



# Bridgwater & Taunton College Trust

## Health and Safety Policy

### 2020-2022

<b>Signature of Andy Berry On behalf of sponsor</b>		Date  15/10/20
<b>Signature of Peter Elliott On behalf of Bridgwater College Trust</b>		13/10/20

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## Health and Safety Policy Statement

The Board of Trustees of BTCT recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Academy's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities, the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review Risk Assessments to identify proportionate and pragmatic solutions to reducing risks
- communicate and consult with its employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that they can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain the premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health and safety matters
- provide adequate resources to control the health and safety risks arising from its work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement

This Health and Safety Policy Statement and the Health and Safety Handbook and Manual will be reviewed every two years. The Board of Trustees of BTCT may however, review the policy earlier than this, if the government introduces new regulations, or if the management of the Academy receives recommendations on how the policy might be improved and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes will be brought to the attention of all employees.

Signed: ..... Date: .....

Name: ..... Position: .....

## Statement of Intent

As a responsible employer, Bridgwater and Taunton College Trust (BTCT) will honour its legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.

BTCT recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students 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, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.

BTCT is committed to the prevention of accidents and work related ill health.

BTCT will work towards continual health and safety improvement.

To achieve these objectives, we will:

- conduct all our activities safely and in compliance with legislation and where possible and in accordance with best practice
- provide safe working conditions and safe equipment
- ensure that a systematic approach to identify risks is developed and implemented and sufficient resources are allocated to control them
- 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 welfare
- promote the principles of sensible risk management
- monitor, review and modify this policy and any arrangements as required.

All of BTCT employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

## Organisation – Roles and Responsibilities

As the employer, the Board of Trustees of BTCT has overall responsibility to ensure compliance with health and safety legislation and to ensure the health, safety and welfare of all employees, children, visitors and contractors and the self-employed.

BTCT is responsible for:

- determining BTCT's health and safety policy and its implementation
- allocating sufficient funds for health and safety
- establishing clear lines of responsibility and accountability for health and safety
- periodically assessing the effectiveness of the policy and ensure that any necessary changes are made
- identifying and evaluating risks relating to possible accidents and incidents connected with BTCT.
- providing access to competent health and safety advice

### Chief Finance Officer (CFO)/Operations Lead (OL)

Without limiting the responsibility of BTCT, the CFO/OL and Head Teachers of each Academy, will generally oversee the day-to-day management of safety and implementation of this policy within BTCT schools.

The CFO/OL and Head Teachers will comply with BTCT's Health and Safety Policy and in particular will:

- make them-self familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of BTCT schools and maintain an up to date system of policies, procedures and risk assessments
- work with Trade Unions to 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 control the hazard/risk
- ensure the health and safety policy, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery
- liaise with Local Governing Bodies
- 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 BTCT's disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures
- ensure BTCT has access to competent health and safety advice

In addition to their statutory duties, the CEO, CFO, OL, Head Teachers and teachers have a common law duty of care for students, which stems from their position in law "in loco parentis".

### School Leadership Teams (SLT)

The SLT at BTCT schools, with support from the Health and Safety Lead, will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards

are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher.

Any member of staff with supervisory responsibilities will: -

- make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work
- identify new and existing hazards, initiate risk assessments, record the significant findings, implement any necessary control measures and review these to ensure that they remain relevant
- check and document that the working environment is safe. equipment, products and materials are used safely, that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely;
- complete a health and safety induction checklist for all new employees at the commencement of their employment
- report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- be responsible for aspects of health and safety included in their job description
- organise risk assessments where significant risks are identified and ensure as far as is reasonably practicable the implementation of any control measures
- ensure that all statutory registers and records are adequately kept
- ensure the reporting and investigation of all accidents
- ensure all persons under their control are aware of the reporting procedure

### **Head of Estates and Premises and Health and Safety Lead**

In addition to the responsibilities above, this group has specific duties:

