:
    - Daily or weekly exposure of 87 dB;
    - Peak sound pressure of 140 dB.

These exposure limit values take account of any reduction in exposure provided by hearing protection.

We will identify work areas or activities where noise levels are high and employees and other persons may be at risk. If a normal conversation between two people stood approximately two metres apart is unable to take place due to the surrounding noise, this may be a very basic yardstick when deciding whether noise levels are high and noise assessments need to be undertaken. Only competent persons can carry out noise assessments.

Where an assessment has identified that the first action level has been reached (80dB(A)) or above the trust will make suitable personal ear protection available to employees. The suppliers of the ear protection should be consulted to ensure the correct type of ear protection is provided as these differ depending on noise levels and frequencies.

Where the second action level has been reached (85dB (A)) or above the trust will seek the assistance of the competent person where appropriate, to reduce the noise at source by engineering means. For example, this could be by isolating the machine, isolating the operator or modifying the machine. ‘Ear protection zones’ need to be established, marked out and identified by means of a mandatory sign indicating an ear protection zone and requiring employees to wear personal ear protection when in the zone.

To reduce the risk to employees, where possible we will:

- Use a different, quieter process or quieter equipment e.g. purchasing equipment with lower noise levels.
- Introduce engineering controls e.g. damping or silencers.
- Modify the paths by which the noise travels through the air to the people exposed, e.g. enclosures, barriers and screens or position noise sources away from employees.
- Design and lay out the workplace for low noise emission, e.g. segregating noisy areas from quieter areas and limiting the time people spend exposed to noise.
- Provide employees with the correct hearing protection.

We will ensure that employees who are likely to be exposed to noise are given information, instruction and training on:

- The risk of hearing damage that exposure may cause.
- Possible actions to minimise the risk.
- The availability and types of hearing protection provided.
- Employee's legal obligations to wear the ear protection or use any alternative controls.

Health Surveillance (Audiometric Testing) can be provided on request to all employees who think they are likely to be regularly exposed to noise above the upper action level, or for those who are at risk for any reason e.g. they already suffer from hearing loss or are particularly sensitive to damage.

Drug and Alcohol Policy

Introduction

The Health and Safety at Work Act etc 1974 places a duty on employers to provide a safe and healthy working environment, and to ensure the health, safety and welfare at work of their employees or visitors to any other the trust premises, and anyone else who may be affected by the trust's actions.

We take our obligations to our employees very seriously, this is why we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties. Employees who have or develop drug or alcohol related problems can have their performance at work impaired and as a result can present a danger to themselves and to others and impair their performance.

Aims of the Policy

This policy aims to:

- Comply with the trust's legal obligations to provide a safe and healthy working environment for all staff
- Comply with all of the requirements imposed by Law
- Set out restrictions on the use of controlled and prescription drugs or alcohol at work
- Raise awareness of the dangers and penalties associated with the use of controlled drugs or alcohol
- Guarantee the right of all staff to work in an environment unaffected by controlled drugs or alcohol
- Provide support to staff whose lives are or who have been affected by the misuse of controlled drugs or alcohol
- Protect Employees from the dangers of controlled drug and alcohol abuse; and
- Support Employees with a drug or alcohol related problem.

Health and Safety – Alcohol

In a social environment the consumption of alcohol in moderation is an accepted part of life. In the workplace however it can impair performance, result in inappropriate behaviour, and can place both the individual and those around them in danger, as well as affect health.

In the workplace alcohol abuse can take two different forms:

- Occasional inappropriate drinking; and
- Consistently inappropriate drinking.

Problems arising from the first category are more likely to be cases of misconduct whilst the second will be more likely to involve long term health and performance issues. In either case, the health of the individual employee will be affected and quite possibly the health and safety of those around them.

Where it is suspected that a staff member has an alcohol related problem, this will be escalated by their line manager to the Headteacher/Principal and Trust HR Manager, who will explore support for the staff member in line with the Trust Health and Wellbeing Policy.

Symptoms of alcohol abuse may include:

- Unusually high rates of absenteeism;
- Unkempt appearance/Lack of hygiene;
- Spasmodic work patterns and lower productivity; or
- Poor relations with others.

Restrictions on Drinking Alcohol at Work

Section 4 (1) Road Traffic Act 1988 states -
A person who, when driving or attempting to drive a mechanically propelled vehicle on a road or other public place, is unfit to drive through drink or drugs is guilty of an offence.

It is Company Policy that when reporting for duty your breath alcohol level should not be in excess of 9 micrograms of alcohol in 100 millilitres of breath.

To comply with the above employees should restrict themselves to "light consumption" of alcohol during the 24 hours preceding such duties. "Light consumption" is likely to be less than 6-8 units of alcohol.

- Alcohol must not be consumed in any situation whereas a consequence the safety of the individual, colleagues or visitors is put at risk.
- Alcohol must not be consumed in excess [or in sufficient quantities to impinge on the exercise of any individual's duties] when on trust business outside normal working hours, for example when involved in functions or in providing hospitality.
- Employees are not obliged to work with anyone they consider to be incapable through the consumption of alcohol and should immediately report the matter to their Line Manager or Director
- Employees who are incapable of working through the consumption of alcohol should be immediately removed from duty and the matter reported to their Line Manager or Director.
- Employees will be held to be contributorily negligent in the event that whilst on trust business they cause an accident or damages to anyone or anything, and that the incident occurred due to the Employee's consumption of alcohol.
- Local area restrictions may be more severe than those laid down by the trust and in such a case the area restriction must be complied with.
- Alcoholic drinks must not be consumed by employees whilst at work
- Alcoholic drinks must not be consumed by employees wearing uniform, when they are on trust property or in public places. In this context "public places" includes employee transport.
- Alcoholic drinks, unsealed bottles, cans or other unsealed containers of alcoholic beverages may not be taken on trust premises at any time.
- Unless it is formally approved by a Manager or Director for specific reasons (for example, entertaining outside guests) alcoholic drinks must not be consumed by employees during the eight hours before reporting for work.

This policy applies to employees on standby as well as on operational duties.

Health and Safety - Drugs

Controlled substances often possess side effects that could not only adversely affect employee's health but also that of their colleagues at work as well as their performance. Employees should be aware that anyone under the influence of drugs whether controlled or prescription, is a risk to everyone around them and should be alert to possible signs of drugs abuse. Such indicators commonly include:

- Sudden changes in behaviour;
- Confusion;
- Irritability;
- Fluctuations in mood and energy;
- Impairment of performance;
- Increase in short term sickness absence;
- Inability to concentrate.

Employees should report any concerns they may have about a colleague displaying any or all of these symptoms to their Line Manager or Director but should not under any circumstances approach the person displaying the symptoms or discuss their concerns with any other colleagues.

The Law

- Misuse of Drugs Act 1971 (as amended) states - it is an offence to supply, produce, offer to supply or produce, or permit use of controlled drugs. It is also an offence to aid or abet any of these offences.
- Section 2(1) of the Health and Safety at Work etc Act 1974 states - It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.
- Section 3(l) Health and Safety at Work etc Act 1974 states - It shall be the duty of every employer to conduct his General Duties (s2) undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.

Prohibition

- No non–prescription drugs are allowed to be consumed in or brought onto trust premises, land or vehicles at any time by any person irrespective of their status in, or business with, the trust
- The prohibition of non–prescription drugs extends to all activities carried out by staff whilst they are at work. These activities include but are not restricted to driving on trust any business, when on call or standby duties or when on trips for trust business, training or social events.
- It is a criminal offence in the United Kingdom to import, export, manufacture, supply or possess "controlled drugs" as defined by the Misuse of Drugs Act 1971 (as amended). Similar, and in some cases, more restrictive legislation, exists in most other countries.
- If, as a result of the effects of drugs, an employee is incapable of discharging his duties, or his ability to carry them out is impaired, or has been convicted in any jurisdiction for a drugs offence the employee will be liable to disciplinary action.
- Furthermore, the employee will also be liable to disciplinary action if involved in the import, export, manufacture, supply or possession of controlled drugs or if taking drugs, even if not convicted of a criminal offence. (e.g. found in unlawful possession of drugs when going through Customs but not prosecuted.)
- Employees operating out of the UK must act as if the United Kingdom drugs laws apply or where local drugs laws are more stringent, in accordance with those local laws.
- Narcotic substances can remain in the body for extended periods of time and have significant long-term side effects. Therefore, for the purposes of this policy any employee taking, selling or otherwise involved with illicit drugs during their free time will be subject to disciplinary action.
- In all cases where there is an allegation of misuse of "controlled drugs", the charge is one of gross misconduct. A single instance of gross misconduct may result in dismissal without notice.

Any reference in this Policy to a non-prescription drug refers only to controlled or illegal substance and does not refer to medicines, supplements and similar substances that are legally and commercially available in the United Kingdom.

Procedures

- In the event that an employee is diagnosed with a drug/alcohol related problem the trust will treat it as a health matter. However, this does not excuse the employee from any of the disciplinary matters that may fall within the scope of the trust disciplinary policy.
- All drug/alcohol related issues will be dealt with in a constructive and sympathetic manner.
- All requests for help or advice will be treated in the strictest confidence and all information gathered as a result will be held in accordance with the Data Protection Act 1998.

Disciplinary Action

Employees who are unfit or otherwise incapable for work through the consumption of alcohol or drugs will be liable for disciplinary action, may be found guilty of gross misconduct, and may face summary dismissal.

Mitigation and Peer Support

In the event that an employee contacts the trust of their own free will in order to receive support or treatment for dependency on any form of alcohol or narcotics this will be considered. Disciplinary action may be disregarded or suspended pending satisfactory and successful cooperation with any appropriate treatment and/or rehabilitation programme.

Smoking at Work

Second hand smoke and breathing in other people's tobacco smoke, has been shown to cause cancers, heart and respiratory disease in non-smokers. Brighter Futures Learning Partnership Trust acknowledges that tobacco smoke is both a public and workplace health hazard and has therefore adopted a no smoking policy

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, customers and visitors.
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke
- To comply with Legislation
- Raise awareness of the dangers associated with exposure to tobacco smoke
- Take account of the needs of those who smoke and to support those who wish to stop

Restrictions on Smoking

Smoking is not tolerated at entrances and exits and is not permitted in any enclosed areas or buildings. All schools operate a site-wide no smoking policy.

E-cigarettes

The health effects of using e-cigarettes have not been established. Therefore, the terms of this policy apply to the use of e-cigarettes in exactly the same way as usual tobacco products.

Visitors

All visitors, contractors and deliverers are required to abide by the no-smoking policy. Staff members are expected to inform customers or visitors of the no-smoking policy. However, they are not expected to enter into any confrontation which may put their personal safety at risk.

Vehicles

Smoking is not permitted in any vehicles being used on trust business even if it is only being driven by the smoker themselves

Support for smokers

Contact details of the local NHS Stop Smoking Services are available on request. Smokers can also try contacting the National Don't Give Up Giving Up free-phone helpline on 0800 169 0 169.

