

Bengeworth C.E. Academy

Health and Safety Policy with Arrangements

Bengeworth CE Academy 2019 - 2020

Bengeworth CE Academy Health and Safety Policy Statement

As a responsible employer Bengeworth CE Academy will honour their legal obligations, in particular the requirements of the Health and Safety at Work etc. Act 1974 and associated regulations and codes of practice.

The Governing Body of Bengeworth CE Academy recognises and accepts its responsibilities and duties to conduct its operations in a manner which protects the health, safety and wellbeing of employees, pupils and visitors so far as is reasonably practicable.

In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, for any necessary preventative and protective measures to be put into place as far as is reasonably practicable using a sensible risk management approach.

To achieve these objectives Bengeworth CE Academy will:

- Conduct all activities safely and in compliance with legislation and where possible, best practice;
- Provide safe working conditions and safe equipment with safe means of access and egress for all persons using the premises and adequate welfare arrangements;
- Provide for the safe use, handling, storage and transport of articles and substances;
- Ensure a systematic approach to the identification of risks and the allocation of resources to control them;
- Require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others;
- Provide suitable information, instruction, training and supervision;
- Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and wellbeing;
- Promote the principles of sensible risk management;
- provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- Monitor, review and modify this policy and any arrangements as required.

All Bengeworth CE Academy staff members have a duty to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled

Agreed/Ratified by:	Signature	Date
Chair of Governors Andy Martyr-Icke		
Health and Safety Governor Andy Martyr-Icke		
Executive Head Teacher David Coaché		
Health and Safety Officer Kirsty Shaw		

Next review date: September 2020

Bengeworth C.E. Academy

Organisation – Roles and Responsibilities

Bengeworth Multi Academy Trust / Bengeworth CE Academy Governing Body

Bengeworth Multi Academy Trust Board of Directors has overall responsibility as the employer to ensure compliance with health and safety legislation for schools which are part of the multi academy trust. To enable Bengeworth Multi Academy Trust to meet this requirement the governing body at Bengeworth CE Academy will manage day to day health and safety issues and ensure the health, safety and wellbeing of staff, pupils, visitors and contractors within school. To ensure a positive approach is taken to health and safety Bengeworth Multi Academy Trust and governing body at Bengeworth CE Academy will:

- determine the school's health and safety policy, ensuring that it is monitored and implemented;
- periodically assess the effectiveness of the policy and ensure that any necessary changes are made;
- allocate sufficient funds for health and safety;
- establish clear lines of accountability for health and safety;
- ensure that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- identify and evaluate risks relating to possible accidents and incidents connected with Bengeworth CE Academy;
- recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council; Directorate of Children's Services or such other persons as may be necessary;
- monitor the (health and safety) need for building maintenance in the school and implementing repairs as necessary;
- oversee the adoption of safe working practices by staff and pupils and by contractors on site;
- ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:
 - the Management of Health and Safety at Work Regulations 1999 amended 2006
 - the Control of Substances Hazardous to Health (COSHH) Regulations 2002
 - the Manual Handling Operations Regulations 1992 as amended
 - the Provision and Use of Work Equipment Regulations 1998
 - the Display Screen Equipment Regulations 2002)

Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them.

Executive Headteacher/Heads of School

Without limiting the responsibility of Bengeworth MAT and Governors, the Executive Headteacher and Heads of School will generally oversee the day-to-day management of safety and implementation of this policy within Bengeworth CE Academy.

The Executive Headteacher and Heads of School will comply with Bengeworth CE Academy Health and Safety policy and in particular will:

- make themselves familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of Bengeworth CE Academy and maintain an up to date file of policies and procedures;
- work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties;
- in the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard;

Bengeworth C.E. Academy

- ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery;
- liaise with Bengeworth Multi Academy Trust and the academy governing body;
- undertake monitoring and ensure the provision of adequate resources to achieve compliance;
- ensure that local procedures for the selection and monitoring of contractors are in place;
- take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures;
- ensure the academy has access to competent health and safety advice and training;
- ensure that adequate provision is made for the administration of First Aid.

