

St Bede's Academy

Local Health and Safety Policy



This Academy is part of [Our Lady of Lourdes Multi-Academy Trust](#).

This policy is subordinate to the Trust Policy which can be found at [this location on the Estates Portal](#)

3 John 2: 2 GNT 2

My dear friend, I pray that everything may go well with you and that you may be in good health—as I know you are well in spirit.

This Policy was approved and adopted by the Academy LGB on (date):	November 2023
Policy Review date:	November 2024
Reviewer:	Charlotte Pope (H&S Coordinator)

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that non-employees e.g., pupils, parents, visitors etc., are not exposed to a risk to their health and safety
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide safe plant and equipment
- To ensure safe use, handling and storage of substances
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review the systems in place that manage health and safety and to revise it as necessary on an annual basis

This policy will be brought to the attention of all employees

and is kept readily available for employees in *Microsoft Teams All Staff*

and is available on the [Trust Estates Portal](#) >> St Bede's Academy >> Health & Safety Home >> Local

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Responsibilities of the Trust

The Trust, through their Health & Safety Policy, acknowledge that as employer, have corporate responsibility for health and safety in the Academy. The Trust will:

- Lead an effective health and safety culture
- Integrate good health and safety management with business decisions
- Ensure that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- Ensure that schools have access to competent health and safety advice
- Employees or their representatives are involved in decisions that affect their health and safety.
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually
- Ensure a safe place of work for employees and pupils, including safe means of access and egress
- Ensure that adequate health and safety resources are available to meet health and safety requirements
- Have procurement standards in place for goods, equipment and services to help prevent the introduction of expensive health and safety hazards

Responsibilities of the Head Teacher

- Day-to-day management of Health & Safety at the school in line with Trust policies and procedures
- Demonstrate visible, active commitment to health and safety improvement
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site
- Ensuring that the requirements of all relevant legislation, codes of practice and school policies are met at all times
- Ensure safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- Consult with employees, and safety representatives, on health and safety issues
- Ensure effective means of communication with staff on health, safety and welfare issues
- Ensure that risk assessments are undertaken and reviewed annually
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities
- Ensure that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe
- Ensure that accident, work-related ill health and violent incidents are reported and investigated as necessary
- Monitor the standard of health and safety throughout the school
- Ensure that emergency procedures are in place
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Authorise Off-Site Visits
- Ensure that health and safety appears regularly on the agenda for Governor meetings
- Consider immediate reviews in the light of major shortcomings or events

Duties of the Trust Director of Estates

- Act as the Trusts Health & Safety Coordinator, Asbestos Duty Holder, Legionella Control Officer and advisor
- Ensure that Trust policies and procedures are implemented at school level
- Monitor accidents and near-misses at school level, analysing data and enforcing improvements to systems, working practices and facilities where required

- Direct the Trust estate to operate in a safe and compliant manner through the implementation of safe systems of work, policies, procedures and strategies.

Duties of Senior Staff and Line Managers

- Day to day responsibility for the health, safety and welfare of employees and pupils within their designated work area(s).
- Ensuring risk assessments are carried out for activities as required
- Ensuring safe working conditions and safe working practices in accordance with legislation, Trust and school policies
- Ensuring employees are 'competent' to carry out their activities
- Ensuring new employees are inducted in the safe working practices
- Ensuring safety inspections are carried out at least termly
- Ensuring all faculty plant, machinery and equipment is inspected and maintained in safe working order
- Ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment
- Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- Ensuring that employees and pupils are aware of the emergency procedures
- Ensuring that hazardous substances are correctly used, stored and labelled
- Ensuring that relevant health and safety warning signs are displayed
- Ensuring effective means of communication with employees and pupils
- Reporting any health and safety concerns to the Head Teacher

Duties of the Responsible Property Officer (RPO) or Site Manager

- Coordinating and cooperating with the Trust Direct of Estates and Facilities and the Estates manager to ensure that statutory compliance is maintained at all times
- Keeping the building and site in good order and repair and free of waste / litter
- Monitoring the maintenance of plant and equipment e.g., heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment, passenger / goods lifts, fire alarm system, intruder alarms etc.
- Monitoring the provision and safe use of main services i.e., water, gas and electricity
- Monitoring and carrying out inspections and maintenance of plant and equipment - including access equipment i.e., step ladders, ladders, mobile towers etc.
- Monitoring and maintaining effective security arrangements
- Maintaining safe storage of chemicals, hazardous substances and equipment
- Dealing with reported damage and defects
- Monitoring the condition of known asbestos containing materials
- Assisting the Head Teacher and Governors with the annual health and safety inspection
- Undertaking duties in accordance with legionella management requirements
- Uploading the required data to the Trust Estates Portal and interacting with any other digital system implemented as a hazard intensification or abatement system