- to maintain an understanding of the Health and Safety Policy arrangements and their responsibilities detailed within them.
- to maintain an awareness of the relevant premises related health and safety legislation, issues and procedures
- to control contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures implemented
- ensuring adequate security arrangements are maintained
- ensuring the general cleanliness of the premises and that adequate welfare facilities are maintained
- arranging for regular inspection of the areas of the premises for which they are responsible; that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained
- ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained
- ensuring that plant and equipment is adequately maintained
- arranging for the regular testing and maintenance of electrical equipment
- maintaining suitable records of plant and equipment maintenance and tests
- ensure fire risks are formally assessed and adequate fire safety arrangements are provided, maintained, monitored and recorded including; fire risk assessments fire evacuation drills, fire

officer inspections and the maintenance of fire extinguisher/blankets, emergency lighting, fire alarm (including detectors and sensors) and any other fire safety equipment devices

- ensuring first aid requirements for the premises are formally assessed and adequate provision is provided, maintained and monitored
- ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored
- ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations 1996
- maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations 2015 and make this available to contractors upon request
- ensuring that adequate systems are in place for the management of asbestos through the 'Local Asbestos Management Plan' and control of legionella and excessive hot water temperatures
- to respond promptly to a notification of a defect that could affect the health and safety of building occupants/visitors
- liaison with other staff members where premises/equipment monitoring and maintenance responsibilities are held elsewhere within BTCT i.e. Design and Technology and Science.

### **All Staff**

All employees, agency and peripatetic workers and contractors must comply with BTCT's Health and Safety Policy and associated arrangements, in addition to any specific responsibilities, which may be delegated to them. All staff 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
- co-operate with their line manager and senior management to work safely
- comply with health and safety 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 welfare
- report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- support BTCT's schools in embedding a positive safety culture that extends to students and any visitors to the site

### **Students**

All students are expected to behave in a manner that reflects each school's behaviour policy 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 welfare
- report to a teacher or other member of staff any health and safety concerns that they may have.

## Lettings

Each BTCT school has a Lettings Policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid. Persons/organisations letting the site must agree to:

- co-operate and co-ordinate with the school on health and safety matters
- agree to the terms of the Lettings Policy in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities

BTCT will ensure that:

- the premises are in a safe condition for the purpose of use
- the health and safety arrangements detailed in the Lettings Policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises
- adequate arrangements for emergency evacuation are in place and communicated
- users are consulted on health and safety matters
- the school's health and safety arrangements are made available to shared users

## **Organisational Arrangements for Health and Safety**

The following arrangements will be adopted to ensure that BTCT and the CFO fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the sites.

### **Setting health and safety objectives**

BTCT schools and the Head Teachers will specifically review progress of health and safety objectives at the termly meeting of the Local Governing Body. Where necessary health and safety improvements will be identified and included within each school's action plan.

### **Provision of effective health and safety training**

The Local Governing Body and the Head Teacher will consider health and safety training on an annual basis.

### **Provision of an effective joint consultative process**

Academy Health and Safety Governors will report to the Trust Board on an annual basis. The Board will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates.

### **Establishing adequate health and safety communication channels**

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- senior leadership team meetings and staff meetings
- provision of information relating to safe systems of work and risk assessments
- training provided
- communications with relevant specialist advisors and bodies

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

### **Financial resources**

The CFO will ensure that adequate resources are being deployed to ensure adequate health and safety management and control.

### **Specialist advice/support**

BTCT will ensure that access to competent technical advice on health and safety matters is procured to assist BTCT in complying with statutory duties and meeting health and safety objectives; BTCT will do this by;

Accessing the services of a competent Health and Safety Advisor: Educating Safely LLP

## Organisation (each school) - Other Arrangements

### Accident and incidents

Apart from manually recording minor incidents, all accidents, incidents and near miss incidents will be reported in the accident book (using EECLive) within 48 hours of occurrence; RIDDOR reportable incidents, will be reported to the HSE within the required timescales, using EECLive.

All incidents will be investigated in an attempt to 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, students etc.

Accident, incidents and near misses across all BTCT schools will be monitored, at least termly, by the Health and Safety Lead. Identification of significant trends or major incidents will be reviewed, action points agreed and reported to the Trust Board on a termly basis.

Accident records will be retained for the following periods; Pupil's records will be retained for a period of Date of Birth + 25 years. Employee records will be retained from the date of incident + 7 years. Forms relating to work related ill health retention is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years).