Health and Safety Officer

The Health and Safety Officer will ensure that regular proactive health and safety inspection/checks are undertaken to ensure the safety of staff, pupils and visitors.

This will include:-

- maintaining an up to date copy of the health and safety policy together with all associated documentation relevant to Bengeworth CE Academy;
- notifying the Executive Headteacher of any health and safety concerns and any financial implications identified by the risk assessment process;
- ensuring, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the academy's health and safety training requirements;
- act as the point of liaison with and report directly to the governors on all matters of health and safety;
- ensuring the day to day implementation of this policy, including the maintenance of appropriate risk assessments for academy and off-site activities, and seeking the approval of the governors for meeting the financial implications of identified control measures;
- ensuring that all certification and statutory inspections are kept up to date;
- ensuring regular meetings are held with site staff actions and that actions/outcomes are recorded;
- ensuring accidents, dangerous occurrences and near misses are investigated, and send RIDDOR notifications (F2508) to the enforcing authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations;
- ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002;
- ensuring that fire evacuation and critical incident policies and procedures are shared with staff and understood;
- establish and maintain safe working procedures including arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).

SLT/Year Group Leads are responsible for:

- all matters of health and safety in their year group/phase;
- through Site Reporter, bringing to the notice of the Heads of School, the Health and Safety Officer or Site Team any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their year group/phase;
- conducting required health and safety checks of classrooms, communal areas and playgrounds in their year groups/phases and reporting any areas of concerns or defects to the Heads of School, the Health and Safety Officer or Site Team through Site Reporter.

Bengeworth C.E. Academy

Classroom Teachers

The health and safety of pupils in classrooms is the responsibility of class teachers. Class teachers are expected to:-

- be responsible for their own health and safety at all times;
- check classroom area is safe;
- check equipment used is safe before use and ensure safe procedures are followed;
- regularly share and explain fire evacuation and critical incident procedures to pupils;
- give clear instruction and warnings to pupils, as often as necessary;
- report defects to the Heads of School, the Health and Safety Officer or Site Team through Site Reporter;
- complete annual classroom risk assessments;
- make themselves available for instruction and training to avoid hazards and contribute positively to their own health and safety;
- avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Heads of School, or where this is not possible, ensure that personal electrical items are PAT tested before use;
- follow safe working procedures/risk assessments.

All Staff

All staff, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and, in addition to any specific responsibilities which may be delegated to them, in particular are required to:-

- take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions;
- ensuring that they are familiar and comply with health and safety policy, instructions and information and undertake appropriate health and safety training as required;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and wellbeing;
- report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements;
- support Bengeworth CE Academy in embedding a positive safety culture that extends to pupils and any visitors to both settings.

The Site Manager/ Caretaker/ Cleaner in Charge is responsible for:

- ensuring that he/she is familiar with and complies with the school health and safety policy;
- through Site Reporter, bringing to the notice of the Heads of School, the Health and Safety Officer or Site Team problems or defects affecting the health and safety of any person on the school premises;
- bringing the school health and safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (eg. in use and storage of equipment and materials);
- ensuring that any staff under his/her direct control receive adequate training and instruction in the use of any equipment or materials that they are expected to use;
- ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out);
- ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction;
(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

Bengeworth C.E. Academy

- ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.);
- informing the Executive Headteacher, Heads of School or Health and Safety Officer (as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor);
- informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out);
- the safe use and maintenance of all plant and equipment (eg. boilers, treatment plant) and the safe use and storage of all materials used for that maintenance (eg. boiler descalers).

The First Aiders are responsible for:

- maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Handbook of Safety Information, p. 2.45);
- maintaining an up-to-date central register of those who are first aid trained, ensuring that refreshers are arranged in good time;
- establishing a first aid rota which covers the school day.

Safety Representatives (Appointed by Trade Unions / Professional Associations) have the right to:

- carry out termly inspections of the premises and submit a written report to the Heads of School;
- receive any reports of inspections or accident investigations made by the Health and Safety Executive;
- represent their membership to the Heads of School (as representative of the employer) on matters affecting the health, safety or welfare of staff;
- represent the staff / union membership on school safety committees;
- receive such training as may be necessary for them to perform their duties.

