

Blackpool FC Community Trust

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Health and Safety Policy and Arrangements 2024-2025

Review date	Reviewed by	Date of next review
January 2021	Gemma Trickett	September 2023
September 2023	Gemma Trickett	September 2024
September 2024	Gemma Trickett / Dayle Harrison  28.8.24	September 2025

The legal requirement for a written safety policy is contained in Section 2(3) of the Health and Safety at Work Act 1974 which states –

"except in such cases as may be prescribed (fewer than 5 employees) it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out the policy and to bring the statement and any revision of it to the notice of all his employees."

The Health and Safety at Work Act places duties in respect of health and safety on employers and employees and on each person who has to any extent the control of the School premises. The Management of Health and Safety at Work Regulations 1999 extend these duties in various respects.

This policy will be reviewed in full by the Trustees on an annual basis. This policy was last reviewed and agreed by the Trustees in September 2024.

Signature

(Head of School)

Date:

Signature

A handwritten signature in black ink, appearing to be 'D. Harrison', written over a circular stamp or mark.

(Chair of Steering Group)

Date: 28.8.24

**The expectation is that all employees familiarise themselves with the full
BFC School Health and Safety Policy**

Each and every member of staff of BFC School must recognise that, under the acts, they have a personal responsibility for their own safety and for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer in fulfilling its duties under the Acts and supporting legislation as well as under this Health and Safety Policy and Arrangements.

The Organisation and arrangements through which BFC School, the Local Council, the Head of School and staff aim to fulfil the requirements are set out in the following policy and its arrangements. The School will ensure that sufficient resources are allocated, to ensure as far as is reasonably practicable, that employees, students, visitors and contractors are kept healthy and safe.

This Health and Safety Policy is the central document in BFC School's health and safety management system. Our objectives are stated within the policy arrangements, and the policy is led by and designed to meet these objectives. Documents and procedures are, where appropriate, implemented to enact the policy, and are in turn led by the School's objectives. Documents and procedures issued in support of this policy will require the performance of specific tasks by particular employees. Again, these tasks can be delegated by the person/s identified in this policy, provided that he or she is satisfied that the task will be fully carried out.

This Policy gives details of the specific responsibilities of staff in the section entitled Arrangements.

RESPONSIBILITIES OF THE BFC SCHOOL

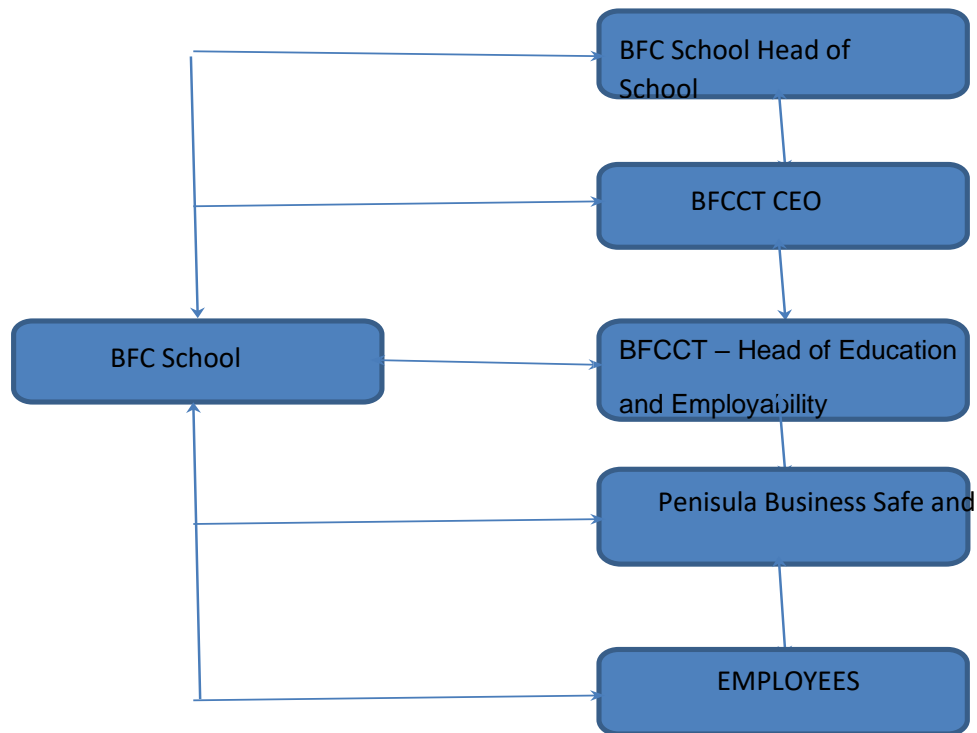
The BFC School acknowledges that, as the employer, they are ultimately responsible for health and safety within the school. The School will ensure they are fulfilling their legal requirements and that persons using the premises are safe and levels of risk are reduced to acceptable levels. The School appoints the Head of School to hold overall responsibility for health & safety within the school, supported by a named Trustee.

BFC School is responsible for:

- Leading an effective health and safety culture which seeks to promote high standards of health and safety within the establishment.
- Integration of good health and safety management with business decisions.
- Ensuring that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed.
- Ensuring that the School has access to competent health and safety advice.
- Employees or their representatives to be involved in decisions that affect their health and safety.
- To ensure that contractors and agents of the school are aware of and work towards the standards set out in BFC Policies.
- Ensure that all staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy.
- Identify the training needs of employees and arranging for training to be undertaken to ensure that they are 'competent' to carry out their activities.
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities which are reported in order to make them safe.
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards.
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary and that there is effective first aid provision in place.
- Monitoring the standard of health and safety throughout the organisation.
- Ensuring that effective emergency procedures are in place.
- Ensuring effective control of contractors and sub-contractors undertaking building works on BFC School premises.