Duties of the Local Health & Safety Coordinator (LHSC)

- Coordinate and monitor local training and report requirements to the head teacher
- Ensure that risk assessments are updated as required
- Coordinating and cooperating with the Trust Direct of Estates and Facilities to ensure that statutory compliance and a safe working environment is maintained at all times
- Reporting accidents via the [Trust Accident Reporting System](#)

Duties of the Educational Visit Coordinator (EVC)

- Follows the Educational Off-Site Visits Policy where their full responsibilities are outlined

Duties of ALL Employees

All employees are instructed to:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- Co-operate with the Head Teacher, Senior member of staff, Health & Safety Coordinator and Line Manager on health and safety matters
- Not to interfere with anything provided to safeguard their health and safety
- Report all health and safety concerns to their Line Manager
- Report all hazards or defects immediately using the local system provided

Accident Reporting and Investigation

All accidents, incidents and near-misses to staff, volunteers, visitors and contractors are always reported on the [Trust accident system](#).

Accidents to pupils and other non-employees are recorded as laid down in [Appendix 4](#).

Accidents are investigated by the relevant line manager, supported by the Trust.

Reported accidents are monitored by the Trust to identify any trends, e.g., same person or accident in the same location.

The Trust is responsible for ensuring certain more serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

Administration of Medicines

Medication will only be administered to children with written parental consent.

Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name, according to policy.

Records are kept of all administration of medication.

Prescribed non-emergency medication

Staff who have volunteered to administer **prescribed non-emergency medication** to children in their care are identified in the school Administration of Medicines policy.

Epipen, Diabetes and other specific health conditions

Training on the administration of specific medicines is provided and staff who have volunteered to administer them. This described in the school Administration of Medicines policy.

Asbestos Management

It is the law that asbestos-containing materials shall not be introduced into the school. If asbestos containing materials pose a serious risk to the health of persons using our premises the materials shall be removed in accordance with the Trust Asbestos Policy which can be found [HERE](#). The Trust Director of Estates is the duty holder for asbestos.

Where asbestos containing materials are present, and do not pose a serious risk, we will take the opportunity to remove them progressively from our property, when it is safe and cost effective to do so. Whilst asbestos containing materials remain *in situ* we shall ensure that they are managed in such a manner so that the risk to the health of our employees, contractors, visitors and other people using our premises is minimised.

All work on asbestos containing materials shall be carried out in accordance with the current legal standards using the best working practices by licensed contractors.

The condition of asbestos in the building is monitored by the Site Manager on a monthly basis and recorded in the Asbestos logbook.

No destructive or potentially destructive work (however minor) will be undertaken in the school without first reference to the asbestos survey and logbook.

The following areas are not covered by an asbestos survey and thus may not be accessed without further sampling/air tests: N/A

The following areas are considered out of bounds: N/A

The Asbestos Survey is held on the Trust Estates Portal <https://ololcmat.sharepoint.com/sites/EstatesPortal> >> Compliance Home >> [school name] >> Asbestos >> and a hard copy is made available to any contractors carrying out work within the school.

The school has a Local Asbestos management Plan (LAMP) detailing how asbestos will be managed day-to-day and in an emergency.

Communication

Effective communication between the Head Teacher and employees is undertaken either face to face or through regular staff meetings and the staff notice board.

Construction work

All construction work is managed by the Trust Estates department.

Consultation with Employees

Health and safety is a standing item on the agenda of staff meetings. Minutes are taken of such meetings and action taken as required.

Employees are encouraged to report any health, safety or welfare concerns to the Head Teacher or to a nominated person.

The Academy will consult with employees or safety representatives (where appointed) in good time:

- The introduction of any measure at the workplace which may substantially affect the health and safety of the employees.
- Information they must give their employees on risks to health and safety and preventive measures.
- The planning and organising of any health and safety training.