Catering / Kitchen Manager is responsible for:

- ensuring that he/she is familiar with and complies with the academy health and safety policy;
- ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others;
- ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the regulations published under it) and that they and staff working under them comply with these requirements;
- through Site Reporter, bringing to the attention of the Heads of School, the Health and Safety Officer or Site Team any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

Pupils

All pupils are expected to behave in a manner that reflects Bengeworth CE Academy's standards of behaviour and Christian Values, and in particular are expected to:-

- take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the school;
- cooperate with teaching and support staff and follow all health and safety instructions given;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and wellbeing;
- report to a teacher or other member of school any health and safety concerns that they may have.

Bengeworth C.E. Academy

Lettings

Bengeworth CE Academy has a lettings procedure. The procedure covers arrangements for fire evacuation and security and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- co-operate and co-ordinate with Bengeworth CE Academy on health and safety matters;
- agree to the terms of the lettings policy in relation to health and safety arrangements;
- provide information relating to any additional risks or procedures which will be new or unusual to those of Bengeworth CE Academy that may arise from their activities;
- report any defects or issues affecting health and safety.

Bengeworth CE Academy will ensure that:

- the premises are in a safe condition for the purpose of use;
- health and safety arrangements are detailed in the lettings procedure and that these are fully explained and communicated;
- adequate arrangements for emergency evacuation are in place and communicated.

1. THE ARRANGEMENTS

1.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

- Arrangements to ensure premises are kept clean, to minimise accumulation of rubbish: both settings are cleaned daily by a team of cleaners. Rubbish is collected regularly from wheelie bins. The Site Team monitors outside grounds.
- A wet floor sign is displayed when cleaning to minimise risks of slips.
- Disposing of glass and other sharp objects: items are wrapped carefully and disposed of.
- Arrangements for snow shifting and icy conditions are carried out by the Site Team.
- Clearing leaves off pathways is the duty of the Site Team.
- External waste bins are stored in a secure, separate external bin area at both bases.
- The Site Team arrange disposal of hazardous waste such as fluorescent tubes and computers etc.

1.2 Accident reporting, recording and investigation

- All minor accidents should be recorded in the schools own pupils' first aid book or staff/visitor first aid book at either setting. Where necessary, parents / guardians or other persons should be notified of the accident. Parents will always be notified of head bumps through a verbal discussion and head bump letter with details of the timings and what to look out for in the next few hours. Parents will be required to sign and return a section of the letter to show that they have read and acknowledge receipt of this.
- If members of the public are involved, names and addresses should be taken (including any witnesses).
- RIDDOR reportable incidents, as per the *HSE's Information Sheet EDIS1 (rev3)*, will be reported to the HSE within the required timescale.
- All incidents will be investigated in an attempt identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.
- Accident, assaults and near miss incidents will be monitored at least termly by the Health and Safety Officer and discussed at governor EHSS committee meetings; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.

Bengeworth C.E. Academy

1.3 Batteries (Hearing Aid and small batteries)

- Ingestion of button batteries can cause serious harm and death. Severe tissue damage results from a build-up of sodium hydroxide (caustic soda) as a result of the electrical current discharged from the battery, and not, as commonly supposed, from leakage from the battery. Even apparently 'discharged (flat)' batteries can still have this effect.
- In accordance with NHS warning NHS/PSA/W/2014/017, spare batteries for those children needing a hearing aid will be stored safely in a box in the school office. This box will be locked away to avoid accidental ingestion.

1.4 Contractors (management of)

- Contractors will be appointed by the Executive Headteacher or governing body.
- Contractors will be appointed using CHAS where possible.
- Contractors will report to the school office and submit method statements and to establish safe working arrangements. They will be given relevant health and safety information and an identity badge.
- The Head Teacher, Safety Officer or Site Manager is responsible for checking method statements and risk assessments prior to commencement of work.
- Staff should report concerns to the Heads of School or Health and Safety Officer verbally in the first instance, and written if possible.
- Adequate segregation of workmen and pupils will be monitored by the Heads of School, Health and Safety Officer, Site Manager or Caretaker and workmen will be supervised by an existing member of staff if appropriate.