Disciplinary Action

It is an offence to smoke or allow persons to smoke in areas that are considered to be no smoking areas, both the person smoking and the person in control of the workplace face prosecution. Employees who fail to comply with the site rules on smoking may be subject to disciplinary action.

Permit to Work

Permit-to-work systems are considered whenever it is intended to carry out work which may adversely affect the safety of personnel, plant or the environment. However, permit-to-work systems are not applied to all activities, as experience has shown that their overall effectiveness may be weakened. Permits-to-work are not normally required for controlling general visitors to site or routine maintenance tasks in non-hazardous areas.

Permit-to-work systems are normally considered most appropriate to:

- non-production work (e.g. maintenance, repair, inspection, testing, alteration, construction, dismantling, adaptation, modification, cleaning etc);
- non-routine operations;
- jobs where two or more individuals or groups need to co-ordinate activities to complete the job safely;
- jobs where there is a transfer of work and responsibilities from one group to another.

More specifically, the following are examples of types of job where additional permits or certificates are considered:

- hot work of any type where heat is used or generated (e.g. by welding, flame cutting, grinding etc);
- work which may involve breaking containment of a flammable, toxic or other dangerous substance and/or pressure system;
- work on high voltage electrical equipment or other work on electrical equipment which may give rise to danger;
- entry and work within tanks and other confined spaces;
- work in excavations
- work at height;
- any other potentially high-risk operation (including asbestos)

Essentials of permit-to-work systems

Copies of the permit-to-work are clearly displayed at the work site, or in a recognised location near to the work site and a copy of the permit is kept with the issuing authority, or with the area authority if that person is not located at the worksite or control room.

Work may sometimes have to be suspended, for example:

- if there is a general alarm;
- for operational reasons, e.g. when the permit is for hot work and process fluid or gas sampling must be carried out at the same time, with the possibility of a release of a dangerous substance;
- while waiting for spares;
- there is a change to the nature or scope of the work;
- where there is conflict with another scope of work. It is important to remember that a suspended permit remains live until it is cancelled. This means that there may still be active isolations under a suspended permit.

Suspended permits are kept on the permit recording system. In addition, the condition in which the plant has been left and the consequences for other activities are specified. The work is not restarted until the issuing authority has verified that it is safe to do so and has revalidated the permit or issued a new permit.

In other cases, the permit may be cancelled, so that as far as the permit-to-work system is concerned, the suspended job is treated as if it were new work when it is restarted. This may be the best option if the suspension of work is indefinite and the plant can be brought to a safe condition.

It is important to make sure that one activity under a permit-to-work does not create danger for another, even if the other work does not require a permit-to-work. Those involved with the issue of permits-to-work are aware of potential interaction, and ensure that when a permit is prepared, the work to be carried out takes account of other activity currently planned or underway.

If work is carried over to another shift, e.g. the job takes longer than expected, then a shift handover procedure is in place. This handover procedure ensures that the incoming shift is aware of any outstanding permit-controlled jobs, the status of those jobs, and the status of the plant. Work-in-progress is left in a condition that can be reliably communicated to, and understood by, the oncoming shift. A permit log, permit file or display boards are ways of recording ongoing permits. It is essential that there is good communication between incoming and outgoing issuing and performing authorities and the incoming issuing authority signs to allow the continuation of a permit.

The hand-back procedure should include obtaining answers to the following questions:

- Has the work been completed? This should be confirmed by the performing authority, i.e. the person to whom the permit was issued.
- Has the plant or equipment been returned to a safe condition, in particular by removing isolations? Has this been verified by the person responsible for signing off the permit (i.e. issuing or area authority)?
- Has the person in control of operational activities acknowledged on the permit that the plant or equipment has been returned to the control of the production staff?

Permit authorisation and supervision

A permit-to-work system will be fully effective only if the permits are co-ordinated and controlled by an issuing or other responsible authority and there is adequate supervision and monitoring of the system to make sure that the specified procedures are being followed. This includes site visits by the issuing authority to check whether the conditions of the permit are being complied with. Managers or supervisors do not rely solely on scrutinising forms to see whether they have been completed properly but carry out additional checks of issuer's forms on a sample basis. Careful consideration is given to the number of signatures required for a permit. Signatures or 'initials' are only required where they add value to the safety of the work undertaken, and those signing permits or supporting documentation have specific training and authorisation from the company.

Where the potential for harm is considered to be particularly high, the permit is seen by a second person before issue, i.e. the authorisation procedure is more rigorous.

Effective supervision of the permit-to-work system can be diluted in the case of a large number of permits under the control of one person. Site management have arrangements to identify very active periods (e.g. during plant shutdowns) and assess what steps are necessary to maintain the required supervision, e.g. either by limiting the number of active permits or by providing additional resource for supervision and co-ordination of permits.

The duty holder ensures the permit-to-work system is properly resourced. Permit issuers are given sufficient time to check conditions to ensure effective implementation of the system. In particular, high hazard or complex tasks will require a greater degree of monitoring.

Personal Protective Equipment

The Personal Protective Equipment Regulations at Work require employers to provide suitable protective equipment and clothing where employees cannot be protected by any other means. In other words, personal protective equipment is classed as a last resort control measure. Risk assessments will identify where it is appropriate to provide personal protective equipment or clothing (PPE).

We issue suitable PPE to all our employees. In order for the PPE to be suitable it must:

- Provide protection against the identified hazard
- Fit the user and be comfortable
- Be compatible if used with other items of PPE

All employees receiving PPE sign the PPE issue record to confirm that they have the PPE. We ensure that suitable training is given to employees on:

- The reason PPE is provided
- The risks it is designed to protect against
- How to use the PPE correctly
- The duties of the employee regarding the use of PPE, maintenance and cleaning of it and reporting loss or defect.

We also ensure that suitable storage facilities are provided for the PPE when not in use. Signs and notices are displayed to remind the employees of their obligation to wear PPE. We will take appropriate disciplinary action against employees found not wearing their PPE.

Respiratory Protective Equipment

The Personal Protective Equipment Regulations at Work require employers to provide suitable protective equipment and clothing where employees cannot be protected by any other means. Personal protective equipment is classed as a last resort control measure. Risk assessments will identify where it is appropriate to provide respiratory personal equipment (RPE).

We will issue suitable RPE to employees. In order for the RPE to be suitable it must:

- Provide protection against the identified hazard
- Fit the user and be comfortable
- Be compatible if used with other items of RPE

All employees receiving RPE sign the RPE issue record to confirm receipt. We will ensure that suitable training is given to employees on:

- The reason RPE is provided
- The risks it is designed to protect against
- How to use the RPE correctly
- The duties of the employee regarding the use of RPE, maintenance of it and reporting loss or defect.

Correct fitting is important and face-fit testing is organised**.** Beards and stubble growth prevent a good fit and a facemask type respirator cannot be used in these circumstances.

We will also ensure that suitable storage facilities are provided for the RPE when not in use. Signs and notices will be displayed to remind the employees of their obligation to wear RPE. We will take appropriate disciplinary action against employees found not wearing their RPE.

Air Quality

Air supplied to any RPE should be clean & safe to breathe.

Managing Stress at Work

Everyone experiences reactions to stress at some time or another. Some people actually enjoy being put under pressure. However, problems can arise when people are put under too much pressure that they are not able to cope with. This may be a temporary situation or if it lasts for a long period can cause severe ill health to the person concerned.

All staff and managers have a responsibility for managing stress in the workplace.

We will:

- Be vigilant and act if we believe that a member of staff may be experiencing stress.
- Ensure that staff are adequately trained and able to carry out their work efficiently and competently.
- Ensure that all members of staff are treated fairly and consistently.
- Encourage staff to report if they feel under pressure or know of a colleague under pressure
- Deal with all reports of stress appropriately and without ridicule
- Ensure staff are aware that bullying and harassment will not be tolerated.
- Work with staff experiencing stress to find a suitable solution. If necessary, specialist assistance will be sought to help individuals deal with stress.

The six Management Standards cover the primary sources of stress at work. These are:

- Demands – this includes issues such as workload, work patterns and the work environment.
- Control – how much say the person has in the way they do their work.
- Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- Change – how organisational change (large or small) is managed and communicated in the organisation.

We will carry out a stress risk assessment if there is a reasonably foreseeable risk that our employees may be at risk of suffering from stress from their work or our organisational culture. We will seek to identify areas where we can minimise risk and implement suitable controls. We will make available resources to implement an improvement action plan and will monitor compliance with the Management Standards.

UV Radiation / Sun Exposure

All schools within the trust have a responsibility to ensure that pupils are protected from overexposure to UV rays from the sun, and the National Institute for Clinical Excellence (NICE) guidelines for skin cancer prevention (2011) recommend that schools "develop, implement and monitor a specially tailored policy to ensure people are protected as much as possible". This is particularly important when engaging in school-based activities such as sports days, outdoor PE lessons, outdoor excursions and water sports, where the potential for sunburn is higher. Although fair-skinned people have a higher risk of sun damage, sun protection is relevant to everyone.

The Brighter Futures Learning Partnership Trust acknowledges the importance of sun protection and want staff and pupils to enjoy the sun safely. We will work with staff, pupils and parents to achieve this through:

Education – these measures are in place from now on:

- All pupils will be advised of the dangers of sun exposure.
- Staff will discuss sun exposure in assemblies and make explicit the health and safety advice.
- Teachers will be briefed on the hazards of sun exposure and information on sun safety will be provided.

Protection – this is an ongoing process:

- Shade:
    - When the sun is strong we will encourage pupils to sit / play in the shade where it is available.
    - Canopies or places of shade will be provided where appropriate
- Clothing:
    - When outside in sunny weather, children are required to wear hats that cover the ears, face and neck or they will be directed to sit in shady areas.
    - Staff will be asked to keep the children and themselves in shaded areas when teaching outdoors.
- Sunscreen:
    - Sunscreen use will be encouraged on days when the sun is strong during summer at lunch breaks, during PE lessons and on school trips. Children will be taught how to self-apply sunscreen.
    - Parents and guardians will be requested to apply this prior to leaving their children at school.
    - If necessary, parents and guardians will be requested to provide additional sunscreen for their child and permission will be sought to apply this when necessary.

Violence

All employees have a right to expect a safe and secure environment. Incidents involving violence and aggression are defined as 'any incident in which a member of staff is verbally abused, threatened or assaulted during the course of their work'.

We do not accept incidents of violent or aggressive behaviour as a normal part of the job and don't expect their staff to either.

We have established that workplace violence is an issue through consultation with staff.

In order to assess the extent of violence in the workplace we record all incidents of workplace violence including an account of what happened; details of the victim(s), the assailant(s) and any witnesses; the outcome, including working time lost to both the individual(s) affected and to the organisation as a whole; the details of the location of the incident.

All incidents are classified using headings such as place, time, type of incident, potential severity, who was involved and possible causes to enable us to establish whether there could have been a more serious outcome.

Details from the incident records are used to check for patterns. The steps taken are then targeted where they are needed most.

We have carried out a risk assessment in relation to workplace violence which identifies who might be harmed and how and the necessary control measures that have been put in place.