### Audit

BTCT's Health and Safety Management will be audited on an annual basis. BTCT reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety across BTCT.

### Contractor management

BTCT's schools comply with the HSE's approved code of practice Construction (Design and Management) Regulations 2015' (L153) relating to the management and control of contractors and the Trust Head of Premises and Estates has undergone CDM training. BTCT schools ensure that:

- roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated
- competent contractors are used
- clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and academy site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.
- pre start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
- key contacts are identified
- regular update meetings take place throughout any works/projects
- works are visually monitored and any concerns immediately reported
- works are signed off and any associated certification and documentation is obtained
- all staff, students and other users of site remain in a safe environment for the duration of the works.

- all contractors are given access to the Asbestos Register
- all contractors to complete a contractor site induction sheet before work can proceed

## **Control of Hazardous Substances (COSHH)**

BTCT schools comply 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. BTCT will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any requirement for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided
- training records are maintained for those who receive training
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- only substances purchased through BTCT procurement systems can be used on site
- substances are stored correctly and those that are no longer used are disposed of as per the substances safety data sheet
- COSHH risk assessments are monitored quarterly and reviewed annually

## **Dealing with health and safety emergencies - procedures and contacts**

As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt to 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, students etc.

## **Defect reporting**

BTCT schools have a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified, a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

## **Display screen equipment (DSE)**

BTCT schools acknowledge that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, know how to safely use the equipment and have a DSE assessment, which is reviewed at suitable intervals. BTCT schools ensure that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health
- a trained DSE assessor is available

## **Driving**

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

## **Electrical systems and equipment**

BTCT schools maintain and service 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.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in low risk environments' (INDG236), by a competent contractor with records maintained. This is completed annually across BTCT.

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. BTCT's defect reporting procedure is followed as required.

## **Fire Safety**

BTCT is committed to providing a safe environment for both staff and students. BTCT's schools manage the risk of fire by ensuring:

- a comprehensive fire risk assessment is in place, reviewed annually and any actions or improvements identified are progressed given consideration to risk and cost
- a detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation.
- statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff

- staff receive fire awareness and fire warden training through the on-line training package
- a fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
- a fire log book is kept and maintained

### **First Aid and supporting children' medical conditions**

Adequate first aid arrangements are assessed, maintained and monitored at all BTCT schools and for all activities that they lead. BTCT schools ensure that:

- the number of first aiders meets recommendations and adequate cover is available to cover for annual leave and unexpected absences
- all first aiders hold a valid certificate of competence
- BTCT schools maintain a register of all qualified staff and will arrange re-training as necessary
- first aid notices are clearly displayed around BTCT schools, as decided by the Head Teachers
- all trained first aiders have their own first aid kit and it is their responsibility to ensure it is fully stocked with in-date items
- a suitable area is available for the provision of first aid
- staff are regularly informed of first aid arrangements within BTCT schools through induction, teacher training days and the staff handbook which is issued annually
- where first aid has been administered, this is recorded on the HSE first aid accident form
- correct reporting procedures are followed including those required under RIDDOR regulations
- individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- information, instruction and training will be provided to staff on any specific medical conditions of students and the procedures to follow in case of an emergency
- students with medical conditions will be cared for in line with their Health Care Plan
- medication shall be kept securely in line with the Medication Policy

Good Hygiene practice will be used at BTCT schools including:

- hand washing for the controlling of the spread of infections, especially those that cause diarrhoea and vomiting, and respiratory disease. The recommended method is the use of soap, warm water and paper towels. Hands must be washed after using the toilet, before and after eating and after handling animals
- covering all cuts and abrasions with waterproof dressings
- everyone will be encouraged to cover their mouth and nose when coughing or sneezing, with a tissue, to appropriately dispose of the tissue and wash their hands
- spitting must be discouraged
- all relevant PPE must be worn when performing tasks that specify its use
- spillages of bodily fluids must be cleaned up immediately with absorbent materials and disposed of in the clinical waste bins
- a sharps bin will be available at BTCT schools for the disposal of used sharps
- anyone who sustains a needle-stick injury must report it, make the wound bleed, wash using soap and water and contact their Doctor.
- resident animals' living quarters must be kept clean and students must not access the litter trays. Students must only handle animals when instructed to and must wash their hands before and after the session
- anyone with low immunity or who is pregnant will be informed when there is an outbreak of illnesses such as chicken pox

## **Glass and Glazing**

BTCT schools will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing

BTCT schools will survey its glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect

## **Grounds - Safety/Security**

BTCT schools will ensure that there is safe access and egress from the buildings and grounds including balancing the need for security with the need for emergency escape.