1.5 Contractors and Visitors on Site

Arrival on site:

- All contractors must report to the office at either setting where they will sign into a contractors' visitors' book, be given all of the relevant health and safety information leaflet along with a Bengeworth CE Academy identity badge that must be worn at all times. Contractors will sign to state that they have been briefed on the induction process and understand their responsibility under it.
- Contractors will be informed of any fire procedures by the office administrators when they arrive on site, or by a member of the Site Team if they are accompanied during their work.

1.6 Control of substances hazardous to health (COSHH) – including radiation

Bengeworth CE Academy will ensure it complies with the HSE's approved code of practice '*Control of substances hazardous to health*' (L5) relating to the management and control of hazardous substances on site.

- An inventory of all hazardous substances on both settings is kept and updated regularly.
- Less hazardous alternative substances are purchased and used wherever possible.
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- The Site Team maintain the COSHH file, which is kept in the cleaners' cupboard.
- COSHH materials are ordered by the Site Team and any orders are approved by the Executive Headteacher/Heads of School.
- The Site Team are responsible for safe storage of the COSHH products.
- All COSHH materials will have a safety data sheet,
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff, monitored regularly and reviewed annually.
- All staff are made aware of how to identify COSHH materials from clear labels.
- Wherever possible, substances will not be decanted. Where this is not possible, the Site Team oversee the clear labeling of decanted substances.
- The Site Team oversee the provision and instruction on the use of specific Personal Protective Equipment (PPE).
- The Site Team oversee the safe storage and transportation of hazardous substances and dispose of substances no longer in use properly.

Bengeworth C.E. Academy

- The Site Team will understand the emergency procedures for cleaning spillages/escape. Emergency evacuation procedures are shared at staff Induction meetings.
- Training records are maintained for those who receive training.
- The Site Team oversee the disposal procedures for waste, unwanted or spilt substances.
- Only substances purchased through the schools procurement systems can be used on site.

1.7 Defect reporting procedures

- Any member of staff can report the defect to the Site Team / Health and Safety Officer using Site Reporter online, which is checked daily. Defects will be prioritized using this system and the most urgent dealt with immediately. Outstanding defects will be discussed at fortnightly Site Team meetings and prioritised, unless they are an immediate risk to the health and safety of the children, in which case the Site Team will be deployed to make good the defect or arrange for alternative arrangements.
- All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item.
- The Health and Safety Officer monitors that the defect has been rectified through regular monitoring walks and discussion at Site Team meetings.
- A report is produced for governors at termly intervals. The report is discussed at governors' meeting / management committee where recent defects are identified and outstanding works discussed.

1.8 Display screen equipment (DSE)

- All staff who are classed as DSE "Users", including teachers with laptops, are trained in their safe use. This will be undertaken by all relevant staff as part of their induction. Refresher training will be undertaken every 3 years.
- DSE self assessments for all relevant staff members will be completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occurs.
- The Business Manager will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

1.9 Driving

- All staff who drive their own cars for work purposes and between settings must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition.

1.10 Electricity at work

- Bengeworth CE Academy maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.
- The Site Team is responsible for ensuring the hardwiring checks are carried out.
- Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in offices and other low environments*' (INDG236), by a trained member of the Site Team with records kept as paper copies in the school offices.
- Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The Bengeworth CE Academy defect reporting procedure is followed as required.
- School equipment used for lettings is checked before use.

1.11 Fire Precautions and Emergency Plans

- The Executive Headteacher is responsible for undertaking and reviewing the fire risk assessment emergency plans, include bomb threats/explosion/floods/intruders/dogs in playground etc.
- A Critical Incident plan is in place and reviewed regularly.
- Fire drills/emergency evacuation drills are carried out at least termly with records of time taken to evacuate the buildings. Assembly points are detailed on a Fire Procedures sheet and known to all pupils at both settings.