Employees have received training to enable them to spot the early signs of aggression and either avoid it or cope with it. They fully understand the system in place for their protection. Employees are provided with any information they might need to identify clients with a history of violence or to anticipate factors which might make violence more likely.

The layout of the premises includes good seating, decor, and lighting in waiting areas and more regular information about delays.

The physical security measures in place include:

- video cameras or alarm systems;
- coded security locks on doors to keep the public out of staff areas;
- security windows to keep reception staff separate from visitors on initial entry to the school.

Cheques, credit cards or tokens are used instead of cash to make robbery less attractive. Money is banked frequently, and the route taken is varied to reduce the risk of robbery.

The credentials of persons are checked along with the place and arrangements for any meetings away from the workplace.

Staff are accompanied by a colleague if they have to meet a suspected aggressor at their home or at a remote location.

Arrangements are in place for employees who work away from their base to keep in touch. A record is kept of the significant findings of the risk assessment. This is regularly checked to ensure that it is a true reflection of the current work situation. It will be checked on a regular basis how well the arrangements are working through consultation with employees and reviewing the incident reports for problems.

After an incident there are procedures in place to bring all staff involved together. This will enable us to establish details of the event and to provide emotional help and support. If necessary, this can then be supplemented with confidential counselling.

Visitors

We have a duty to ensure the health and safety of visitors to our premises. In order to do this all visitors will be asked to sign in and out of our visitors' book. The term "visitor" applies to members of the public, clients, and colleagues from other companies and contractors.

Visitors will be accompanied at all times they are on the premises. Contractors may be left to carry out the work they have been engaged to do, providing they are one of our approved contractors and have been informed of our health and safety rules for contractors and visitors.

In the event of the fire alarm being raised, visitors will be directed to the assembly point.

Visitors will be asked to read the "Visitor Rules" as part of the digital sign in system.

Any person(s) found on the premises on their own should be approached and directed to the reception area so they can be signed in or asked to leave the site if not a genuine visitor.

Visitors will not be permitted to use any equipment or operate any machinery owned by Brighter Futures Learning Partnership Trust unless specifically authorised to do so.

Visitor Rules

Welcome to **Brighter Futures Learning Partnership Trust**

We place great importance on the safety and welfare of all those on the site, whether employee, contractor or visitor.

As a visitor to our premises, you may not be acquainted with the site and therefore we ask you to follow a few simple rules and guidelines to ensure your safety:

- Smoking is not allowed anywhere on these premises.
- If you discover or suspect a fire you should activate the nearest Fire Alarm Call Point and inform the nearest member of our staff of your action.
- If you hear the alarm you should leave the site as quickly and calmly as possible, following the nearest marked fire escape route signs. Do not waste time collecting belongings. You should then make your way to the assembly point which will be pointed out to you by our Staff.
- It is a condition of access to our premises that you comply with all the signs and instructions which are designed to safeguard your safety. You are required to carry out your visit on site safely and with regard to the health and safety not only of yourself, but also of others who may be affected.
- If you require assistance in the event of an emergency, please let us know immediately so that we can make arrangements to accommodate your needs.
- If you see any process or practice which you consider to be unsafe, we encourage you to report it to your host.

Many thanks for your attention. We wish you a successful visit.

Vulnerable Staff

Brighter Futures Learning Partnership Trust has a duty to protect all persons at work and who may come into contact with our undertakings from the risk of injury or ill health. That obligation is greater when there is a risk of injury or ill health to particularly vulnerable people.

The following groups of people are generally considered to be vulnerable:

- New and Expectant Mothers
- Young Persons (below the age of 18 years)
- Shift / Night Employees
- Temporary / Volunteer Employees
- Migrant employees
- Older employees
- New starters

These persons may be more susceptible to injury through personal circumstances or by the nature of the work involved.

New and Expectant Mothers

We have a duty to ensure that new or expectant mothers are considered in relation to their working environment and duties, so it does not increase the risk to them or their pregnancy.

These arrangements apply to women of child bearing age, pregnant, breast feeding or who have given birth within the last six months. Female employees and their newly born or unborn child are at increased risk from various physical, chemical and biological hazards in the workplace.

Brighter Futures Learning Partnership Trust will require employees to notify us in writing that they are pregnant or have given birth in the last six months.

Brighter Futures Learning Partnership Trust will ensure effective operation of this procedure and in particular ensure the following matters are considered.

- Identify women of child bearing age who are involved in tasks which expose them to physical work which may be hazardous to them, and / or using chemical or biological hazards that cause harm to their reproductive ability or their unborn child;
- Provide information, instruction and training to women of child bearing age in order to protect themselves from these hazards, if present;
- Carry out a documented risk assessment of these tasks and their potential impact upon women of child bearing age, and pregnant employees;
- Modify the work activities to reduce the risk of injury or ill health;
- Provide suitable rest facilities for pregnant employees or new mothers;
- Review risk assessments as and when necessary.

Employees who are pregnant or who have given birth in the last six months are encouraged to report any concerns about their working arrangements to their line manager so appropriate remedial actions can be agreed upon and implemented.

Young Persons

People under the age of 18 years of age are unfamiliar with the world of work and do not perceive hazardous situations as more experienced employees. As a result, they are more likely to suffer injury or ill health at work. Brighter Futures Learning Partnership Trust will provide any employee aged under 18 years of age with sufficient information, training, instruction and supervision whilst at work.

This safety arrangement will also apply to persons working within Brighter Futures Learning Partnership Trust as

part of a work experience scheme.

Brighter Futures Learning Partnership Trust will ensure that we make employees aware of this procedure and to undertake the required Young Person's risk assessment so that risks can be minimised.

Employees are expected to follow this guidance, and should they have any areas of concern or comment to raise them with their line manager. Where there are serious or repeated breaches of this procedure, disciplinary action may be taken against an employee.

Brighter Futures Learning Partnership Trust will arrange for the risk assessment to be completed prior to the young person starting work. A copy of that risk assessment will be provided to the individual concerned and a further copy will be provided to their parent or guardian.

Suitable safe working arrangements will be implemented, and procedures will be agreed for the ongoing monitoring and reviewing of the assessment and arrangements as necessary.

The following principles will be observed:

- No work will be allocated to the young person which is beyond their physical or psychological capacity;
- Work tasks which involve exposure to extreme heat or cold and high noise or vibration levels will not be included in their job role;
- No work will be allocated which involves exposure to radiation, toxic or carcinogenic substances;
- Hazardous work activities will not be allocated unless under the direct and ongoing supervision of a competent and experienced employee;
- No employee under the age of 18 years of age will be permitted to use hazardous equipment.
- Young persons will not be assigned work during the 'restricted period' between the hours of 22:00 and 06:00.

Due to their inexperience a full training plan will be agreed and there will be close supervision and regular assessments as to their learning and understanding of health and safety at work.

Documentation in relation to the risk assessment and training will be maintained and kept up to date. This will be retained for future reference on the training record.

Temporary / Volunteer Employees

Brighter Futures Learning Partnership Trust will ensure that employees who are either paid or unpaid on a temporary or voluntary basis will be afforded the same level of safety protection as other employees. The risks to these employees will be assessed and a safe system of work will be implemented. Details of the risk assessment and safe system of work will be communicated to the staff affected. Supervisors are required to:

- Manage temporary / volunteer employees to ensure they are safe at work;
- Appropriate arrangements are in place for personnel / contractors involved in temporary / volunteer works;
- Effectively communicate and consult with temporary / volunteer employees;
- Provide suitable information, instruction and training to temporary / volunteer employees.

Staff who work for Brighter Futures Learning Partnership Trust are expected to:

- Not place themselves at unnecessary risk when working with temporary / volunteer employees;
- Liaise with supervisors to develop appropriate measures to control risk with temporary / volunteer employees.

Brighter Futures Learning Partnership Trust will ensure that temporary / volunteer employees are effectively monitored to ensure the terms of this procedure and the wider policy are complied with. All staff will be provided with induction and training in this and other Trust policies to enable them to carry out their duties safely. Where temporary / volunteer employees are working away from our main trust location will shall ensure that any host of these staff is fully advised on the arrangements to ensure the health, safety and welfare of staff on their premises.

Migrant Employees

The risks to migrant employees will be assessed and a safe system of work will be implemented. This will consider language and communication issues; basic competencies, such as literacy, numeracy, physical attributes, general health, and relevant work experience; whether vocational qualifications are compatible with those in Great Britain and are genuine; the possible effects of the attitudes and assumptions of employees new to work in Great Britain, or of British employees towards them.
To aid communication, Brighter Futures Learning Partnership Trust:

- use translated materials or an interpreter;
- use a 'buddy' system, pairing less experienced employees with experienced co-employees who speak the same language;
- use DVDs or signs instead of written information/instructions;
- provide clear explanation of signs and instructions for emergencies;
- train supervisors in how to communicate clearly.
- To address the competency of migrant employees Brighter Futures Learning Partnership Trust:
- make sure employment agencies supplying temporary employees have carried out suitability checks where relevant;
- plan induction carefully, including photos of hazards where possible, and provide good-quality information in plain, simple language.
- To ensure migrant employee qualifications are compatible Brighter Futures Learning Partnership Trust:
- use the National Recognition Information Centre for the UK system to check whether overseas national-level vocational, academic or professional qualifications are equivalent to GB qualifications, where relevant to the work;
- translate certificates as a check on their relevance;
- carry out a practical assessment under supervision to demonstrate competence where there are doubts.
- To address the cultural attitudes of employees Brighter Futures Learning Partnership Trust:
- emphasise the importance of reporting accidents and near misses;
- thoroughly investigate accidents, specifically to ensure underlying causes such as behaviours and attitudes are picked up;
- explain clearly, during training, your responsibilities for risk assessment and control measures as an employer, and employees' responsibilities for their own health and safety too;
- give managers guidance on cultural differences that could affect working relationships.

Older Employees

Today's workforce is likely to contain a higher proportion of older employees because of factors such as increased life expectancy, removal of the default retirement age and raising of the State Pension Age, which means that many people will need, and want to continue working.

Brighter Futures Learning Partnership Trust review the risk assessment if anything significant changes, not just when an employee reaches a certain age.

It is not assumed that certain jobs are physically too demanding for older employees, many jobs are supported by technology, which can absorb the physical strain.

Older employees are allowed more time to absorb health and safety information or training, for example by introducing self-paced training. Opportunities are available for older employees to choose to move to other types of work. Manual handling is reduced to a minimum.

New starters

Employees are as likely to have an accident in the first six months at a workplace as during the whole of the rest of their working life.

The extra risk arises due to:

- lack of experience of working in a new industry or workplace
- lack of familiarity with the job and the work environment
- reluctance to raise concerns (or not knowing how to)
- Eagerness to impress workmates and managers.

Brighter Futures Learning Partnership Trust assess new starter's capabilities and provide an induction. The importance of reporting accidents and near misses is emphasised, and necessary arrangements are made for health surveillance. Suitable personal protective equipment is provided and maintained without cost to the employees.