Note: in the absence of the Head of School, day to day responsibilities will be delegated to another member of the School Leadership Team.

BFC School Health and Safety Organisation Chart



Note: the CEO is supported by the named Trustee.

The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work within the School. This part of our Policy allocates responsibilities and provides a clear understanding of individuals' areas of accountability within the BFC School.

Health and Safety Responsibilities

Head of School

The BFC Head of School has overall responsibility for ensuring our compliance with Health and Safety legislation but delegates the responsibility for implementation to the SLT and other teaching staff.

The Head of School will ensure that:

- Our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- A health and safety plan of continuous improvement is created and that senior management monitor progress against agreed targets.
- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements.
- Adequate insurance cover is provided and renewed (Bluefin Sport)
- Senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met.
- A positive health and safety culture is promoted, and that senior management develop a proactive safety culture which will permeate into all activities undertaken and reach all personnel.
- A system of communication and consultation with employees is established.
- Effective training programmes have been put into place.
- An annual report on the safety performance of The School is presented to the Trustees.

SLT

SLT are the designated persons with overall responsibility for ensuring our compliance with Health and Safety legislation. They will ensure that:

- Our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- A health and safety plan of continuous improvement is created and progress monitored.
- Competent persons are appointed to provide health and safety assistance and advice.
- An adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition.
- Statutory examinations are planned, completed and recorded.
- There is regular communication and consultation with staff on health and safety issues.
- An effective training programme is established to ensure staff are competent to carry out their work in a safe manner.
- Safe systems of work are developed and implemented.
- Accidents, ill health and 'near-miss' incidents at work are recorded, investigated and reported.
- Safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff.
- Contractors engaged are competent, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures (DBS).
- Effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving Operations Directors.

Teaching Staff:

- They actively lead the implementation of our Health and Safety Policy.
- They monitor their staff to ensure that they work safely, arrange increased supervision for new and young workers.
- Safe systems of work are developed and implemented.
- Risk assessments are completed, recorded and regularly reviewed.
- Accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported.
- They communicate and consult with staff on health and safety issues.
- They encourage staff to report hazards and raise health and safety concerns.
- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner.
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented.
- Premises, plant and work equipment are maintained in a safe condition.
- Statutory examinations are planned, completed and recorded.
- Personal protective equipment is provided, staff instructed in its use and that records are kept.
- Adequate arrangements for fire and first aid are established.
- Any safety issues that cannot be dealt with are referred to the BFC School Strategic H&S Lead for action
- Welfare facilities provided are maintained in a satisfactory state.
- Health surveillance is carried out and records are kept.
- Contractors engaged are competent, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- Health and safety notices are displayed.
- Agreed safety standards are maintained particularly those relating to housekeeping.
- BFC School's health and safety rules and procedures are followed by all.

BFC School Strategic Health and Safety Lead

The BFC School Strategic Health and Safety Lead will ensure that:

- The School are advised of relevant changes in health and safety legislation, codes of practice and industry standards.
- Risk assessment requirements are co-ordinated and the implementation of any action required is monitored.
- Risk assessments are reviewed regularly and any changes are brought to the attention of staff who may be affected.
- Regular meetings are held where health and safety issues can be discussed, progress made against objectives and plans monitored and actions decided.
- Provide advice on health and safety training requirements.
- Details of accidents, dangerous occurrences or diseases that are notifiable are reported.
- Assist in investigating and recording accident investigations.
- Health assessment requirements are identified and advised to management.
- The schedule of statutory examinations of plant and equipment is maintained, and managers are made aware of impending examinations.
- Monitoring systems audits and inspections are completed.

Employees

All employees must:

- Take reasonable care of their own safety.
- Take reasonable care of the safety of others affected by their actions.
- Observe the safety rules.
- Comply with the BFC School's Health and Safety policy
- Conform to all written/verbal instructions given to them to ensure their personal safety and the safety of others.
- Dress sensibly and safely for their particular working environment or occupation.
- Conduct themselves in an orderly manner in the work place and refrain from any antics or pranks.
- Use all safety equipment and/or protective clothing as directed.
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
- Maintain all equipment in good condition and report defects to their supervisor.
- Report any safety hazard or malfunction of any item of plant or equipment to their supervisor.
- Report all accidents whether an injury is sustained or not.
- Attend as requested any health and safety training course.
- Observe all laid down procedures for processes, materials and substances used.
- Report all instance of absenteeism.
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

BFC School Health and Safety / Premises Committee

The Health and Safety / Premises Committee's responsibility is to facilitate communication and consultation on health and safety issues. They are responsible for ensuring that:

- There is regular communication and consultation with staff on health and safety issues.
- Health and safety issues raised by employees are discussed and considered for action.
- Health and safety performance and standards are monitored.
- Trends in accident data across the organisation are identified, making recommendations for action.
- Health and safety is promoted and new initiatives are considered to progressively improve standards in all areas.
- Employees are aware of significant changes to our health and safety policy documentation.
- All premises issues/ reporting are discussed.