Bengeworth C.E. Academy

- The academy Premises Manager and Health and Safety Officer are responsible for inspection and maintenance of fire exits/escape routes.
- The academy Premises Manager and Health and Safety Officer are responsible for checking and updating the Fire Evacuation Notices.
- The Premises Manager is responsible for regular inspections and maintenance of fire extinguishers and they are inspected/serviced formally annually by Fire Safe.
- 'In the line of fire' online training is given to staff on induction and updated at least every 3 years.
- A member of the leadership team/office staff is responsible for calling the emergency services and co-ordinating the evacuation. They will be identified by their identity lanyards to staff and emergency services.
- A designated member of the leadership team (identified by a hi-viz vest) makes checks once all pupils and adults are safely outside. Each class teacher checks their class against a paper register generated daily by the office administrators and confirmation of the presence of all pupils taken to the designated member of SLT.
- The Site Team are responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) and records are kept on the caretakers' computer or in the file.
- The Site Team carries out the six monthly inspections and maintenance of the systems.

1.12 First Aid and Medication

First Aid

- First aider details are displayed on the First Aid Cupboards in both settings.
- Qualified first aider training is renewed every three years. Staff hold Emergency First Aid at Work qualifications (3 day and 1 day) and a list is kept by the First Aid leads/Lead Support Professionals.
- The Lead Support Professionals/First Aiders are responsible for checking when staff require refresher training in each setting.
- First aid kits are kept in the First aid cupboards at both settings, corridors and classrooms. Portable first aid kits are taken on Educational Visits.
- Lead Support Professionals are responsible for checking and restocking the first aid kits in each base.
- Lead Support Professionals or a member of the Leadership Team summon an ambulance and accompanies children to hospital (if parent or legal guardian is not available).
- There are sufficient First Aid trained members of staff to cover any absence, illness or retraining.

Medication

- The school does not administer any medicine in school unless prescribed for a long term condition (eg Ritalin for ADHD).
- All staff complete allergy training – e.g. epi-pen and this is updated yearly.
- Any medication in school is locked in a fridge if needed (in office), in a locked tin or in a locked cupboard.
- A form must be completed and signed by the parent for all prescribed medicine. Only medicine prescribed by a doctor will be administered. The medication must be in the original package with the child's dosage and name clearly written.
- All medication given will be documented, dated and signed by two members of staff and information shared with parents.
- Any unused medicines must be collected by the parent from the school office at the end of the school day/week.

(See First Aid and Administration of Medicines Policy for more details.)

1.13 Health and Safety Advice

- Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement and HSE Bulletin Board.

1.14 Information dissemination procedure

- Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:

Bengeworth C.E. Academy

Employees

- Staff are informed about all of the existing information held on the site through the staff handbook.
- Staff sign to state they have received, read and understood the information as part of the induction process.
- Electronic policy and procedure documents are stored on the staff shared area of the academy network accessible to all staff.
- Health and safety advice is included in the staff handbook and updated annually.
- The staff handbook is available for temporary staff.
- New health and safety information is disseminated to staff at weekly staff meetings, via email or at Thursday lunchtime staff briefings.

Pupils

- It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.
- This is done through specific lessons, topic-related approaches to ensure that information is relevant, the PSHE curriculum and through assemblies. Information is also included on weekly newsletters to parents and pupils.

Visitors / contractors

- Office staff, on instruction from the Executive Head/Heads of School / Health and Safety Officer, ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any asbestos on site).
- This information will be disseminated through the use of the contractors' / visitors' book.

Governors

- The Health and Safety Officer ensures that governors are informed of any existing and new health and safety information verbally at termly governors' meetings or when governors enter the school to carry out their governor visits.