Control of Contractors

The Responsible property Officer (RPO) or Site manager is responsible for day-to-day control of Contractors, although it is recognised that overall responsibility lies with the Head Teacher. Contractors are controlled using the Trust [Induction and Permit to Work System](#)

Curriculum

Risk assessments are undertaken on all lessons where there is a significant risk of injury/ill health. Precautions are included in lesson plans as necessary.

Specialist guidance is provided by:

- Design and Technology through the Design and Technology Association (DATA).
- Physical Education through The Association for Physical Education (afPE)
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
- Science and Technology (ages 3-12)- "Be Safe!", Association for Science Education.
- "Make it Safe", NAAIDT

Display Screen Equipment Emergency Contacts

The regulations are applicable to regular 'users' of display screen equipment, e.g., Office Staff in some schools. A workstation risk assessment is carried out for any employee who are identified under the published criteria of a 'user'.

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

The use of laptops is regarded as use of display screen equipment and the same guidance will be followed.

Emergency Procedures

Detailed in the School's Emergency Plan. Please refer to the latest version on the [Trust Estates Portal](#).
>> Property Management Home >> [school name] >> Emergency Planning >>

Fire Safety

A fire risk assessment will be in place for the school which can be found on the [Trust Estates Portal](#) >> Compliance Home >> [school name] >> Fire >> Fire Risk Assessment >>.

The school has a local fire policy which can be found on the [Trust Estates Portal](#) >> Compliance Home >> [school name] >> Fire >> Fire Policy >>.

The fire policy and arrangements for safe use and safe evacuation of buildings will be made available to all staff.

First Aid

First aid facilities are provided at all times employees are at work during normal working hours and First Aid Kits are available.

First aid arrangements are described in the school First Aid Risk Assessment document.

Hazardous Substances

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A (COSHH) risk assessment is carried out for the use of any hazardous substances used / stored on site, e.g., cleaning chemicals bearing a hazard warning symbol (i.e., toxic, corrosive, harmful, irritant). Information / COSHH assessments relating to hazardous substances in school are kept in *each relevant department as well as the Finance and Health & Safety Office*.

All chemicals are kept securely under lock and key to prevent unauthorised access.

Hazardous substances used for delivery of the curriculum in school are managed under CLEAPSS and the standard risk assessments provided are modified, as required.

Health and Safety Advice

Competent advice is provided through the Trust and the H&S Support Team

T: 0115 87 64608 or 0115 87 64609

T; Office Hours Emergency Contact #1 0798 538 1931

T: Out of Hours Emergency Contact #2 0787 046 3388

Housekeeping

All employees are responsible for keeping their own workplace in good order i.e., clean, tidy, and free of obstructions and slip / trip hazards. Employees are informed of their responsibilities during their induction.

Information

Employees are given adequate information on health and safety matters in relation to their work activities, i.e., as identified in the relevant risk assessments.

Inspections, Servicing and Buildings Compliance

Inspection, servicing and compliance will be carried out in accordance with the [Trust Estates Policy](#).

Lettings / Use Premises Out of Hours

The school will follow the Trust Lettings Policy which can be found [HERE](#) to ensure that all lettings proceed safely and legally.

Lone Working

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk Assessments for lone working have been carried out and relevant employees, including peripatetic workers e.g., home tutors, have been consulted and informed.

Employees have been instructed to avoid high risk activities whilst lone working e.g., working at height.

Maintenance of plant and equipment

Maintenance will be carried out in accordance with the [Trust Estates Policy](#).

Manual Handling

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Where mechanical aids are provided, a risk assessment is undertaken e.g., trolleys, sack trucks, hoists for disabled pupils. The safe manual handling of pupils, e.g., disabled children, is only carried out by employees who have received specific training provided by a competent provider.

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the [resources provided on the Trust Estates portal](#).

Monitoring and Review

Health and Safety issues are monitored through effective communication with employees and regular inspections of facilities and reviews of working practices.

This policy is reviewed annually.

New and expectant mothers

New and Expectant mothers are given special protection by health and safety legislation i.e., Management of Health and Safety at Work Regulations 1999 – regulation 16.

A risk assessment is carried out as soon as the employer is made aware by the employee and reviewed as necessary. The risk assessment is carried out by the line manager.

Educational visits

The school abides by the Trust Educational Visits (EV) Policy and associated guidance which can be found [HERE](#).