All new starters are provided with relevant information, instruction and training about the risks that new employees may be exposed to and the precautions they will need to take to avoid those risks.

All new starters are adequately supervised and made aware how to raise concerns and supervisors are familiar with the possible problems due to unfamiliarity and inexperience.

Brighter Futures Learning Partnership Trust check employees have understood the information, instruction and training they need to work safely, and are acting on it, especially during the vital first days/weeks at work.

Work Equipment

The term “work equipment” applies to all equipment that is used in the course of someone’s work whether it is mechanical or not. From a chair to an elaborate piece of machinery all equipment used for work needs to satisfy the requirements of the Provision and Use of Work Equipment Regulations. Brighter Futures Learning Partnership Trust ensure that any equipment used is:

- suitable for its intended purpose, taking into account the working conditions, where the equipment is to be used and any risks associated with the equipment itself.
- maintained in good condition including arranging regular servicing where applicable. Maintenance logs should be kept of all such equipment.
- only provided to employees who have had sufficient information, instruction and training to be able to use the equipment safely. Supervisors and managers must also have adequate information, training and written instructions where appropriate to cover work equipment under their control.
- compliant with EC Product Directives, i.e. bears the CE mark.

Where equipment is assessed as being potentially hazardous Brighter Futures Learning Partnership Trust also ensure the equipment is:

- adequately guarded to prevent access to dangerous moving parts.
- provided with appropriate safety controls such as emergency stop devices to bring the equipment to a safe condition in a safe manner.
- provided with an accessible means of isolation from its power source.
- stabilised to prevent it moving, falling or collapsing. This applies to both fixed and mobile equipment.
- only operated where there is adequate lighting.
- constructed to allow it to be shut down or inactivated during maintenance. Where this is not practicable maintenance should not be undertaken until a specific risk assessment has been carried out.
- marked with clearly identifiable health and safety markings or warning devices.

Abrasive Wheels and Cutting Discs

Abrasive wheels, both fixed and portable grinders may be used by the estates and engineering staff only. Wheels incorrectly mounted or incorrectly used can result in serious injury and even fatalities.

Brighter Futures Learning Partnership Trust ensure that all fixed abrasive wheels are:

- Correctly mounted.
- Correctly dressed.
- Adequately guarded to prevent contact with the wheel and prevent flying debris from causing injury.
- Only used by trained, authorised operatives.
- Only changed and dressed by trained, competent persons.
- Positioned to allow the operative to use it safely without danger of being bumped in to.
- Used in well-lit areas.
- Marked with the maximum speed which must not be exceeded.

Eye protection must be worn when using the wheel and the wheels are fitted with fixed eye screens. Mandatory safety signs reminding employees to wear eye protection are displayed in the vicinity of the abrasive wheel.

Employees are instructed not to wear loose clothing since this may be caught up in the rotating wheel. Where accepted noise levels are exceeded, employees will be required to wear hearing protection.

Employees are made aware that heat may be generated by using abrasive wheels and cutting discs and this could ignite flammable materials. Therefore, they are not to be used in atmospheres likely to result in fire or explosion.

Employees should wear other PPE appropriate to the task eg gloves, overalls, aprons, head protection etc

Inspection of Work Equipment

Where the risk assessment identifies any significant risk to operators and others from the equipment's installation or use, it is subject to inspection. The result of the inspection is recorded, and this record is kept at least until the next inspection of that equipment.

PUWER regulation 6 specifies the circumstances where inspection is required to ensure healthy and safe conditions are maintained:

- where the safety of work equipment depends on the installation conditions, it should be inspected after installation and before first use, and after reassembly at any new site / location
- at suitable intervals, where work equipment is exposed to conditions causing deterioration liable to result in dangerous situations
- each time exceptional circumstances (e.g. major modifications, known or suspected serious damage, substantial change in the nature of use) are liable to have jeopardised the safety of the work equipment

The inspections carried out will vary. Pre-use checks will be carried out along with more thorough weekly checks carried out by a supervisor (checking the presence of guarding, function of safety devices etc.). More extensive examinations will also be undertaken as established is necessary by the risk assessment and also taking account of the manufacturer's recommendations and industry advice. All inspections will be carried out by a competent person.

Maintenance of work equipment

PUWER requires that: all work equipment be maintained in an efficient state, in efficient order and in good repair; where any machinery has a maintenance log, the log is kept up to date; and that maintenance operations on work equipment can be carried out safely.

The frequency and nature of maintenance is determined through risk assessment, taking full account of:

- the manufacturer's recommendations
- the intensity of use
- operating environment (e.g. the effect of temperature, corrosion, weathering)
- user knowledge and experience
- the risk to health and safety from any foreseeable failure or malfunction

Safety-critical parts of work equipment will need a higher and more frequent level of attention than other aspects, which is reflected in the maintenance programme. A maintenance log is kept.

Steps are taken to manage any risks arising from maintenance activity. Equipment is shut down and any residual / stored energy safely released. For high-risk equipment, maintenance is only carried out once the machine is isolated and locked off.

Maintenance work is only undertaken by those who are competent to do the work, who have been provided with sufficient information, instruction and training.

Purchasing

When purchasing work equipment, Brighter Futures Learning Partnership Trust consider:

- its initial integrity and conformity with European requirements
- where it will be used, and
- the purpose for which it will be used

- ergonomic factors, to avoid undue strain on the user
- the need for adequate space and safe access, including maintenance activities
- the forms of energy used or produced (e.g. radiation, vibration, noise)
- the substances used or produced (e.g. fumes)

Information produced by the work equipment manufacturer is used to help in selecting suitable work equipment. Risk assessment also helps in this process, identifying where hazards can be avoided or reduced by selecting suitable work equipment (such as those with lower noise or vibration levels), or in determining the specification of bespoke equipment.

Most new work equipment should comply with common minimum European safety requirements but, before putting it into use, the following checks are made by Brighter Futures Learning Partnership Trust:

- that the equipment is not obviously unsafe, comes with all features necessary for safety (e.g. guarding for machinery) and is suitable for the purpose to which it is to be used or provided
- that it comes with user instructions, which should be in English
- if machinery, that information on noise and vibration emissions is provided
- that it is CE marked and accompanied by a Declaration of Conformity, unless these are not required because:
- no European Product Supply Directive applies (mainly non-powered access equipment and non-powered hand-held tools)
- it is partly completed machinery, in which case it should come with a Declaration of Incorporation but no CE mark
- it is electrical equipment, which does not need to be accompanied by the Declaration of Conformity, but must still be CE marked

Information on noise and vibration emissions are sought early on in the process of selecting new work equipment to reduce the risks from exposure to these hazards during its use.

Working at Height

Falls from height are found to account for a large number of fatalities in the workplace each year. We recognise that it may be necessary to undertake work at height, and where it cannot be avoided, it will be strictly controlled.

Work at height activities include all work activities where there is a need to control the risk of falling a distance liable to cause personal injury. There are no minimum height requirements for work at height. This is regardless of the equipment being used, the duration of the work or the height of the work. It includes:

- Working from a mobile elevated platform
- Working on stages or trestles
- Using ladders, stepladders or kick stools
- Working on the back of a lorry (e.g. sheeting)
- Working at the side of an excavation
- Working on top of containers

Before an activity involving working at height is undertaken, the activity is properly assessed. Brighter Futures Learning Partnership Trust consider adequate supervision, carrying out the activity in a safe manner and planning for emergencies.

The following hierarchy of control measures shall be considered:

- Avoidance of working at heights is considered in all circumstances. Where this is not practical;
- Equipment is used which is designed to prevent falls. Such equipment includes guard rails, intermediate rails, & toe boards. Where this is not practical;
- Equipment is used to minimise the distance or consequences of the fall. Priority should be given to collective protective measures (safety nets, air bags) over personal protective measures (safety harnesses).

Brighter Futures Learning Partnership Trust ensure that no falling object can injure someone by:

- Preventing objects falling from height, or
- Ensuring that only essential items are carried by people at height and ensuring they are secured whilst not in use, and
- Ensuring that no materials are thrown from height

Work on fragile surfaces is properly controlled. Such work is only carried out if it is the only reasonable way to carry out the work. Where employees have to work on fragile surfaces, suitable platforms, coverings, guard rails etc. are provided and used; the distance and effects of a fall will be minimised using safety nets, air bags, safety harness etc.

Any employee involved in a working at height activity is specifically trained in the work and understands the potential risks related to the activity. Training records are maintained, and refresher training is given as necessary. Adequate supervision of the activity is maintained.

All access work equipment is checked on a regular basis and before use to ensure it is in good condition.

Brighter Futures Learning Partnership Trust:

- take account of weather conditions that could compromise employee safety;
- check that the place where work at height is to be undertaken is safe. Each place where people will work at height is checked every time, before use;
- plan for emergencies and rescue, e.g. agree a set procedure for evacuation. Foreseeable situations are thought about, and employees are made aware of the emergency procedures.

Workplace Health, Safety and Welfare

Ensuring a safe and comfortable working environment for our staff is a high priority. We will do all that is reasonably practicable to ensure that the temperature is suitable; there is adequate ventilation and space and sufficient lighting throughout our premises.

The Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR) cover the main requirements for comfort of the internal work environment. These state that internal temperatures should be "reasonable" and that there should be sufficient light, space and ventilation.

Everyone within Brighter Futures Learning Partnership Trust has a responsibility to look after themselves and other persons who may be present on our premises or affected by our activities. This means that anyone who identifies a potential hazard, that could cause harm, has a duty to rectify the problem. This may involve the person who finds the problem sorting it there and then, or if beyond that person's control, reporting it to a responsible person who is able to take appropriate action.

The person identifying the "hazard" should complete a defects report form. Once the defect has been rectified the form should be signed off as being completed by the Manager.

General Arrangements

The workplace is equipped with suitable heating facilities that operate correctly. During summer months windows and doors can be opened to allow cool air into the workplace. In exceptionally warm weather arrangements can be made to utilise air conditioning systems by purchasing or hiring these units. To assist in monitoring the indoor workplace temperature, thermometers are displayed in all areas of the workplace.

If employees are required to work outside suitable arrangements are in place to provide them with suitable workwear and a risk assessment for exposure to weather or UV light (sunlight) is carried out. If staff have to work in extremes of temperature other measures may be required, e.g. shelter, rest facilities, additional rest breaks, facilities for making hot or cold drinks.

We have ensured that staff have sufficient space to safely undertake their work activities. The layout of the premises, desks, and work equipment have been arranged to ensure staff and visitors can move around the premises safely.

Lighting is provided in the form of general and/or specific task lighting. We have ensured that there is suitable lighting for the tasks undertaken having regard to the type of light fitting, the amount of light emitted and the need to avoid glare and excess shadow. Natural light is preferable and where work areas permit this then we will ensure that windows allow for natural light to be allowed into the building. Windows are cleaned regularly.

Equipment provided for heating, cooling, ventilation and lighting is subject to an appropriate cleaning and maintenance regime.