Arrangements

Absence due to illness

Students

Students are not expected to attend school when they are not well enough to do so whether as a result of short term, long term or recurring illnesses. Students should not be kept away from school when they are well enough to go to lessons or when they have minor ailments which do not prevent them from taking part in their education. The School has systems in place to enable parents/carers to report their child's absence because of illness. It is reasonable for school to ask the nature of the illness, ask the parent the expected length of absence and make arrangements for the parent to call the school again if the situation changes.

BFC School has the right to consider whether to accept the parent / carers position with regard to medical absence as there are occasions when parents report parentally condoned absence to the school as medical absence. If the school has concerns that the illness may not either be genuine or warrant the amount of absence accruing, BFC School will ask the parent to substantiate the illness by asking to see additional evidence.

The School will address incidences of recurring absence where illness is given as a reason.

The School decides whether to authorise an absence and it can refuse to authorise absence if, after considering all the available information, it believes that the student's absence did not appear to be caused by genuine or proven illness. If the school chooses not to authorise the absence it will notify the parent or carer of this. If after investigation and substantiated evidence accepts that a student was not well enough to attend the school, the absence will be authorised and recorded.

Employees:

To Report all instance of absenteeism (please see employee handbook).

Accessibility, Access and Egress

The school must ensure the safe access and egress to and from all workplaces. The Head of School must ensure, so far as is reasonably practicable, the segregation of vehicular and pedestrian traffic and that safe walkways are provided where appropriate.

Accidents and Incident Reporting, including near misses

All accidents must be reported using the Online Reporting system (MyConcern) / Accident Books. The Head of School is responsible for ensuring that there are specific arrangements in place within each department for accident reporting. It is the responsibility of each employee to ensure that accidents/incidents/ near misses are reported in the appropriate way. BFC School's Lead Health and Safety must be notified of all major accidents and near misses. The School will appoint a lead administrator of the reporting system. All RIDDOR incidents will be fully investigated by BFC School's appointed Health and Safety and the HSE.

Administration of Medicines

Medication is only administered to students when the parental consent form has been completed. The medicine will be administered by a member of staff and appropriate records kept. Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional. Medicines are kept in a locked cupboard in a secure place within the school. The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school. BFC School Policy states that in no circumstances should staff administer prescribed medication on their own initiative or without the written consent of parents/carers. The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered.

Bullying

Employee:

The Trust strongly condemns any form of workplace bullying and harassment. It is recognised by the HSE that bullying is a form of organisational violence and, if not dealt with properly, is a potential source of work – related stress. Bullying is an employment issue, an equality issue and a health and safety issue. BFC School works to ensure that a workplace bullying culture is not tolerated by the implementation of meaningful policies, and support for staff. Bullying takes many forms and can occur in a variety of situations.

Student:

The BFC School is committed to working with students and parents to provide a learning environment that is secure and supportive so that all individuals can develop academically and socially free from fear of ridicule, harassment or physical threat. Incidents of bullying will always be taken seriously and followed up by staff. Parents have an essential role to play in counteracting bullying. Where bullying is clearly identified parents of both victim and perpetrator will always be contacted and the school will seek to involve them in securing solutions. (Please see the Anti-Bullying Policy for further details).

Chemicals Safety (CLEEPS): (Control of Substances Hazardous to Health Regulations 1994)

Technicians in Science and Technology have received the appropriate training. COSHH regulations are followed and the documentation is regularly updated. Appropriate records are maintained. All equipment in the workshops and laboratories are regularly tested.

Class Size:

The Health and Safety at Work etc. Act 1974 places a general duty on the employer (BFC School) to ensure, so far as is reasonably practicable, the health, safety and welfare of its staff and students. This means that it is the School's responsibility to put such arrangements in place with regard to class size in practical lessons that the risk of harm be properly controlled, a process which should be done by means of a suitable risk assessment – as required by the Management of Health and Safety Regulations 1999. A risk assessment will entail a careful examination of hazards likely to exist, an assessment of whether the particular hazards are likely to harm anyone and what precautions need to be taken. The BFC Schools has specific legal duties to carry out risk assessments for all areas of workplace health and safety, and to appoint a 'competent' person or persons to carry them out. Decisions on class sizes might be influenced where appropriate support staff can be timetabled to assist during the course of practical sessions, for example with some aspects of equipment use and the collection of materials from stores and elsewhere. The School has a legal responsibility to carry out 'suitable and sufficient' risk assessments in all curriculum areas, including PE.

Class Size: Physical Education:

No statutory limit is placed on class sizes in PE lessons. In determining staff/student ratios, it is necessary to rely on health and safety legislation and in particular the risk assessment process (see below). In particular, when determining the size of teaching groups in PE, account should be taken of:

- the nature of the activity.
- the location of the activity –e.g. indoor/outdoor; and
- the age, experience, maturity, competence etc. of the students.

Class Size: Other practical subjects:

What matters is the nature of the activity and the circumstances in which it is being undertaken although some activities are inherently more hazardous than others, all practical activities can become hazardous in some circumstances due to factors such as age and ability of students, design of work areas, number of students.

Control of Hazardous Substances:

The use of hazardous substances in school will be kept to a minimum.

The associated procedures and control measures will be enforced. BFC School complies with COSHH Regulations 2002. In practice that means that no work which is liable to expose any member of the School community to any substances hazardous to health unless a suitable and sufficient assessment of risk created by that work to the health and wellbeing of the community has been carried out and the necessary steps to mitigate against any assessed risks have been put in place.