1.15 Lettings/Shared use of premises/Extended Services

- The Executive Headteacher / Health and Safety Officer / Site Team are responsible for discussing and agreeing health and safety arrangements.
- A written lettings agreement / policy is in place, signed by the hirer, the academy holds a copy and is managed by the Business Manager.
- All lettings use their own equipment with the exception of tables and chairs.
- Lettings provide their own staff and the Site Team oversees opening and locking of the building.
- First aid provision - Lettings are made aware of the location of First Aid boxes. They are asked to report any accidents to the academy.
- Fire and emergency arrangements - Lettings have the contact details of the Site Team for emergencies. They are made aware of the procedures for fire and evacuation upon booking.
- Standard operating procedures are detailed on the lettings' booking form.
- Emergency lighting is available and maintained.
- The Executive Headteacher is responsible for applying for a Premises License, or ensuring compliance with any relevant legalisation or licensing requirements, in particular the *Licensing Act 2003*. (This Act applies to all forms of entertainment, music, dancing and sale of alcohol.)
- The building is always opened and locked by a member of the Site Team.
- Insurance cover is arranged by the Business Manager.

1.16 Lone working and Personal Safety

- All Lone working is undertaken in accordance with WCC guidance.
- Lone Working is limited to the Site Team and Senior Leadership Team.
- Any member of staff working in either setting out of hours should have notified a friend or family member where they are and their expected time of return. Staff need to contact a member of the caretaking team to unlock / lock the site. They must not work in school alone.
- Personal safety awareness information is provided/discussed with staff at induction and prior to each school holiday.
- A risk assessment is in place for safe working practices/rules for staff who work alone.

Bengeworth C.E. Academy

1.17 Maintenance/Inspection of equipment

- Ladders and steps, extraction systems, PE equipment, lifting equipment, kitchen equipment, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, water temperatures, sprinkler systems require periodic inspection, examination or testing.
- Checks required are undertaken either by the Site Team or an external company annually or as required.
- The records of these checks are kept by the Site Team or Health and Safety Officer.

1.18 Management of asbestos

- Bengeworth CE Academy will ensure that it complies with the HSE's approved code of practice *L143 Managing and working with asbestos Control of Asbestos Regulations 2012 Approved Code of Practice and guidance*. We are committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. Bengeworth CE Academy has a whole site asbestos management survey from which a Local Asbestos Management Plan has been developed.
- Prior to any works that will or has the potential to alter the fabric of the building; a refurbishment and demolition survey will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing.
- The Asbestos Register is to be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.
- Only specific contractors are allowed to work with asbestos.

1.19 Manual handling

Bengeworth CE Academy will ensure that it complies with the HSE's approved code of practice *'Manual handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23)*.

Within Bengeworth CE Academy there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. Bengeworth CE Academy manages the risk associated with moving and handling tasks by ensuring that:

- Moving and handling is avoided whenever possible if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking specific moving and handling tasks have received appropriate training and training records are maintained any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements any defective equipment is taken out of use until repaired or is replaced.
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted.
- Online manual handling training is available for members of staff.
- Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

1.20 Monitoring Arrangements

- The Health and Safety Officer will make an annual inspection along with the governor with responsibility for health and safety.
- An action plan of works will be drawn up following each audit.
- The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented.
- The governing body recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:
- The governors will call for annual/termly reports on accidents / incidents;
 - results of internal or external health and safety inspections;

Bengeworth C.E. Academy

- maintenance reports;
 - complaints, hazards and defects reports; and
 - reviews of any procedures carried out by the Health and Safety Officer / Site Manager / Business Manager
- To help this process, the governors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

1.21 Occupational Health services and work-related stress

Bengeworth CE Academy acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress and will follow the principles of the HSE guidance '*Managing the causes of work-related stress*' (HSG 218). The following arrangements are in place to locally manage staff health issues:

- Staff are able to seek support from the Leadership Team who will guide them in the right direction for seeking support.
- Staff can be referred to the Occupational Health Service.
- Expectant mothers are encouraged to report as soon as possible for the purpose of risk assessment.
- A room will be available for nursing mothers if needed.
- General staff facilities available include staffrooms and WC facilities.
- Staff are encouraged to consider their work life balance and are reminded of this at the start of every year.
- Employees are advised that it is their responsibility to inform their line manager, the Headteacher or another member of the senior leadership team of any ill health issues.
- An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels. An individual risk assessment will be undertaken taking in account the HSE Management standards. This assessment will then be reviewed with the member of staff to monitor progress.
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- The member of staff will be advised that support can also be provided through their trade union
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified.
- If it is identified that there is a high occurrence of staff ill health or stress within the school, the Executive Headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