BTCT schools will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g. outdoor play equipment

## **Housekeeping – storage, cleaning and waste disposal**

BTCT schools will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically, where necessary, for safety.

BTCT schools will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills or wet floors to minimise the risk of slips.

BTCT will ensure that there are suitable and sufficient external waste bins secured from the risks of arson and tampering.

Where applicable and to accommodate the requirements of environmental legislation, BTCT schools will arrange for suitable disposal or recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.

Suitable arrangements will be made for the clearing of snow as part of winter preparedness.

## **Lone working**

BTCT schools will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working e.g. work at height.

## **Management of Asbestos**

BTCT schools comply with the HSE's approved code of practice 'Managing and Working with Asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143).

BTCT is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises and have a whole site asbestos 'management survey' (previously known as Type 2 survey)

from which a local asbestos management plan (Lamp) has been developed. Asbestos Registers across all sites will be kept up to date.

Annual inspections of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented; where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in each BTCT school's LAMP.

Prior to any works that will or has the potential to alter the fabric of the building, a 'refurbishment and demolition survey' (previously known as a Type 3 survey) will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance (rerouted) or the asbestos will be removed by competent licensed contractors prior to building works commencing.

## **Moving and handling**

BTCT schools comply with the HSE's approved code of practice 'Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23).

Within BTCT schools 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. BTCT schools manage 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
- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

## **Noise**

BTCT schools will make arrangements for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005

## **Occupational health services and work-related stress**

BTCT acknowledges that there are many factors both work related and personal that may contribute to staff being absent from work through injury and ill health including stress.

BTCT will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HS(G) 218). The following arrangements are in place to locally manage staff health issues:

Employees are advised that it is their responsibility to inform their line manager, CEO, CFO, the Head Teacher or another member of the senior leadership team of any ill health issues.

The BTCT HR Manager will be informed and 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
- offer the member of staff a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- advise the member of staff that support can also be provided through their Trade Union
- schedule a series of regular review meetings to monitor ill health and stress levels where they have been identified
- actively seek support, if it is identified that there is a high occurrence of staff ill health or stress within BTCT, with the CEO, to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

### **Off-site visits including school-led adventure activities**

BTCT schools adopt the National Guidance for the Management of Off-site visits and adventure activities.

### **Preventing workplace harassment and violence**

BTCT is committed to providing a safe and secure working and educational environment for staff, students and any other persons on its sites. Where applicable, in addition to the control measures identified in the site specific lone working risk assessment, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible
- withdraw from a situation or escalating situation
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- contact emergency services, as appropriate.
- inform the CEO, Head Teacher or HR Manager if confrontation has taken place

BTCT will:

- ensure the CEO, Head Teacher or HR Manager to attend the site of an incident on being informed of an incident, if considered necessary
- have in place procedures for the reporting of incidents
- offer counselling/ support through Occupational Health
- debrief individuals following any incident
- provide training on how to manage conflict and aggression as required
- review the appropriate risk assessments following any incident

## **Risk Assessments**

Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.

Within BTCT schools the Health and Safety Lead is tasked with the development of risk assessments based on their knowledge, experience and competence, prior to consultation with relevant staff prior to sign off.

Risk assessments are accessible to staff at all times electronically from the Health and Safety Lead.

New and expectant mothers risk assessments will be conducted in line with HSE Guidance.

BTCTs Risk Assessment Policy is included as Appendix 1 at the end of this document

BTCT schools comply with UK law on smoking in both indoor and external spaces. BTCT has a no smoking policy, which extends to the limits of the curtilage of all of our sites. The policy extends to the use of substitute inhalers and all types of vaping devices including e-cigarettes. BTCT schools have signage on site and will ensure that any person seen smoking onsite is instructed not to do so.