Brighter Futures Learning Partnership Trust ensure that regular checks of the workplace are conducted to ensure it is maintained without risk to those working there or visiting. In particular that:

- All areas of the premises both internal and externally are maintained in a clean, safe condition.
- Adequate space is provided to allow all work activities to be carried out safely.
- The premises are adequately lit, heated and ventilated.
- All areas where there is a likelihood of falls or falling objects, is guarded to prevent this.
- Staff welfare facilities are kept clean and tidy and maintained in good working order. Staff are not permitted to smoke within buildings or vehicles.
- Access routes are maintained in good condition and kept free from obstruction
- Floors are maintained in good condition and kept free from tripping and slipping hazards.
- Large areas of glazing are either protected or constructed of a safety material.
- Spillages are cleaned up immediately.

Grounds Maintenance

Suitable arrangements are made to ensure our external grounds are maintained to reduce the risk of injury to staff, students or visitors. Some aspects of this work may be carried out in-house by authorised and competent staff. However, where activities require more specialist input contractors will be used.

Risk assessments are conducted or requested from contractors for all grounds maintenance activities and safe methods of working are documented and implemented as a result.

These will consider the following hazards which we have identified as being of particular relevance to our grounds maintenance staff:

- slipping hazards, especially those which are caused by ice and snow, steep banks and wet grass
- tripping hazards caused by uneven ground
- the use and maintenance of dangerous machinery such as mowers, strimmers, chainsaws, woodworking tools, angle grinders, welding equipment, tractors
- noise and vibration
- hazards associated with driving ride-on equipment and trust vehicles
- the use and storage of flammable liquids and gases
- hazardous substances including pesticides, herbicides, paints, lubricants, cleaning substances etc.
- biological hazards including Leptospirosis (Weil's disease - as carried by rats), discarded needles and germs from dog faeces and drains
- insects, including bees and wasps
- weather, including exposure to the sun, cold and wet weather and poor lighting
- work at height, including use of ladders, other access equipment, roof access, fragile roofs and tree work
- manual handling and other ergonomic hazards associated with prolonged working in poor postures, e.g. when planting, digging, litter picking etc.
- waste disposal, including the potential for bonfires
- roadside working, including the hazards of traffic to our staff, and the hazards to vehicles and passers-by from our activities, such as grass cutting and tree work
- electrical/gas hazards from overhead and underground services
- electrical hazards from the use of electrical equipment
- fire hazards arising from the use of fuels and general fire hazards within rest areas and stores
- working alone

Work equipment is a major source of hazards to grounds maintenance staff. As described above, such work will be subject to risk assessment and the development of safe methods of working.

All work equipment is subject to a maintenance regime and pre-use checks by the employee.

Personal protective equipment is issued, worn and stored in accordance with our PPE policy. Staff are trained in its correct use.

Only trained and certified persons are permitted to carry out work using chain saws.

When staff are selected to work in grounds maintenance, account will be taken of their need to be physically fit so that they do not put themselves and others at risk.

All employees receive information, instruction or training in the safe methods of work for all of the activities involved in grounds maintenance. Training covers the significant findings of all risk assessments.

Employees are instructed that all accidents, hazards and near-misses are to be reported so that they can be followed up and the information used to prevent future accidents. Any information which includes personal health records is kept confidential.

Equipment maintenance logs and pesticide logs are kept up-to-date.

Risk assessments are readily available for all employees to read at any time. Assessments are reviewed annually, in the event of a relevant incident and whenever there is a significant change in the matters to which they relate.

Toilets and washing facilities

At our premises we have provided properly equipped sanitary and washing facilities in sufficient numbers for the staff using them. The facilities are in accessible locations relative to the workplace and are properly ventilated and lit. Washing facilities are provided close to toilets.

We will also provide basic hand washing facilities, and if further facilities are required e.g. showers these will be provided and maintained. All washing facilities include a supply of hot and cold water.

Drinking water

Drinking water is available on site for staff, students and visitors. Tap water is sufficient, but water coolers will be provided if required.

Facilities to rest and eat food

Staff can rest and eat food during their allocated break times. Staff rest facilities are provided. It is not always appropriate for staff to eat their food at their work area and staff must be encouraged to use rest areas provided. Staff can make hot drinks and heat food using the facilities provided onsite.

Condition and accessibility of facilities

All the above welfare facilities are kept in a ventilated, well-lit and clean condition and are accessible to all our staff. Employees are expected to ensure these facilities are kept clean and any abuse of these facilities may result in disciplinary action.

Gas Installations and Appliances

Brighter Futures Learning Partnership Trust is committed to complying with the Gas Safety (Installation and Use) Regulations 1998.

As part of this Brighter Futures Learning Partnership Trust will ensure that gas installations and appliances are safe and do not pose a risk to the health and safety of persons. All gas installations and appliances will be installed, maintained and repaired by competent engineers registered with 'Gas Safe'.

All gas pipework, appliances and flues will be regularly maintained and all rooms within the building will be checked to make sure there are adequate levels of ventilation.

If at any point a leak is suspected, the supply shall be turned off and the National Gas Emergency Service (0800 111 999) for natural gas. If in doubt the building shall be evacuated, and the police shall also be notified.

Playground Equipment

All schools within the trust will provide suitable play equipment within outside playground areas. When purchasing any new equipment, the school and trust will ensure that equipment is:

- Purchased from a reputable supplier
- Clearly marked with a CE mark
- Suitable for use by the intended age group
- Installed by a competent contractor
- Commissioned upon completion of the installation phase.

When using any playground equipment, the schools will be responsible for:

- Ensuring that the equipment is formally inspected by a competent person on an annual basis. A certificate demonstrating that the inspection has taken place will be retained on file.
- Ensuring that any defects identified in the formal inspection are completed promptly by a competent person. Records of the completion of the work will be retained on file.
- Inspecting the equipment on a pre-use basis each day that the equipment is to be used. The inspection will consist of:
    - A visual inspection of the equipment to ensure that it appears to be defect free.
    - The ground conditions in the immediate vicinity of the equipment are suitable for use and free from hazards.
    - The weather conditions for the day are appropriate for the equipment to be used. If the weather conditions are likely to make the equipment hazardous, for example wet and slippery, then a decision will be made whether the item will be in use on that day.
- The outcome of the daily inspection will be communicated to all staff. If the decision is made that the equipment is not suitable for use, then staff will communicate this decision to students and will ensure that supervision is in place to ensure that the equipment is not used.
- Any defects identified during the daily inspection will be reported to office manager so that appropriate plans can be made to repair the defect.

All play equipment is only to be used by the age groups that it was intended for. Equipment will be supervised at all times and no person will be permitted to use equipment when unsupervised.

Educational Visits

Each school trip is planned carefully by school staff. Attention is paid particularly to the care of each child during such visits. Please refer to the BFLPT Educational Visits Policy. The Trust uses the Doncaster Local Authority buy back support service and uses the Exent risk management and visit planning system.

Staff Supervision

The following are minimum levels of supervision required for school visits. It is important to have an appropriate ratio of suitable adult supervisors to pupils based on risk assessment and control. The following factors need to be taken into consideration:

- sex, age and ability of group;
- pupils with additional needs;
- the nature of the activity / environment;
- the duration and nature of the journey;
- the type of accommodation;
- the competency of staff in relation to the activities;
- the requirements of the organisation / location to be visited;
- competence and behaviour of pupils;
- First aid cover – on any visit the group leader should have a good working knowledge of first aid and access to a suitably trained person who can administer treatment if necessary.

The minimum amount of staff required for any trip is normally 2 persons. Drivers whilst in the act of driving do not count as a supervisor. Mixed gender parties of children should have a minimum of 1 adult of each gender, should staffing levels permit. Exceptions may be made if valid reasons are given and parents are informed.

DBS Checking

All staff members, along with regular visitors to classes, are checked using the Disclosure and Barring Service by the school to ascertain if there are any reasons that they should not be working with children. All other casual visitors are closely supervised during their time in school.

The school includes all staff and volunteers on the single central record which is regularly updated and maintained.

Event Safety

The event planning process

Planning an event in a structured way will help ensure that adequate and documented, management arrangements are developed. For larger events especially, this will involve:

- Gathering risk information and developing an event risk assessment
- Developing an event management plan
- Ensuring staff on duty during an event are competent and confident in their role

Gathering risk information

Information on foreseeable risks and how they may cause harm/damage will need to be gathered. This includes those ordinarily present through normal activities, those being introduced during the event and those arising naturally e.g. serious adverse weather.

Third party (vendor and exhibitor) risk information

Brighter Futures Learning Partnership Trust have a responsibility to ensure those providing goods or services at our events do so safely. Therefore, appropriate checks need to be made on, and information gathered from, prospective vendors/exhibitors involved in the event. This is to ensure:

- They have provided details of the health and safety risks from their undertaking and the control measures they will be putting in place
- Their stall/activity is suitable for the event
- Their risk information can be fed into the event risk assessment

Responses should be reviewed by a competent person and further information requested where it is felt risks and/or controls have not been adequately detailed or explained.

During the event

It is important that Clear Risk Management monitoring takes place during the event. This will help ensure that standards checked for during set up and before letting visitors in, continue throughout the day.

After the event

Once the event has concluded, a debrief with staff will help gather information on how they felt the event went and how it might be better and more safely run in the future. The types of questions that might be considered include:

- Was the equipment and training provided adequate?
- Are any additional emergency procedures needed?
- Were there adequate controls (e.g. fire safety measures, lighting, barriers etc) in place?
- Were there any near misses or actual incidents on the day that need to be investigated and addressed further (remember that incident forms should be completed where necessary for incidents occurring during the event)?
- Did traffic move safely and smoothly during peak times?

Other Areas to Consider

Christmas Tree Lights and Illuminated Decorations

All Christmas tree lights and illuminated decorations must only be powered via an extra low voltage (12 or 24 volt) transformer and NOT directly from the electrical mains. All items must also be subjected to PAT procedures with staff being briefed on what is expected of them. The suitability of lighting sets for external use must be assessed by an electrical engineer.

Any decorations must be secured safely, and no one should move or remove suspended ceiling tiles. This could expose the person to the possibility of contact with live electrical conductors as plasterwork may conceal live cables. Electric shocks can be received if sharp objects such as nails or pins penetrate such cables.

Electricity

Additional equipment (e.g. lighting rigs) may need to be run from existing power supplies. Depending on the extent of this additional loading, there is a possibility the capacity of the mains installation may be exceeded. Guidance should therefore be sought from NPS if there is likely to be significant additional loading placed on the electrical installation. Where modifications (temporary or permanent) need to be made to the electrical installation, this work should be carried out by a competent contractor. Where the work is being overseen by NPS they will ensure the appointed contractor is approved. Where NPS are not being used the approval process will need to be undertaken by the project/event lead.

If generators are to be used, they should not be positioned in enclosed or partially enclosed spaces due to hazardous substances (e.g. exhaust fumes and carbon monoxide) that can be emitted. For this reason, they should also be away from windows, doors, vents into buildings and away from food stalls. They should not be positioned in close proximity to flammable materials/substances. Cables should not pose a trip hazard.