1.22 Offsite and Educational Visits

- Elizabeth Lane is the School's Educational Visits Co-ordinator (EVC).
- Worcestershire's EVOLVE offsite visit software system is used by Visit Leaders to set up all visit requirements and forward this information onto the school EVC for all off-site activities. This is monitored by both the Executive Headteacher, EVC and James Cox.
- The Executive Headteacher sanctions adventurous activities and visits over 50 miles once EVC Visit Leader and EVC has completed the necessary arrangements and checks.
- Pre-site visits should always be carried out where possible and provision is made for recording this on the risk benefit assessment.
- The Visit Leader leading the visit will carry out the risk benefit assessment and ensure that a paper copy is available for all those attending the visit.
- All emergency information will be left with the named Emergency Contact.
- Approval is always required from the EVC / Executive Headteacher / Heads of School. The LA will be informed if the visit is over 50 miles from base or if it is an adventurous activity.
(Refer to the Educational Visits Policy for full details of arrangements).

Bengeworth C.E. Academy

1.23 Outdoor Play Equipment

At Burford Road there is an adventure playground and a trim trail. At King's Road there is an adventure playground installed by Timberline, a trim trail and a climbing wall.

Bengeworth CE Academy will ensure all outdoor play equipment will conform to BS EN 1176 and BS EN 1177 and manage the risk associated with the play equipment by ensuring that:-

- The equipment is Inspected annually by WCC Health and Safety team every 3 years and consulted at other times if any concerns are noted.
- A visual inspection is carried out by the teacher on duty / lunchtime supervisors / Site Team. This is not recorded.
- An annual inspection/maintenance of the play equipment will be undertaken by RPII Inspector.
- An up to date risk assessment will be kept to ensure the equipment and pupil activities are appropriately supervised and remain safe.

1.24 PE equipment

- PE equipment is inspected annually by an accredited external provider.
- Equipment is visually inspected by the teacher before use but is not recorded unless defects are found.
- Equipment is set out by staff or children as in accordance with the PE policy.

1.25 Personal Protective Equipment (PPE)

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment and will be selected/provided by the Site Team / Executive Headteacher / Heads of School / Cook.

1.26 Ponds

- At Burford Road no supervision is required as the pond is covered.
- At King's Road pupils should be supervised at all times when in the nature area and a separate risk assessment carried out depending on the nature of use.
- Unauthorised access is prevented by locked gates and a wooden picket fence.
- Deep water signs are displayed at King's Road.
- The Health and Safety Officer will carry out any risk assessments and will review them annually.
- The Site Team and grounds maintenance contractors are responsible for the maintenance of the pond areas.

1.27 Risk Assessments

- Risk assessments will be undertaken for all activities which present significant foreseeable hazards (*A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999*).
- All staff are responsible for ensuring risk assessments are undertaken if necessary, including the Site Team.
- Generic risk assessments are to be reviewed annually.
- Risk assessments are kept in the EVC file / H&S file or Caretakers File.
- Risk assessments will be shared with the relevant staff they affect.
- Staff will sign and date they have read and understood each risk assessment that is relevant to their duties.
- Every off-site visit will be risk assessed, either through edited and amended generic risk assessments for regular visits (eg Church, walking up the path) or location specific risk benefit assessments.

1.28 Smoking

- The site is a 'NO SMOKING SITE', including electronic cigarettes/'vapes'.

1.29 Sports pitches / playing fields / Forest School

- These are maintained by grounds company (Countrywide and Chris Arnold).
- Daily visual inspections will be carried out by the Site Team / PE coordinator / staff on duty.

Bengeworth C.E. Academy

- The sand pit at Burford Road is covered to prevent animals fouling. The Site Team will monitor this and deal with any excrement appropriately.
- Forest School areas will be insected daily by the Site Team, and before use by the qualified Forest School Leader.

1.30 Statutory Inspections

- Bengeworth CE Academy ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection is maintained by the Site Team.