## **Statutory Inspections**

BTCT schools ensure 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 has been developed and is monitored by the CFO.

## **Water hygiene management**

BTCT will comply with the HSE approved code of practice 'Legionnaires' disease - The control of legionella bacteria in water systems' (L8).

BTCT will:

- employ an external contractor with relevant knowledge and competence to obtain initial advice on any necessary actions
- employ a competent external contractor to provide a suitable survey/risk assessment; with the risk assessment being reviewed at least annually more often if there is a significant change
- address any remedial actions identified by the survey including dead leg removal or drain down
- employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable
- ensure regular flushing of infrequently used outlets is completed by a competent individual on a weekly basis
- employ a competent person to undertake monthly monitoring of water systems including temperature readings

## **Working at height**

BTCT will follow the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401). BTCT use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. BTCT schools 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
- all access equipment (ladders, step ladders, tower scaffolds etc.) is identifiable and inspected as required
- 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
- 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

## **Workplace inspections**

BTCT schools recognise the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and students. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the Health and Safety Committee. It is recognised that termly 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 BTCT's defect reporting procedure.

## Monitoring and Review

This Health and Safety Policy, together with the associated procedures and health and safety performance, will be reviewed by the Health and Safety Lead annually as a minimum.

In order to substantiate that health and safety standards are actually being achieved, BTCT will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

BTCT will use a variety of systems to measure health and safety performance:

Active monitoring systems:

- spot checks and termly site inspections will be undertaken and records maintained
- documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- appropriate statutory inspections on premises, plant and equipment will be undertaken
- where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.
- a nominated trustee will meet with the Head of Health and Safety on a termly basis to monitor the implementation of this policy
- identifying where health and safety standards are not being met by monitoring for failures in systems, such as accidents, cases of work-related ill-health, damage to property, etc.

Reporting and response systems

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- Health and Safety Committee, Local Governing Body and Senior Leadership team will all receive and consider reports on health and safety performance

Investigation systems

- investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and the underlying causes of events
- analysing data to identify common features or trends and initiate improvements
- where cases of occupational ill-health are to be investigated
- where complaints relating to occupational health and safety are to be recorded and investigated
- where accidents, incidents and near misses with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated

Third Party Monitoring and Inspection

- BTCT schools will be subject to third party inspection and monitoring, as part of Ofsted requirements
- actions arising from third party audit and inspection will be incorporated within BTCT schools' action plans with appropriate target dates for completion.



# **Bridgwater and Taunton College Trust**

## **Risk Assessment Policy**

**2020-2021**

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## **AIMS**

The Bridgwater and Taunton College Trust aims to ensure that:

- All risks that may cause injury or harm to staff, students and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm.
- Risk Assessments are conducted and reviewed annually and additionally if there are changes to Legislation or major changes to the way the task is performed.

## LEGISLATION AND STATUTORY REQUIREMENTS

This Policy is based on the following Legislation and Department of Education (DfE) guidance:

- Paragraph 16 of Part 3 of The Education (Independent School Standards) Regulations 2014, which required proprietors to have a written Risk Assessment Policy.
- Regulation 3 and 16 of The Management of Health and Safety at Work Regulations 1999 requires employers to assess risks to the health and safety of their employees.
- Regulation 4 of The Control of Asbestos Regulations 2012 requires that employers carry out an Asbestos Risk Assessment.
- Employers must assess the risk to workers from substances hazardous to health under Regulation 6 of The Control of Substances Hazardous to Health Regulations 2002.
- Under Regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992, employers must assess the health and safety risks that display screen equipment pose to staff.
- Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005 says that fire risks must be assessed.
- Regulation 4 of The Manual Handling Operations Regulations 1992 requires employers to conduct a Risk Assessment for manual handling operations.
- The Work at Height Regulations 2005 say that employers must conduct a Risk Assessment to help them identify the measures needed to ensure that work at height is carried out safely.
- DfE Guidance on First Aid in Schools says schools must carry out a Risk Assessment to determine what first aid provision is needed.
- DfE Guidance on The Prevent Duty states that schools are expected to assess the risk of students being drawn into terrorism.
- The Health and Safety Executive (HSE) say schools that manage their own pools must conduct a Risk Assessment.