- Determine control measures to minimise the risk of injury or loss.
- Define use and purpose of the substance.
- Define who is likely to come into contact.
- Define emergency procedures.
- Define disposal arrangements.

Disposals of old chemicals are carried out by COSHH compliant contractors and any such work is documented by the school.

Contractors:

Management must ensure that where contractors are engaged on behalf of the BFC School that:

- Contractors are competent,
- Risks to health and safety are assessed,
- Adequate control measures are taken by the contractors,
- Staff, students, and members of the public are protected from the hazards and risks associated with work by contractors.

Management appointing contractors must ensure that there is appropriate consultation with the departments in control of premises and, where necessary, with the Occupational Health and Safety and BFC School's Lead Health and Safety.

Communication / Consultation:

The Head of School is responsible for ensuring that the BFC School's Health and Safety Policy, especially local arrangements, is communicated to staff and students at all levels. The H&S delegated/ competent person will be responsible for disseminating information on health and safety issues within the school / department or service. The school should state how staff can access information such as outcomes of inspections and risk assessments and local procedures for health, safety and fire. Health and safety should also be a regular item (at least once per term) from the agenda of staff briefings and school council meetings.

The H&S Law poster should be displayed in prominent positions in all workplaces. Staff and students should be able to access H&S safety information online / televisions / staff noticeboard.

Where appropriate, staff briefings in the morning will be used to communicate health and safety information in order to keep staff and students updated on the preventative and protective measures taken by the school. The Head of School will ensure that all new employees know where to find copies of the health and safety policy and all relevant policies.

Confined Spaces:

Work in confined spaces should be avoided unless it is not reasonably practicable to do so.

Display Screen Equipment:

For members of staff with 'desk-based jobs' The BFC School's procedure for carrying out workstation self-assessments on an annual basis will be followed. For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current School guidance on their use.

Educational Visits:

All off site trips and activities will be subject to approval of BFC School. A risk assessment must be undertaken in the planning of all trips. The nature of the trip will determine the element of risk. All trip organisers must produce documentation about the trip and have the approval of the Head of School.

Electrical Installation:

(Electricity at Work Regulations 1989).

The fixed electrical installation is tested by maintenance contractors every 5 years. Following this check a certificate is issued to confirm the electrical installation is safe.

Electrical Testing:

(Electricity at Work Regulations 1989).

All electrical equipment is checked annually by qualified contractors appointed by the school. Any concerns over the safety of electrical equipment must be brought to the attention of the School's Health and Safety competent person / Site Team member and / or Head of School.

Emergency Procedures:

Serious or Major Incident:

The Head of School is responsible for ensuring that appropriate arrangements are in place in case of a major emergency. They must ensure that the Emergency Plan is maintained, reviewed and exercised at appropriate intervals by the responsible competent person/s within the school.

Emergency Procedures: Local:

The Head of School must ensure that there are appropriate arrangements in place in case of an emergency or crisis. This shall include such arrangements that are necessary for fire, bomb threat, chemical or gas release and spillage of chemicals or other substances and Inclement Weather.

Employee Health and Wellbeing:

Peninsula HR support the School and staff, as outlined in the Staff Handbook.

Environment:

To maintain a healthy and safe environment any faults or issues relating to the fabric of school buildings, equipment and anything that may affect people's safe use of the site should be reported, without delay, to staff and all employees and students to be made aware of reporting procedures.

Equality:

The BFC School is committed to the promotion of equality of opportunity and good relations between persons of different racial groups, and rejects discrimination on racial grounds (colour, race, nationality or ethnic or national origins). It also rejects discrimination on other invidious grounds (such as gender*, sexual orientation, age or disability) as incompatible with the purposes of the school, and, through its policies and practices, seeks to promote equality of opportunity. The School's approach towards ensuring equality of opportunity, including the racial, gender, and disability, equality policies here stated, is to meet the law's requirements to fulfil its general and specific race equality duties and develop and implement appropriate race, gender and disability equality schemes. It also has a wider and deeper commitment: to be an institution in which knowledge and learning are pursued in a spirit of collaboration and full mutual respect in a humane and fair environment and there is genuine equality of opportunity in relation to its employed staff. (Please see the Anti-Bullying Policy).

Fire Risk Assessment (Regulatory Reform (fire Safety) Order 2005:

Fire Risk Assessments are reviewed annually to examine the fire safety procedures and measures required in the school. The full evacuation procedure within the school will be rehearsed at regular intervals in the form of fire drills in order to identify any weakness in the evacuation strategy.

Fire Safety & Evacuation of Buildings:

All fire exits have appropriate signage. Plans showing exit routes are displayed by the door of each classroom. A fire drill is practised and documented once a term. Evacuation times and any issues which arise are reported to SLT. Fire extinguishers are checked annually. BFC School's site supervisor will ensure that fire safety measures, including fire risk assessments, fire drills, fire precautions, fire alarm systems etc. are in place and are maintained for all workplaces under their control. (Fire Precautions Act 1971, Fire Precautions (Workplace) Regulations 1997. The Head of School must ensure that there are adequate arrangements in place for the safe evacuation of staff and students from premises under their control in the event of an emergency. In the case of staff and students with impairments or disabilities, Personal Emergency Evacuation Plans (PEEPs) should be drawn up in consultation with BFC School's Lead Health and Safety and the local appointed person within the School.

First Aid Provision:

Head Teachers will ensure that there are adequate arrangements for first aid within workplaces under their control. This must include the availability of first aiders at all times during working hours including holiday and sickness cover.