Food safety

Food businesses including those operating from temporary/mobile premises (such as stalls and vans) must register with the local district authority. Confirmation should be sought from food business participating in the event that:

- They have registered with their local authority
- HACCP (Hazard Analysis Critical Control Point) systems are in place and;
- Their staff have received an appropriate level of food hygiene training and instruction

Fairground and amusement rides (including bouncy castles)

Where these are being brought onto site, confirmation should be sought that the controller/provider of the attraction has a current/in-date public liability insurance for at least £5 million and that for each device being brought onto the site there is a current Declaration of Operational Compliance certificate issued by a registered inspection body (ADIPS).

You should ensure the provider has detailed how they will control risks including preventing unauthorised access to moving parts. Your emergency procedures should consider actions to take in the event of the attraction's failure e.g. structural failure.

You should also seek written confirmation from the proprietor, prior to the event beginning, that the equipment has been safely erected and will be subject to regular inspection (depending on how long they will be on site for).

Fire arrangements

A new assessment and evacuation plan should be completed for the event or existing documents should be amended as necessary.
Consideration should be given to:

- New sources of ignition (cooking equipment, fireworks, smoking etc), fuel (e.g. packaging, waste, LPG cylinders, spare fuel containers etc) and oxygen
- Increases in numbers attending (and additional needs)
- Different parts of the site being accessed and the impact of new activities/stalls on fire precautions e.g. fire alarm sounders being 'drowned out' by live music performances, detectors being compromised, escape routes and fire doors/exits being blocked etc.

In particular, any structures such as marquees should be considered within the fire risk assessment and provided with an appropriate level of fire protection e.g. extinguishers (and fire blankets if necessary), emergency lighting (where being occupied during hours of darkness) and an adequate number of escape routes.

First aid

All sites should be subject to a first aid risk assessment and this should be reviewed prior to the event to ensure it would also cover the proposed activities and numbers of people expected to attend. You should also ensure there is adequate first aid provision to cover breaks.

Fuel

Additional fuel may need to be stored on site during an event. This could create additional fire risks that would need to be considered within the fire risk assessment. Fuel supplies should be kept to the minimum necessary and stored safely (outdoors, on firm ground, and away from sources of ignition, including on hot days direct sunlight).

Hazardous substances

Where these are used, produced or emitted, a hazardous substances risk assessment is required. Third parties should carry these out as needed for their activities.

Lighting

Adequate lighting levels are required to ensure people can circulate safely around the site and so that any hazardous areas are properly illuminated. Where an event takes place outdoors during the day time, natural lighting may be sufficient. However, where an event is taking place partly or wholly in darkness and escape may be made difficult; additional lighting will be needed. Temporary structures such as marquees should also be provided with emergency lighting if there would be insufficient daylight to enable safe escape. Lighting systems/rigs should be installed by a competent person and where additional electrical work is required; this should be undertaken by a qualified electrical contractor. The load bearing capacity of the marquee structure should also be confirmed by the marquee erector (see also 'Marquees' section below).

Marquees

Larger marquees used for functions should be installed by an accredited member of MUTA. You should ask to see the contractor's accreditation certificate and check this is in date. If you do not use a MUTA accredited organisation you must take steps to ensure the supplier can demonstrate they are working to a comparably high standard of safety.

Marquees should be made of flame-retardant material. Periodic re-treated may be needed particularly where showing visible signs of wear or ageing.

Marquee safety does not begin and end with its erection. Without anything inside them, marquees are largely sterile structures, but risks increase once, for example, sources of fuel, ignition, people and equipment are brought inside.

Checks need to be made during the event and contingencies need to be in place for weather extremes (e.g. high winds where the marquee may become unstable) or damage (malicious or accidental) being caused. Information on the checks needing to be made (and the responsibilities for carrying these out) should be agreed with the company supplying the marquee before the event.

Pyrotechnics and special effects

Any pyrotechnics, lasers and similar special effects need to be planned and overseen by a competent person/company registered with the relevant professional body. For example; the professional body for the pyrotechnic industry is the British Pyrotechnics Association.

Road closures

It may on occasion be necessary for a road to be closed. Permission would need to be sought from the local county council, or City Council for roads within the area. Note; the road closure notice will need to be displayed at either end of the road to be closed for between 28 and 35 days (depending on the size of the event), prior to the event beginning. Therefore, it is important to ensure the application is made well in advance of the event.

Traffic management

Whenever possible, vehicles should be kept away from pedestrians. Consideration should be given to those parts of the site where the two may come together and when/how this might happen. This should include consideration of any heavy goods vehicle movements e.g. when bringing staging, stalls, rides onto site. Controls to prevent injury occurring would then need to be identified and may include:

- Physical separation e.g. barriers or;
- Procedural means such as:
    - Assigning different access/egress points to pedestrians and vehicles
    - Ensuring all vehicular movements in the event area are prevented or overseen by site traffic marshals
    - Providing pedestrian crossing areas
    - Ensuring there would be access available for emergency vehicles

There should be adequate lighting to ensure drivers and pedestrians are able to see each other. Traffic movements should be overseen by trained marshals.

Weather conditions

It is important your risk assessment considers the impact serious adverse weather conditions might have on your event. This might include:

- Strong winds that destabilise structures
- Heavy rains that cause floods or ground conditions to deteriorate
- Very dry and hot weather that might pose a fire risk or result in cases of sunstroke
- Very cold/icy weather that might result in hypothermia or slippery paths/roads

Where it is foreseeable that a significant dangerous event could occur due to adverse weather e.g. the collapse of an occupied structure; it is important that appropriate contingency measures and emergency procedures are developed and detailed within the event plan. These might specify for example that in instances where wind speeds increase to such an extent they present a risk to the stability of the structure; occupants are guided out and away from the marquee until the wind speed decreases again to a safe level.

Animals

Animals Used in Educational Presentations (single event)

The visit organiser should complete a risk assessment which will:

- Identify the instructional purpose or social/emotional objective.
- Provide a statement of the animals' health & temperament or verify that the animal is part of a presentation conducted by an experienced animal handler who engages in demonstrations in a school setting on a regular basis.
- Obtain approval to proceed with the visit.
- Notify parents of the upcoming presentation (Parental consent may not be required i.e. consent has previously been given to parents).
- Identify any modifications which may be required to meet the needs of pupils who have animal fears or allergies.
- Any animals that are particularly dangerous including larger or venomous animals are not allowed onto the school premises

Classroom Animals

Before acquiring a classroom pet, the Class Teacher will investigate whether any student is:

- Allergic or sensitive to any particular species or their food or bedding materials.
- Immune compromised, and therefore more susceptible to zoological illnesses.
- The Class Teacher will provide parents and guardians with information about the classroom pet, the purpose of acquiring the animal (how its care will fit into the curriculum), and a plan for how any injuries (bites, scratches) will be managed should they arise. Parents have the right to withdraw their child from any involvement or handling of the animals if they wish.

The Class Teacher should then complete a risk assessment which will:

- Identify instructional purpose or social/emotional objective.
- Provide statement of animal health & temperament.
- Obtain Headteacher's signature of approval to proceed to next steps.
- Provide modifications for pupils who have animal fears or allergies.
- Obtain Headteacher's final approval.
- Ensure that each animal enjoys an optimum environment, in social groups. If appropriate. We are aware that keeping opposite sex animals can lead to breeding and result in welfare problems. Where possible animals will be kept in same sex groups or pairs.
- The environment and wellbeing of the animals are monitored to ensure that no animal is distressed by classroom or school environment characteristics (e.g. noise, pupil behaviours).
- Routine preventive health measures are sought and practised as advised by the vet i.e. vaccination, flea prevention and worm control where appropriate. Veterinary care advice attached to each animal's risk assessment.
- Pets and their living areas are kept clean and safe at all times.
- A high quality, appropriate diet is provided.
- Children always wash hands after handling.
- Any sick animals are promptly isolated and examined by a vet.
- Careful arrangements for holiday and weekend care are made, either with a member of staff or a vetted pupil's family.
- Staff member follows procedures for cleaning and disinfecting sinks, cages, and surfaces.
- Staff member provides instruction for pupils on proper care and handling of animal.

Dogs used for Educational Purposes

Consideration should be given to the temperament and characteristics of the breed of dog being brought onto the school site, including the size of the dog and its age. If you have any concerns as to the suitability of a particular breed of dog. Thought should also be given to the environment that the animal has been brought up in. Dogs and puppies brought up in a family home environment will be more accustomed to the behaviour and sounds of children.

Large numbers of children could cause a dog to become nervous and agitated. Since dogs cannot speak, they will communicate through their body language. Growling or baring of teeth indicates that the dog is feeling angry or threatened. Flattened ears, tail lowered or between their legs, hiding behind their owner, or whining are signs that the dog is frightened or nervous. Dogs displaying any of these warning signs should be immediately removed from the environment by their owner.

Aggressive dogs, or those with a history of aggression, must not be brought onto school grounds.

Dogs with young puppies (those under the age of 8 weeks) should not be brought onto the school site as there is a risk of the mother becoming overprotective, which may cause her to react out of character.

The school will ensure that pupils are regularly reminded of what is appropriate behaviour around dogs. It will seek to offer teaching sessions from external agencies such as the Dogs Trust. Children can become excited and it is important that they react calmly and carefully around dogs. The school will inform pupils that:

- They should not make sudden movements.
- They must ensure that they approach dogs and stroke them gently and calmly.
- They should never stare into a dog's eyes as this could be interpreted as threatening by the dog.
- They should not put their face near a dog.
- They should always approach a dog standing up.
- They should never go near or disturb a dog that is sleeping or eating.
- They should not feed or eat close to dogs.
- They should wash their hands after handling a dog.

Bringing Dogs onto the School Site

Other than assistance dogs, all other dogs are banned from all school premises within the Trust.

Sports Activities

Planning the Sports Day and other sports activities will help ensure a safe event and that management arrangements are developed. A risk assessment should be conducted, as well as making sure that all staff involved during the event are competent and confident in their role.

Medical Needs

Most children with medical conditions can participate in physical activities and extracurricular sport. Sufficient flexibility will always be available for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a child's ability to participate in PE and/or Sports Days will be recorded in their individual health care plan. All adults will be made aware of issues of privacy and dignity for children with particular needs.

Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers.

Weather Conditions

Brighter Futures Learning Partnership Trust will take a sensible approach to the weather, which in Britain is rarely severe but changeable and often wet. The forecast will be frequently checked to ensure safe conditions for all participants and spectators, and where the weather is viewed to be too dangerous the Sports Day shall be moved to the next available day with safe weather conditions.

Communication

A PA system or equivalent may be utilised to ensure clear communication throughout the event. Any electrical systems will be PAT tested and teachers will have mobile phones for emergency use.

First Aid

First Aid will be available at the activity throughout the event and all staff with be trained in the arrangements for accessing external emergency medical attention.

Manual Handling

Lifting, pushing, pulling and carrying should use correct techniques. Brighter Futures Learning Partnership Trust will consider the individual who will be performing these tasks. i.e. stamina/level of fitness, age, existing health or medical conditions and training.