A table of all the Risk Assessments Academies are required to have in place can be found in Appendix 1.

## **DEFINITIONS**

### **Risk Assessment**

A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm.

### **Hazard**

Something with the potential to cause harm to peoples, such as chemicals or working from height.

### **Risk**

The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be.

### **Control measure**

Action taken to prevent people being harmed.

## **ROLES AND RESPONSIBILITIES**

### **The Governing Body**

The governing body has ultimate responsibility for health and safety matters in the Trust Academies, but will delegate day-to-day responsibility to the Head of Health and Safety.

The governing body has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the Academies premises.

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

- Assess the risks to staff and others affected by Academy activities in order to identify and introduce the health and safety measures necessary to manage the risks.
- Inform employees about risks and the measures in place to manage them.
- Assess the risks to staff and others affected by Academy activities in order to identify and introduce the health and safety measures necessary to manage the risks.
- Inform employees about risks and the measures in place to manage them.

### **The Head Teacher**

The Head Teacher, or in the Head Teacher's absence, the senior member of staff on site, is responsible for ensuring that all Risk Assessments are completed and reviewed.

### **Academy Staff and Volunteers**

Academy staff are responsible for:

- Assisting with, and participating in, Risk Assessment processes, as required.
- Familiarising themselves with risk assessments
- Implementing control measures identified in the Risk assessments
- Alerting the Head Teacher to any risks they find which need assessing.

### **Students and Parents**

Student and parents are responsible for following the Academy's advice in relation to risks, on site and off site, and for reporting any hazards to a member of staff.

### **Contractors**

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

## RISK ASSESSMENT PROCESS

Where absolutely necessary, eg for Asbestos Fire and Legionella, assessments will be carried out by specialist contractors. For in-house assessments, when assessing risks in the Academy, we will follow the process outlines below, primarily by utilising the EECLive Health and Safety Management Risk Assessment tool.

In appropriate areas, eg Science and DT, the same process will be followed by applying CLEAPSS model risk assessment principles.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

**Step 1: Identify Hazards** – we will consider activities, processes and substances within the Academy and establish what associated hazards could injure or harm the health of staff, students and visitors.

**Step 2: Decide who may be harmed and how** – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance students with special needs (SEN) and expectant mothers. We will then establish how these might be harmed.

**Step 3: Evaluate the risks and decide on control measures (reviewing existing ones as well)** – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

**Step 4: Record significant findings** – the findings from steps 1-23 will be recorded as risk assessments on the on-line EECLive Health and Safety Management system and in the CLEAPSS paper format.

**Step 5: Review the assessment and update, as** – we will review our Risk Assessments, as needed, and the following options will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or students spotted a problem?
- Have we learnt anything from accidents or near misses?

**Step 6: Retaining Risk Assessments** – Risk Assessments are retained for three years after the length of time they apply. Risk Assessments are securely disposed of.

## **MONITORING ARRANGEMENTS**

Risk Assessments are written as needed and reviewed by the Health and Safety Lead.

This Policy will be reviewed by the Health and Safety Lead every August and approved by the Chief Executive Officer and Trust Board.

## LINKS WITH OTHER POLICIES

This Risk Assessment Policy links to the following suites of policies:

- Asbestos
- Display Screen Equipment
- Fire
- First Aid
- Health and Safety
- Manual handling
- Safeguarding – Children Being Drawn into Terrorism
- Substances Hazardous to Health
- Swimming Pool
- Workers Under the Age of 18
- Working at Height

### STATUTORY RISK ASSESSMENTS CHECKLIST

The following table lists the statutory or mandatory Risk Assessments that Academies are required to have in place

<b>Statutory or Mandatory Risk Assessments</b>	<b>Written</b>	<b>Completed by</b>	<b>Date of Review</b>
Health and Safety			
Workers Under the Age of 18			
Asbestos			
Substances Hazardous to Health			
Display Screen Equipment			
Fire			
First Aid			
Manual Handling			
Working at Height			
Children Being Drawn into Terrorism			
Swimming Pools			