Food Technology:

Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place. Staff must be satisfied that the tasks undertaken are appropriate for the students concerned. Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens.

Gas:

All school buildings have access to a gas supply which is fed from the mains. The effects of misuse or neglect of gas systems can be extremely serious. It is, therefore, particularly important for the school to consider potential risk when dealing with gas installation and gas fuelled equipment. The risks associated with the use of gas are:

- Fire
- Explosion
- Exposure to the by-products of combustion, such as carbon monoxide

The main requirements of the above regulations are:

- To design gas installations safely and with a view to anticipated use
- To maintain gas installations in a safe condition
- To have annual safety checks on fixed gas appliances. This does not include mobile or portable appliances, such as heaters which operate from a cylinder.
- Only to allow CORGI approved fitters to work on gas installations.

Glass and Glazing:

All glass in doors and side panels are to be safety glass. All replacement glass is to be of safety standard. Through continual assessment of the premises where there is low standard glass the glass will be covered with plastic film where necessary. All incidents of smashed glass should be dealt with immediately.

Hazards (Identification of) and substances:

The Head of School must ensure, so far as is reasonably practicable, that all significant hazards within the school are identified, properly assessed, the risks eliminated or controlled.

Health & Safety and Premises Committee:

Within the BFC School there is a Health & Safety Premises Committee for consultation with regards to health and safety at work. Union appointed health and safety reps may make representation to management on any matter affecting the health, safety and welfare of those they represent. Union appointed health and safety reps may investigate potential hazards, dangerous occurrences and any health, safety or welfare complaint reported by those they represent. Union appointed Health and Safety Reps may periodically inspect the workplace. Union appointed Health and Safety Representatives may examine potential causes of accidents involving those they represent. Following an accident, they may inspect the workplace, related statutory documents and represent their employee group in consultation with HSE inspectors.

Health and Safety Law Poster:

The BFC School have a legal duty under the Health and Safety Information for Employees Regulations (HSIER) to display the poster in a prominent position in the school or provide each worker with a copy of the equivalent leaflet, which is also available in hard copy,

Health and Safety Signage:

Formal health and safety signage throughout the school conforms to the requirements of the Health and Safety (Signs and Signals) Regulations. All are compliant with the guidance contained in BS5378 with regards to colours, and BS5499 with regard to fire signage. Documented inspection records should be in place.

Health and Safety Training:

The Head of School are responsible for ensuring that all staff receive sufficient training to enable them to carry out their duties, so far as is reasonably practicable, without risk to health and safety. Site Leads must ensure that health and safety training needs are identified for each employee, a training schedule is developed and that training records are maintained. BFC School's Lead H&S will recommend identified training as required. The Competent person elected within the school shall be responsible for co-ordinating training for site teams and cleaning operatives.

Induction:

On taking up a new appointment, the school has a duty to ensure that all new members of BFC School's staff receive an effective health and safety induction and understand or relevant information given. The new employee should be advised on the School's policies and procedures that will allow them to work safely, which will include arrangements for first aid, fire and evacuation etc. To ensure that all the relevant information is supplied the BFC School's induction checklist should be used as a guide as to what should be covered. It is not practicable for this document to specify all associated risks, hazards and variations in practice that could occur. Thus, these should be used as a template, and modified, taking into account local surroundings and circumstances.

Infectious Diseases:

When people live or work closely together, they are more at risk from spreading infections and diseases. When a person has an infectious illness/disease strict precautions will be observed.

It is BFC School's policy to:

- Train staff so they are aware of any risks and precautions to be taken to prevent the spread of infection/disease.
- Provide preventative measures such as personal protective equipment (PPE), training and procedures.
- Record all incidents of infection/disease.
- Report notifiable infections to the local enforcing authority.

Investigation:

All accidents/incidents and dangerous occurrences are investigated, a report is produced, and the necessary corrective action is taken. Assistance with accident investigation is available from the BFC School's Lead Health and Safety. Two Investigators must be appointed within the school, investigating and reporting all

work-related accidents, incidents, ill health and near misses as required or directed by the School's Lead H&S, with the aim of preventing re-occurrence.

Legionella and Water management:

The BFC School complies with the requirements of the Approved Code of Practice (L8). Monthly inspections are carried out and are recorded by **FOCUS ON TESTING**. All non-routinely used outlets (taps / showers) that have been identified are regularly flushed and also flushed throughout the school holidays and logged. A Risk Assessment will be carried out as required.

Lightning Protection:

Lightning protection is fitted to some school buildings, as necessary. It is subject to annual inspection by specialist contractors. Full details are available from each site affected.

Local Duties:

Members of staff will be tasked to carry out certain health and safety management or supervisory duties on behalf of the school. These may include:

- School/ Health & Safety co-ordinators
- Safeguarding H&S
- Workplace management co-ordinator
- First Aid co-ordinator
- Accident Investigation Officers
- Evacuation Officer
- Fire Wardens
- COSHH Supervisors

Any member of staff appointed to such a position must have the sufficient authority to carry out their duties and will have access to report to the person responsible for overseeing that function. In addition, adequate training, time and resources will be made available in order for them to carry out their duties effectively.

Local Management of Health and Safety:

The Head of School is responsible for ensuring that organisational arrangements for health and safety within School are put in place and oversees the management of health and safety within the organisation. The Head of School must ensure that a competent person/s is appointed and trained to a suitable training standard and has sufficient time to carry out their duties. Local school arrangements will include: risk assessments, local health and safety procedures Inc. fire plan, fire RA, Inclement weather management and employee consultation health and safety training records. Competent members of staff will be tasked, by the Head of School, to carry out certain health and safety management or supervisory.