Slips/Trips and Falls

Any ropes, barriers, lane markings and power leads will be located and identified during the risk assessment and where possible to do so shall be moved to places with no or little footfall or clearly marked so that they are clearly visible.

Venue/Environment

Adequate space and ground conditions will be considered at the planning stage. The impact of the activity on the surrounding area will also be considered including access to and exit from the location. Instructions on parking will be sent out in advance to all parents and guardians.

Drugs and Medicine

Foreword

As part of the government's agenda to improve the lives of children and young people, we have introduced this updated guidance on managing medicines in school.

We want all children to have successful and fulfilling lives. By implementing this guidance, you will be helping to achieve our shared vision that all children and young people should be healthy, stay safe, enjoy and achieve, and be able to make a positive contribution. The measures outlined in this guidance are one more step towards ensuring that vision becomes a reality.

The intention is for this policy to serve as a general overview for Brighter Futures Learning Partnership Trust. This will be supplemented by individual policies in each school.

Access to Education

Children with medical needs are protected from discrimination under the Disability Discrimination Act (DDA) 1995. The DDA defines a person as having a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their abilities to carry out normal day to day activities.

Under Part 4 of the DDA, responsible bodies for schools (including nursery schools) must not discriminate against disabled pupils in relation to their access to education and associated services - a broad term that covers all aspects of school life including school trips and school clubs and activities.

The following information does not form part of our special needs policy but outlines the procedure for supporting children with medical needs.

Support for Children with Medical Needs

Parents have the prime responsibility for their child's health and should provide school with information about their child's medical condition. Parents, and the child if appropriate, should obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school doctor or nurse or a health visitor and specialist voluntary bodies may also be able to provide additional background support.

The school health service can provide advice on health issues to children, parents, education and early years staff, education officers and Local Authorities. NHS Primary Care Trusts and NHS Trusts, Local Authorities, Early Years Development and Childcare Partnerships and governing bodies work together to make sure those children with medical needs and school staff have effective support.

There is no legal duty that requires a school to administer medicines. However, the Trust's policy is that schools should manage medicines, and a robust system is in place to ensure medicines are managed safely. There is an assessment of the risks to the health and safety of staff and others, and measures are implemented to manage any identified risks. The Trust has a dedicated *Safe Administration of Medication Policy*—please refer to this policy for further detail.

Some children and young people with medical needs have complex health needs which require more support than regular medicine. It is important to seek medical advice about each child or young person's individual needs.

Prescribed Medicines

Medicines should only be brought to school when essential; that is where it would be detrimental to a child's health if the medicine was not administered during the school day.

School will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

School will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents could be encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

The Medicines Standard of the National Service Framework (NSF) for Children recommends that a range of options are explored including:

- Prescribers consider the use of medicines which need to be administered (where appropriate) for children and young people so that they can be taken outside school hours
- Prescribers consider providing two prescriptions, where appropriate and practicable, for a child's medicine: one for home and one for use in the school or setting, avoiding the need for repackaging or relabelling of medicines by parents

Over the counter medicines

Staff should never give over-the-counter medicines to a child unless there is specific prior written permission from the parents.

If in exceptional cases where the Headteacher agrees to administer an over-the-counter medicine, it must be in accordance with the Trust policy. The Headteacher will take overall responsibility for this action.

Criteria, in the national standards, make it clear that over the counter medicines should not normally be administered. Where an over-the-counter medicine is administered to a child it will always be recorded with prior consent given in writing by the parent/carer. If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's GP.

Children will never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medication for use by children, e.g. Ritalin, methylphenidate.

Any member of staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions.

A child who has been prescribed a controlled drug may legally have it in their possession. It is permissible for school to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.

School will keep controlled drugs in a locked non-portable container and only named staff will have access. A record will be kept for audit and safety purposes.

A controlled drug, as with all medicines, will be returned to the parent when no longer required to arrange for safe disposal.

Short-Term Medical Needs

Many children will need to take medicines during the day at some point during their time in school. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent. However, such medicines should only be taken to school where it would be detrimental to the child's health if it were not administered during the school day.

Long-Term Medical Needs

It is important that the school has sufficient information about the medical condition of any child with long-term medical needs. If a child's medical needs are inadequately supported this may have a significant impact on a child's experiences and the way they function in or out of school the impact may be direct in that the condition may affect cognitive or physical abilities, behaviour or emotional state. Some medicines may also affect learning, leading to poor concentration or difficulties in remembering. The impact could also be indirect; perhaps disrupting access to education through unwanted effects of treatments or through the psychological effects that serious or chronic illness or disability may have on a child and their family.

The Special Educational Needs and Disability (SEND) Code of Practice advises that a medical diagnosis or a disability does not necessarily imply SEND. It is the child's educational needs rather than a medical diagnosis that must be considered. School needs to know about any particular needs before a child is admitted, or when a child first develops a medical need.

For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. It may be helpful to develop a written health care plan for such children, involving the parents and relevant health professionals.

This can include:

- details of a child's condition
- special requirement e.g. dietary needs, pre-activity precautions
- side effects of the medicines
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency
- the role the staff can play

Children/Students with Type 1 Diabetes

The Trust acknowledges its obligation to support children/students to check their blood sugar levels and administer their insulin. If a child is not able to do so independently (due to age or inexperience), this will be administered to them by the named staff on their Care Plan who have been specialist trained by Doncaster Diabetic nursing team. The Headteacher is responsible for informing the CEO/Trust immediately if a child is newly diagnosed and whether insulin injections are to be administered by staff. The child/student's Care Plan will be agreed by parents, Doncaster Diabetic nursing team, child/student, staff working most closely with the child/student and the Headteacher. The Care Plan will be signed off by the Headteacher.

Administering Medicines

No child under 16 should be given medicines without their parent's written consent. Any member of staff giving medicines to a child should check:

- the child's name
- prescribed dose
- expiry date
- written instructions provided by the prescriber on the label or container

If in doubt about any procedure, staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns relating to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school.

School will arrange for staff to complete and sign a record each time they give medicine to a child with the dosage and administration being witnessed by a second adult, as detailed in the Trust Safe Administration of Medication Policy.

It is to be noted that adrenaline pens include manufacturer's instructions. Self-Management It is our policy and good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and school encourages this. The age at which children are ready to take care of, and be responsible for, their own medicines, varies. As children grow and develop, they should be encouraged to participate in decisions about their medicines and to take responsibility.

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures. The procedures will be set out in an individual child's health care plan. Parents should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the school emergency procedures should be followed.

Record Keeping

Parents should tell the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However, staff should make sure that this information is the same as that provided by the prescriber

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases, it is necessary to check that written details include:

- name of child
- name of medicine
- dose
- method of administration
- time/frequency of administration
- any side effects
- expiry date

Parents will be given a medication administration form to record details of medicines in a standard format. Staff should check that any details provided by parents, or in particular cases by a paediatrician or specialist nurse, are consistent with the instructions on the container.

The form will confirm, with the parents, that a member of staff will administer medicine to their child.

There is no similar legal requirement for schools to keep records of medicines given to pupils, and the staff involved.

Intimate Care Policy

Each school has a policy for providing intimate care for children/students with medical needs or SEND. An intimate care plan is agreed by parents, the child/student and staff named on the care plan. It will be signed off by the SENDCo or Headteacher. The intimate care plan will take account of the need to preserve the child/student's dignity and encourage them to be as independent as possible whilst also being mindful of the need to safeguard staff from allegations.

Educational Visits

It is good practice for schools to encourage children with medical needs to participate in safely managed visits. School will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This might include planning arrangements, which will include the necessary steps to include children with medical needs. It will also include risk assessments for such children. Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a

parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also be taken into consideration. Staff supervising excursions will always be made aware of any medical needs, and relevant emergency procedures. A copy of any health care plans will be taken on visits in the event of the information being needed in an emergency.

Sporting Activities

Most children with medical conditions can participate in physical activities and extra curricular sport. Sufficient flexibility will always be available for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a child's ability to participate in PE will be recorded in their individual health care plan. All adults will be made aware of issues of privacy and dignity for children with particular needs.

Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers.

Home to School Transport

Local Authorities arrange home to school transport where legally required to do so. They must make sure that pupils are safe during the journey. Most pupils with medical needs do not require supervision on school transport, but Local Authorities should provide appropriate trained escorts if they consider them necessary. Guidance should be sought from the child's GP or paediatrician.

Confidentiality

The Headteacher and staff should always treat medical information confidentially. The Headteacher should agree with the child where appropriate, or otherwise the parent, who else should have access to records and other information about a child. If information is withheld from staff, they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Roles and responsibilities

It is important that responsibility for child safety is clearly defined and that each person involved with children with medical needs is aware of what is expected of them.

Close co-operation between school, parents, health professionals and other agencies will help provide a suitably supportive environment for children with medical needs.

Parents, as defined in section 576 of the Education Act 1996, include any person who is not a parent of a child but has parental responsibility for or care of a child. In this context, the phrase 'care of the child' includes any person who is involved in the full-time care of a child on a settled basis, such as a foster parent, but excludes babysitters, child minders, nannies and school staff.

It only requires one parent to agree to or request that medicines are administered. As a matter of practicality, it is likely that this will be the parent with whom the school has day-to-day contact. Where parents disagree over medical support, the disagreement must be resolved by the courts. The school will continue to administer the medicine in line with the consent given and in accordance with the prescriber's instructions, unless and until a court decides otherwise.

It is important that professionals understand who has parental responsibility for a child. The Children Act 1989 introduced the concept of parental responsibility. The Act uses the phrase "parental responsibility" to sum up the collection of rights, duties, powers, responsibilities and authority that a parent has by law in respect of a child. In the event of family breakdown, such as separation or divorce, both parents will normally retain parental responsibility for the child and the duty on both parents to continue to play a full part in the child's upbringing will not diminish. In relation to unmarried parents, only the mother will have parental responsibility unless the father has acquired it in accordance with the Children Act 1989. Where a court makes a residence order in favour of a person who is not a parent of the child, for example a grandparent, that person will have parental responsibility for the child for the duration of the Order.

If a child is 'looked after' by a Local Authority, the child may either be on a Care Order or be voluntarily accommodated. A Care Order places a child in the care of a Local Authority and gives the Local Authority parental responsibility for the child. The Local Authority will have the power to determine the extent to which this responsibility will continue to be shared with the parents. A Local Authority may also accommodate a child under voluntary arrangements with the child's parents. In these circumstances the parents will retain parental responsibility acting so far as possible as partners of the Local Authority. Where a child is looked after by a Local Authority day-to-day responsibility may be with foster parents, residential care workers or guardians.

Parents should be given the opportunity to provide the Headteacher with sufficient information about their child's medical needs if treatment or special care is needed. They should, jointly with the Headteacher, reach agreement on the school's role in supporting their child's medical needs, in accordance with the school's policy. Ideally, the Headteacher will always seek parental agreement before passing on information about their child's health to other staff. Sharing information is important if staff and parents are to ensure the best care for a child.