1.31 Swimming lessons (public pool)

- Swimming lessons take place at Evesham Leisure Centre for Years 1 to 5.
- A minimum of 2 members of school staff plus parent helpers per class will supervise. A qualified swimming instructor will meet the pupils at the pool along with a qualified lifeguard.
- Life saving equipment is available at the pool. Normal operating systems and emergency operating systems are the responsibility of Evesham Leisure Centre.
- All pupils are briefed about pool safety and emergency procedures prior to their first swimming lesson, regardless of whether or not they have been swimming at the pool before.
- Swimming lessons follow the requirements and procedures for any offsite visit, including using the 'Evolve' system and ensuring a risk assessment is in place for each class attending.

1.32 Training and development related to health and safety

- The Executive Head Teacher / Health and Safety Officer are responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height,)
- The Health and Safety Officer is responsible for new staff inductions and briefings.
- The Executive Headteacher is responsible for establishing minimum health and safety competencies for certain roles (e.g. Premises Manager, cleaning staff).
- The Health and Safety Officer is responsible for ensuring staff undertake refresher training, with the exception of First Aid training (Lead CSPs).

1.33 Vehicles on site / car park arrangements

- The Heads of School / Health and Safety Officer / Site Team is responsible for management of vehicles on site.
- Provision is made for staff to park in both car parks. Pedestrian gates will remain closed at Burford Road during the school day. Vehicular access gates will be closed shortly after the pupils arrive and will remain closed until 15 minutes after the school day has ended, apart from at King's Road where they will remain open until 15 minutes before the end of the school day.
- Parents are frequently reminded of these arrangements through newsletters and specific letters.
- There are no restrictions on vehicle movement at any time.
- Provision is made for the segregation of larger vehicles from pedestrian areas via the access drive at King's Road.
- There are no restrictions on reversing vehicles.
- Staff are encouraged to reverse into car parking spaces to avoid collisions with members of the public or pupils.
- Staff are asked to use available car parking spaces before parking alongside the fence at King's Road.

1.34 Violence to staff / school security

- All visitors must sign in at the school office and will not be permitted to enter the building unless known to the school or expected for an appointment. Both settings have a secure entrance accessed by a keypad with codes changed occasionally and known only to staff and governors.
- Office staff are at greater risk of injury, but no special training is required.
- All staff are required to report all incidents of verbal & physical violence to the Leadership Team.

1.35 Water hygiene

(Refer to the WCC Legionnaires and Water Hygiene Policy).

- The water hygiene log book is kept in the Caretakers file.

Bengeworth C.E. Academy

- The Site Team is responsible for carrying out and recording water hygiene sampling.
- Site arrangements i.e. automatic flushing system in place – weekly checks are undertaken.

1.36 Work experience pupils

- The Work Experience coordinator will undertake induction with students and will carry out any risk assessments needed.
- Work experience pupils will be monitored by the class teacher / Work Experience coordinator / SLT while on site.

1.37 Working at height

Bengeworth CE Academy will follow the principles of the HSE guidance *'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG40)*. Bengeworth CE Academy may use a variety of access equipment for working at height tasks, ranging from elephant / step stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works.

We will ensure that:

- Work at height is avoided whenever possible.
- If it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking work at height have received appropriate training and training records are maintained.
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted.
- Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

Equipment:

- Ladders are kept in the store rooms and checked annually. Step stools located in storage areas. Elephant stools are located in the Cleaners'/Caretakers' cupboard.
- The Site Team will carry out the annual inspections, pre-use checks and record them.
- Any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until repaired or is replaced.
- The Premises Manager will carry out risk assessments and ensure that all staff are aware of them.
- Staff are able to use step stools but should not use ladders. The Site Team will use ladders as and when necessary in accordance with the risk assessment for working at height.

1.38 Workplace inspections

Bengeworth CE Academy recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal workplace inspection is undertaken at least annually with findings documented; any remedial actions are allocated. The annual inspection findings are reviewed with actions monitored at the Safety Committee. It is recognised that annual inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the Bengeworth CE Academy defect reporting procedure.

Responsible Person	Print Name	Signature	Date
Chair of Governors			
Head Teacher			

Bengeworth C.E. Academy

Review Date _____