Lone Working:

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. Lone working is not where individuals experience transient situations in which they find themselves alone, but where individuals are knowingly and foreseeably placed in circumstances in which they undertake work activities without direct or close supervision. In practical terms, persons are considered to be working alone if they have neither visual or audible communication with someone who can summon assistance in the event of an accident or illness. Under the Health and Safety at Work etc. Act 1974, The BFC School, as an employer, has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees. There is also contained in the legislation a general duty of care to protect students and members of the public. These requirements are applicable to all work situations, including where staff (and others) are working alone or outside normal working hours.

Maintenance / Inspection of Equipment:

All statutory compliance checks of equipment, machinery and other facilities will be carried out with suitably qualified contractors as detailed by the Lead site Supervisor / competent person at each school. The items to be inspected and frequency will be detailed in the template. The records will be held by the school and Lead H&S.

Managing / Supporting and administering medication to Students:

The Children and Families Act 2014 Section 100 includes a duty for schools / academies to support children with medical conditions. Where children have a disability, the requirements of the Equality Act 2010 will apply. Where children have an identified special need, the SEN Code of Practice will also apply. All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.

Manual Handling:

(Manual Handling Operations Regulations 1992)

All heavy lifting should be handled by the Site team, who have received the necessary training and have the appropriate equipment.

Members of the Public and Visitors:

The BFC School must take such care as is reasonable in the circumstances to ensure the health and safety of members of the public and visitors to the school.

In order to meet these responsibilities, the school must take such steps as is reasonable to: -

- Provide safe access/egress,
- Control work processes such that visitors are safeguarded against hazards presented to them by the school's activities,
- Control hazardous areas by means of excluding or restricting access.

Members of the public becoming volunteers:

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis, should contact the School's office in the first instance. Prospective volunteers will then be invited to have an informal chat about the voluntary opportunities available and what each role involves. All our Volunteers will need to have Enhanced DBS/CRB clearance and be able to provide the details of two referees.

Minibus:

The BFC School minibus are a valuable resource, which helps to provide students with access to visits and offsite residential, as well as to numerous other extra-curricular activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use. The aims are to provide clear procedures relating to use of the BFC School's Minibuses and to ensure that all users of the BFC School's Minibuses are aware of their legal responsibilities.

Monitoring:

To monitor the effectiveness of the BFC School's Health and Safety Policy internal 12 monthly audits of the school take place. These inspections are carried out by the competent person/s at the school supported by Peninsula Business Safe. A written record of each inspection and subsequent remedial action is kept and available for scrutiny. Additionally, informal checks of the workplace are undertaken on a regular basis including checking of means of escape, fire doors, fire extinguishers, weekly testing's, water etc. and 6 monthly / annual servicing records of facilities equipment.

The BFC School's (BFCCT) H&S Action Plan is used to identify health and safety objectives and room for improvement. It provides a timetable to ensure that these objectives are met. Monitoring performance is an essential part of effective health and safety management. It involves checking that arrangements and systems are working as they should, for example that:

- Physical controls are in place and working.
- Staff have done what they are supposed to do.
- Review procedures are working.

New or Expectant Employee / student:

In line with the Management of Health and Safety at Work Regulations the employing BFC School is required to assess the workplace risks that may affect the health, safety and welfare of any pregnant staff or new mother.

This risk assessment will outline the existing control measures designed to safeguard the staff member and her unborn child, as well as detail what further action needs to be taken to remove or reduce these risks from occurring. Pregnant staff or new mothers will be required to comply with any changes to their job design; activities etc. in line with any assessment actions, as well as inform their line manager of any concerns that may require the assessment to be reviewed.

Noise and vibration:

Where local assessments indicate that noise or vibration levels may be significant, BFC School's Lead Health and Safety should be consulted and a quantitative assessment will be carried out, where indicated. Risk assessments must be reviewed and areas re-surveyed following changes to equipment or noise action levels.

Occupational Health:

Advice should be sought, where necessary, from BFC School's HR (Peninsula) in connection with occupational health matters including health surveillance.

Personal Protective Equipment:

Where risks cannot be controlled at source, appropriate personal protective clothing and/or equipment will be provided free of charge. (HSWA and Personal Protective Equipment at Work Regulations 11)

Planning and Development:

Development works must, where applicable, be planned, designed and conducted in accordance with the requirements of the BFC School. The BFC School shall be responsible for ensuring that risk assessments are conducted for all planned developments and that the risks identified are taken into consideration in any subsequent plans and designs. Designs must take into account the proposed use of a facility including, where appropriate, risks to vulnerable groups such as the disabled or the very young and be constructed according to the appropriate standards approved under the Building Regulations.

Playground Supervision:

Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

Public Events and Entertainments:

The School must ensure, as far as is reasonably practicable within their control, that all entertainment events occurring at the school are safe and without risk to health and welfare. Risk assessments are conducted for all major events including those organised and managed by external bodies. Management in control of premises must ensure that all events are properly licensed by the relevant statutory authority and that any restrictions or directions given by the relevant statutory authority are complied with. Entertainment events shall be controlled, where appropriate, by such means as marshalling, signage, supervision and security.

Preventing Extremism and Radicalisation:

Any prejudice, discrimination or extremist views, including derogatory language, displayed by students, staff, visitors or parents will always be challenged and addressed. The school will work with other agencies, including Social Care, the National College for Teaching and the Police as necessary and appropriate. (Please see the Behaviour for Learning Policy).