If parents have difficulty understanding or supporting their child's medical condition themselves, local health services can often provide additional assistance in these circumstances.

Storage of Medicines

Large volumes of medicines will not be stored. Staff should only store, supervise and administer medicine that has been prescribed for an individual child.

Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed.

Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

The Headteacher is responsible for making sure that medicines are stored safely. All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away. School will allow children to carry their own inhalers. Other non-emergency medicines should generally be kept in a secure place not accessible to children. Criteria under the national standards for under 8s day care require medicines to be stored in their original containers, clearly labelled and inaccessible to children.

A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. There should be restricted access for children to a refrigerator holding medicines.

Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

Sharps boxes should always be used for the disposal of needles. Hygiene and Infection Control.

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment (refer to body spillage policy).

As part of general risk management processes school has arrangements in place for dealing with emergency situations (refer to first aid policy).

Defibrillators

DEFINITIONS

Cardiac Arrest

Cardiac arrest is a sudden loss of normal heart function. A victim of sudden cardiac arrest will be unconscious, unresponsive and not breathing normally.

Cardiopulmonary Resuscitation (CPR)

CPR provides rescue breathing and chest compressions to someone who has collapsed, unresponsive and is displaying no signs of life. CPR can help to maintain a vital blood and oxygen supply to the heart and brain until more advanced care can be given.

Automated External Defibrillation (AED)

An AED is a device that delivers an electric shock to a victim of cardiac arrest, in order to help restore the normal function of the heart.

GENERAL

It is the policy of Brighter Futures Learning Partnership Trust (BFLPT) to provide an Automated External Defibrillator (AED) at some of its schools to make early defibrillation accessible to students, staff members and other persons who experience sudden cardiac arrest. The purpose of this section of the Health and Safety Policy to establish guidelines for the placement, maintenance and use of AEDs at BFLPT.

AIMS AND OBJECTIVES

- To provide an AED Responder Programme in our schools
- To ensure that the AED is placed in a specific location and that responders are trained in CPR and in the use of the AED.

PROCEDURE

USE OF AEDS

- AEDs are only for use on victims of sudden cardiac arrest, when the patient is unconscious, unresponsive and there are no signs of life.
- AEDs should only be used by trained staff who hold a current certificate in Occupational First Aid (OFA), Cardiac First Responder (CFR), Basic Life Support (CPR and AED), or equivalent certification.
- Standard procedures as outlined in the relevant courses shall be followed while using the AED.

In the event of cardiac arrest in a child or an adult, on school property or in the immediate vicinity the following procedure will apply:

- A member of the AED Response Team will be summoned
- Having assessed the situation a call will be made to emergency services and CPR will commence
- The AED Response Team Member will proceed with CPR until the AED arrives. This will then be used until medical help arrives or until the responder is no longer able to continue
- The above procedure will be used on all children / adults in the event of cardiac arrest unless parents/staff have indicated to the contrary that they do not wish this procedure to be used
- Parents/staff have been informed by letter of defibrillators and condition of use. Consent will be assumed unless informed otherwise
- Counselling will be provided for responders to “debrief” after an event by the doctor who is the medical director of the programme. Feedback will also be provided to the responders from the medical director

LOCATION, STORAGE AND SECURITY

Careful consideration has been given to the best location for AEDs within the Trust, bearing in mind possible distances of travel, accessibility and security issues. AEDs are located at

- Barnby Dun Primary Academy
- Dunsville Primary School

- Hungerhill School
- Kirk Sandall Infant School
- Kirk Sandall Junior School
- West Road Primary Academy
- Doncaster UTC

Each AED unit is kept in a kit bag, housed inside a wall mounted case in clean, dry and moderate temperature conditions.

CONTENTS OF KIT

Each AED kit bag should contain the following equipment and accessories:

- AED unit with pads
- Spare defibrillator pads in a sealed package
- Paramedic shears/scissors
- Disposable gloves
- Pocket face mask
- Razor
- Small towel
- Clinical waste bag
- Packet of chewable aspirin 300mg (only to be administered by an Occupational First Aider to a conscious patient with cardiac chest pain).

MAINTENANCE

- Schools will liaise with an appropriate external contractor to assist with the monitoring of defibrillators on a regular basis and to maintain a supply of spare equipment for the device.
- It is essential that regular maintenance checks of the AED units are carried out, as well as regular checks/refurbishment of consumables and accessories.
- A simple check is to be carried out on a regular basis, and after the AED has been used on a patient.
- AED status logs are kept for each unit and will indicate each date the AED is checked, the status of the unit, and the initials of the person who performed the check. These are recorded in the site folders and are checked by the Trust Estates Manager on a regular basis.
- Annual preventative maintenance and repairs, where necessary, shall be carried out.
- No staff member shall attempt any repairs other than the standard replacement of a battery or accessory.
- Additional batteries, pads or other accessories can be requested from the appointed external contractor.
- If an AED exhibits an operational problem or a malfunction, it should be immediately removed from service. Operational problems or malfunctions shall be reported without delay to the appointed external contractor.

MONITORING OF QUALITY OF CARE AND OUTCOMES OF INCIDENTS

- Clinical waste, such as used defibrillator pads, should be gathered safely at the scene and stored in the clinical waste bag provided in the kit bag.
- Each incident that involves the use of an AED should be reported immediately afterwards by telephone to the CEO, and documented on Appendix A form and uploaded to the Clear Risk Management portal.
- Adverse events and complaints should also be reported and documented. Examples include:
    - AED failure or malfunction;
    - Grossly negligent handling of an incident or inappropriate behaviour;
    - Reckless or intentional misuse of or interference with AED equipment.
- Where adverse incidents or complaints are reported, a full investigation will be conducted by the appropriate person.
- It is recognised that an incident requiring the use of an AED will be a traumatic event for all concerned, and the days after such an event is an important opportunity for reflection and discussion. A debriefing session for those affected will be coordinated by the Headteacher.

TRAINING

In order to safely and effectively operate the AED, relevant staff members must attend and complete the necessary training programme and attend refresher courses every two years. Records of these courses must be kept. Training courses should be arranged by each site.

Health and Safety Management System Policy Version 10 agreed at Trust Board 10 December 2025

Appendix A – Incident Investigation and Reporting

Accident or Incident Arising From:	Accident:		Near Miss:		Other (please specify)?	
Regulators Notified:	Yes			No		
1. Personal Information						
Name of Injured Person(s):						
Home Address:						
Telephone Number:						
Gender:	Male		Non-binary			
	Female		Prefer not to say			
Date of Birth:						
National Insurance No:						
Job Title / Department:						
Status of Injured Person:	Staff		Pupil		Visitor	Other
Nature of Injury:						
Names of witnesses:						
Witness statements taken:	Yes		No			

2. Incident Details	
Date / Time of incident:	

Location of incident:	
Work being performed prior to accident / incident:	
Working conditions:	
Description of incident *(state possible causes, continue on separate sheet if needed)*	
If any equipment / materials or substances were involved please state the type and condition of the items involved	

Was Personal Protective Equipment (PPE) being used at the time of the incident – state the type and condition of the PPE?
Was the injured person and others involved trained to carry out the tasks being conducted at the time of the accident?
Was the injured person being supervised at the time of the accident?

Yes		No	
If Yes, who were the supervisors?			

3. First Aid Details				
First Aid Provided:	Yes		No	
If yes, complete the rest of this section				
Name of First Aider(s) providing assistance:				

Treatment provided:				
Was the Injured Person taken to Hospital:	Yes		No	

4. Risk Assessment			
Had a risk assessment been completed for the task being carried out?			
Yes		**No**	
Risk assessment ref no. (if applicable)			
Does the existing risk assessment adequately address the controls required to prevent a recurrence?			
Yes		**No**	
If No, who is responsible for the review and update of the assessment?	**Name**	**Target Date**	**Completed**
			Yes / No

5. Further Relevant Information
Use this space for providing any further information relevant to the incident and/or investigation

6. Photographs	
[Details of Photo]	**[Details of Photo]**

[Details of Photo]	[Details of Photo]
[Details of Photo]	[Details of Photo]

6. Interim Safety Measures Taken
What initial safety measures were taken following the accident?

7. Conclusions
CAUSES OF INCIDENT
Direct Causes
Underlying and Root Causes, inc. Training

CORRECTIVE ACTIONS NEEDED			
Type of Action:	**Responsibility:**	**Target Date:**	**Date Completed:**
Any Further Comments / Recommendations:			
8. Review			
Review of corrective actions required?	**Yes**	**No**	
Name of person carrying out review:			
Signature:			
9. Accident Investigator			
Name:			
Signature:			
Date:			

PLEASE ENSURE THAT THE HEADTEACHER / PRINCIPAL HAS SEEN THIS FORM BEFORE UPLOADING TO THE CLEAR RISK MANAGEMENT PORTAL

THE **Description of incident** SECTION SHOULD BE COPIED AND PASTED DIRECTLY ONTO THE RELEVANT CELL ON THE CLEAR RISK MANAGEMENT PORTAL TO ENSURE THAT SOME DETAIL IS THERE WHEN A FULL SCHOOL REPORT IS DOWNLOADED IN EXCEL FROM THE PORTAL

Appendix B – RIDDOR Reporting Guidelines

It is crucial that we adhere to the Health and Safety Policy and legal requirements outlined in the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) to prevent any potential Health and Safety Executive (HSE) investigation and to ensure everyone's safety.

1. **Immediate Notification**: In the event of a serious accident, such as fractures, broken bones, or poisoning, please notify the CEO via phone immediately. If the CEO is unavailable, please leave a message with her PA and contact Director of Operations and Compliance and then the Estates Manager. For less severe incidents, proceed to stage 3 directly.
2. **Email Follow-Up:** Following the phone call, send an email to the CEO, DOC, and Estates Manager outlining the incident and actions taken.
3. **Thorough Investigation:** Conduct a detailed investigation, obtain any pictures/CCTV footage if needed and ensure you have signed statements from staff and students involved.
4. **Clear Risk Management Incident Portal**: Log the incident on the Clear Risk Management portal and attach any images and statements. Secondary schools and UTCs should also log incidents on Meditracker. Proper reporting on Clear Risk Management is essential for central monitoring and to enable the board to monitor for repeated incidents and trends. The Clear Risk Management portal will also notify relevant parties, and if the incident is possibly RIDDOR reportable further discussions will be held between the CEO/DOC and Estates Manager, this may lead to a site visit by either Clear Risk Management and/or the Estates Manager.
5. **No AIR 1 Form**: Do not complete an AIR 1 form. (AIR 1 forms are a legacy from being part of local authority and no longer required)
6. **RIDDOR Reporting:** After any necessary discussions or site visits, you will be emailed to confirm if a RIDDOR report is required. The completion of RIDDOR reports should be undertaken by a nominated person and only submitted following discussion with Estates Manager and Headteacher/Principal.
7. **Documentation Retention:** All documentation relating to a RIDDOR must be retained in line with the Trust Retention Schedule.