Risk Assessment:

The School will maintain a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds. They are all available on the school group / shared drive for staff to inspect and refer to, as necessary. The Head of School and delegated H&S Lead at the school will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments. All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place).

Risk: Assessment (Task) / Risk Control Measures:

Each Head of Department / Responsible Person / SLT must ensure that all operations and activities within their area of responsibility are assessed locally for risks to health and safety and adequate control measures put in place to ensure that all significant risks are adequately controlled. Risk assessments must be reviewed periodically, and whenever there are significant changes to such operations.

Risk: Hierarchy of Controls:

The School must ensure that the most appropriate and effective method or methods of risk control are utilised in eliminating or managing risks. Priority must be given to risk control methods in the following order, where appropriate:

Elimination of hazard
Substitution with lower hazard or risk
Enclosure
Guarding/Segregation
Safe Systems of Work
Written Procedures
Supervision
Training
Information/Instruction
PPE

Risk: Factors (Special):

The following special risk factors should be taken into consideration when risks assessments are conducted:

Age, Gender, Health
New or Expectant employee
Young Persons at Work
Staff and Students with Impairments and Disabilities
EYS

Risk assessments must be reviewed when a new member of staff or student from a vulnerable group such as those with disabilities joins the school.

Review of Risk Assessments:

The BFC School's Lead Health and Safety will check that local risk assessments are reviewed on a periodic basis or whenever there are any significant changes to the work or legislation.

Safe Access and Egress:

Management must ensure the safe access and egress to and from all workplaces. The site supervisor must ensure so far as is reasonably practicable the segregation of vehicular and pedestrian traffic on all BFC School property and that safe walkways are provided where appropriate.

Safeguarding: Child Protection:

- To inform all adults working or volunteering within BFC School
- To support the development of safe environments for students to learn, develop and grow.
- To safeguard children from extremism and radicalisation and to support PREVENT strategy. (Please see the Safeguarding Policy).

Science:

It is the duty of all members of staff to:

- To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions during work.
- To be familiar with the BFC School's Science Policy by periodic reference to it.
- To look out for revisions.
- To follow its provisions.

- To co-operate with other members of staff in promoting health and safety.

Science: Equipment and resources. If offered, the Head of School will ensure compliance with the following:

- Fume Cupboards – COSHH regulations –testing.
- Radioactive Sources – (where applicable) RPA The local rules for the use of ionising radiations have been adapted from the CLEAPSS model in consultation with the RPA
- Pressure vessels, autoclaves, pressure cookers and model steam engines need periodic inspection under Pressure Systems Safety Regulations. Inspection should take place annually.
- Chemicals – The task of arranging safe storage of chemicals (and where necessary disposal), including highly-flammable liquids, in accordance with the requirements of the Dangerous Substances and Explosive Atmosphere Regulations (DSEAR) is given to the science technician within the school (where applicable) who will ensure that chemicals are stored securely, the risks of fire, explosion and spillage are minimised, labels are readable and that a spill kit is available and properly replenished.

Security:

This document identifies the key elements of BFC School's security management system and the ways in which the security of students, staff, governors, contractors and visitors is applied. It is essential that risks to their security are properly controlled through an effective security management system and commitment at all levels.

Slips Trips and falls on the Level:

The potential for slips trips and falls within the school has been risk assessed and appropriate controls have been put in place. This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

Snow and Ice:

A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions. If it becomes impossible to keep these routes clear the Head of School is informed immediately and this information contributes to any decision to close the school.

Stress at Work:

Proactive – The BFC School templates for Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced. Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with BFC School's welfare policies. It is the policy of the BFC School to take all reasonable and practicable steps to safeguard the health and safety of its employees at work. The School recognises that excessive levels of stress, especially if endured for long periods, can lead to ill health. Whilst the School have no control over external factors, the objectives are to:

- Identify sources of harmful levels of stress and prevent, as far as is reasonable and practicable, employees being exposed to harmful levels of stress at work.
- Enable staff to recognise, at an early stage, problems which might be related to harmful levels of stress.
- Provide support for those suffering ill health due to work related stress and provide assistance.

Students:

All students are expected to:

- Exercise personal responsibility for safety of themselves and others.
- Observe standards of dress consistent with safety and hygiene.
- Observe the safety rules of the BFC School including the emergency evacuation procedures.
- To tell a member of staff as soon as possible if they become aware of any health and safety issue to another student or person.

Supervision of students:

Sensible, safe behaviour will be promoted to students by all members of staff. Dangerous or risky behaviour displayed by students will be addressed and dealt within the school rules. Students will only be allowed into or stay in classrooms under adult supervision appropriate supervision of cloakrooms and toilet access will be in place at busy times. (Please see the Behaviour for Learning Policy)

Temperature

Surveys (to measure both high and low temperature levels) are carried out on request with the aid of a temperature logger:

Traffic Management:

The School will endeavour to:

- Segregate access vehicular and vulnerable (pedestrians & cyclists) traffic.
- Design-out vehicular and vulnerable traffic route conflicts, both at access and on-site.
- Wherever possible avoid same-access for all.

Training, Information, Instruction, and Supervision:

Health and Safety Training Needs are assessed as part of an individual's annual review. Training needs may also be identified as part of a risk assessment process. The Head of School is responsible for ensuring that all staff receive sufficient training to enable them to carry out their duties, so far as is reasonably practicable, without risk to health and safety. The Head of School must ensure that health and safety training needs are identified for each employee, a training schedule is developed and that training records are maintained within the school. Refresher training must also be carried out when appropriate. Employees must be given comprehensible information, instruction, training and supervision necessary to ensure their health and safety and that of others. [HSWA, MHSW and other regulations e.g. COSHH]. The H&S Law poster will be displayed.

Violence at work:

A risk assessment has been carried out for violence at work and lone working - separate policies and procedures are in place.

Volunteer:

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis, should contact the school office in the first instance. Prospective volunteers will then be invited to have an informal chat about the voluntary opportunities available and what each role involves. All our Volunteers will need to have Enhanced DBS clearance and be able to provide the details of two referees.

Weapons:

It is illegal to carry knives or other offensive weapons on and around the school premises. The presence of weapons, or items which could potentially be offensive weapons, in the school would not only create unacceptable risks of bullying, injury or death, but also create a climate that undermines the educational purposes within the BFC School. It is therefore school policy to forbid the possession, custody and use of weapons in, on, or around the school premises and during school activities.

Welfare:

Sufficient toilet facilities are available for both employees and students, which include adequate hand washing / hand drying facilities. Students have access to drinking water throughout the day. There is adequate provision of heating, lighting and ventilation which is monitored and maintained by the Lead Site supervisor. All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.

Working at Height:

Working at heights risk assessments have been completed. Appropriate record keeping and safe systems of work are kept in the working at heights file. All site/caretaking staff who undertake working at heights have

been on a half day training course. Work at heights must be avoided so far as reasonably practicable from untrained employees.

Workplace Risk Assessment:

All workplaces will be assessed to ensure, so far as is reasonably practicable, that they are safe and without risks to health and with facilities and that arrangements are adequate for the welfare of those persons using the premises.

Work Equipment:

Lead Site / Head of Departments / must ensure that the risks to health and safety in the operating and use of equipment at work are properly assessed and controlled in accordance with the Provision and Use of Work Equipment and other applicable regulations must ensure that equipment used is designed and constructed in compliance with the essential requirements of any relevant European Community directives and the Provision and Use of Work Equipment Regulations (HSE) and is suitable for its intended use.

Workplace Equipment Maintenance:

The School Lead Site Supervisor must ensure that any plant and machinery within their control or responsibility is properly maintained and, so far as is reasonably practicable, is safe to use.

Work Placement:

A risk assessment must be undertaken in the planning of all work placements. The nature of the work placement will determine the element of risk. The School / External approved provider will carry out the Risk Assessment. Procedures will follow the guidance contained in the BFC School's Safeguarding Policy.

Workplace Inspections:

Delegated Competent Persons from the school must ensure that regular housekeeping inspections and statutory inspections are carried out and evidenced to ensure workplaces are maintained to a sufficient standard especially with regards to means of escape and fire safety.

Workplace Management:

The Head of School must ensure that there are organisational measures in place within the school to ensure the school is safe as far as is reasonably practicable.

The Head of School must ensure that a member of staff is given the responsibility for the co-ordination of workplace health and safety matters for each workplace occupied by the school, including parts of buildings and shared workplaces. This co-ordinator must, amongst other things, ensure that the workplace is maintained with respect to the lighting, electrical installation, heating and ventilation, that there is a system in place for workplace risk assessment, reporting defects and, in the event of a shared workplace, that there is appropriate liaison with other building users. This role may be combined with that of the Lead Site Supervisor but only where the Lead Site Supervisor is able and competent to carry out this role.

Workplace Statutory Examinations:

All Staff / Heads of Department must ensure that all equipment within their control, and which is to be maintained by the school, is notified to the Lead Site Supervisor for inclusion in the testing regime. The school site team must ensure that all equipment requiring statutory testing receives periodic testing at the appropriate time. The school must ensure that a register of all equipment owned and/or maintained by the trust which requires statutory testing is maintained.

Appendix A

Overview of BFC School Health and Safety Policy

The statutory responsibility for ensuring the health and safety of students, Staff and Visitors, so far as is reasonably practicable, lies with the BFC School.

The BFC School will ensure, as far as is reasonably practicable, that students, staff and visitors are not exposed to risks to their health and safety in the school and during off-site visits. The School will have a health and safety policy and arrangements to implement it. The School will assess the significant risks of all activities, introduce measures to manage those risks and tell their employees about the measures.

The BFC School has the power to ensure that its health and safety policy is carried out. It will provide health and safety guidance to the school and ensure that staff members who are delegated tasks such as risk assessment and risk management are competent to carry them out. If risk assessment shows that training is needed, the School will make sure this takes place. The BFC School will fulfil its statutory duty by monitoring how well the school and staff are complying with its Health and Safety Policy and associated policies.

Employees have health and safety duties as well as employers. This reflects the fact that for good safety management it is essential for the employer and employees to work together.

Staff must:

- Take reasonable care for the health and safety of students while at work.
- Co-operate with their employer and the Head of School as far as necessary to enable compliance with the above duties.
- Follow instructions from the employer on health and safety matters.
- Carry out activities in accordance with school policies, training and instructions.
- Inform delegated staff of any serious risks or hazards.

It shall be the duty of every employee whilst at work: -

'To take reasonable care of their own health and safety and of any other person who may be affected by their acts or omissions and to co-operate with their employer so far as is necessary to enable The BFC School to meet their requirements with regards to any statutory provisions'