The school have appointed an Educational Visits Co-ordinator (EVC). The EVC is responsible to the Head Teacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed. All visits will be logged on EVOLVE. the [Educational Visits System](#)

Advice and guidance is provided by: EVOLVE Advice Ltd.

Site Safety

The Responsible property officer (RPO) or Site Manager is responsible for ensuring that the playgrounds and footpaths are inspected daily to ensure that harmful items are removed e.g., broken glass etc. Staff should also inspect the playground before allowing children to use it. Any identified defects / concerns directly to the RPO or Site Manager.

Outdoor play equipment is visually inspected monthly and formally inspected annually.

Reporting of defects and hazards

All employees have been instructed to report defects and hazards via *email to the site management/H&S team* so that prompt action can be taken to avoid accidents and injury.

Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally *in Microsoft Teams for All Staff*.

Safety Education

Arrangements are in place for safety education to be included in the curriculum.

Security Arrangements

The Responsible Property Officer (RPO) or Site Manager is responsible for maintaining the security of the site, e.g., locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding.

Site Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Head Teacher, Site Manager and an external Health & safety advisor. Employees are instructed to report any damage / defects to the Site Manager or Head Teacher.

Storage Arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to their Line Manager, e.g., unsecured racking, defective lighting in store areas, inappropriate / lack of access equipment, e.g. step ladders. Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

Stress, Work Related

The Head Teacher is responsible for managing work-related stress within the school.

Sun Protection

Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and / or to wear head / neck protection as provided by parents / carers. Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary. In extreme weather conditions the length of time that pupils are exposed to the sun is controlled.

Supervision

Pupils are supervised during all activities throughout the school day.

Training

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures. New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation. New employees are adequately supervised, as required.

Use of Vehicles

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g., the use of taxis, minibuses, buses and coaches. The use employees' own vehicles for the transporting of pupils is only permitted once the employee has registered their vehicle with the Trust. The use of minibuses is detailed in the [Trust Minibus Policy](#).

Violence

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated. The Trust has adopted the Health & Safety Executive's (HSE) definition of violence: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence against employees are reported on the [Trust Accident and Incident Reporting System](#) and are suitably investigated.

A poster is displayed in reception areas informing visitors that violence is unacceptable. Training is provided in de-escalation and positive handling. The main purpose of such training is to avoid / minimise the risk of injury to either employees or pupils.

Waste / Litter Management

The Site Manager is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Adequate waste bins are available around school, which are emptied daily. External waste bins are secured away from school buildings to reduce the risk of damage by arson.

Arrangements have been made for the safe storage and collection of clinical waste.

Welfare facilities

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing / hand drying facilities. Pupils have access to drinking water taps and / or drinking water bottles throughout the day. There is adequate provision of heating, lighting and ventilation and is monitored and maintained by the Responsible Property Officer (RPO), or Site Manager.

Work Equipment

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g., for damage and to ensure that safety devices are in place.

A risk assessment is carried out, where applicable, for the use of certain powered equipment, e.g., circular saws, chain saws, abrasive wheels, strimmers, hedge cutters, pressure washers, mowing equipment, etc.

Arrangements are in place for the statutory inspection of plant / equipment, e.g., local exhaust ventilation systems, fume cupboards, gas boilers / heating systems, lifting equipment (e.g., passenger lifts, hoists for disabled children etc.), pressure systems, etc.

Workplace Transport Safety

A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart so far as is reasonably practicable.

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g., when the pupils are arriving and leaving school and lunch times.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Working at Height

Work at height is defined as 'any work above ground level', including working above holes and access chambers below ground. Employees should avoid working at height wherever possible, e.g., by arranging for stored items to be in reach from floor level.

Risk assessments are carried out where working at height cannot be avoided, e.g., for use of step ladders, ladders, access to roof areas. Employees are instructed not to work at height whilst lone working.

Kick stools and sets of small stepladders have been provided for teaching / office staff to access to items stored at height or to put up displays etc. Employees must not use chairs / desks / tables for this purpose. The larger stepladders are for the use of the Site Manager only and are locked away when not in use.

Appropriate training has been provided in the use of access equipment.

Arrangements are in place for access equipment to be inspected in accordance with the risk assessment. The Responsible Property Officer (RPO) or Site manager manages the safety of equipment. Employees are instructed to report damage / defects immediately to the Site Manager / Head Teacher.

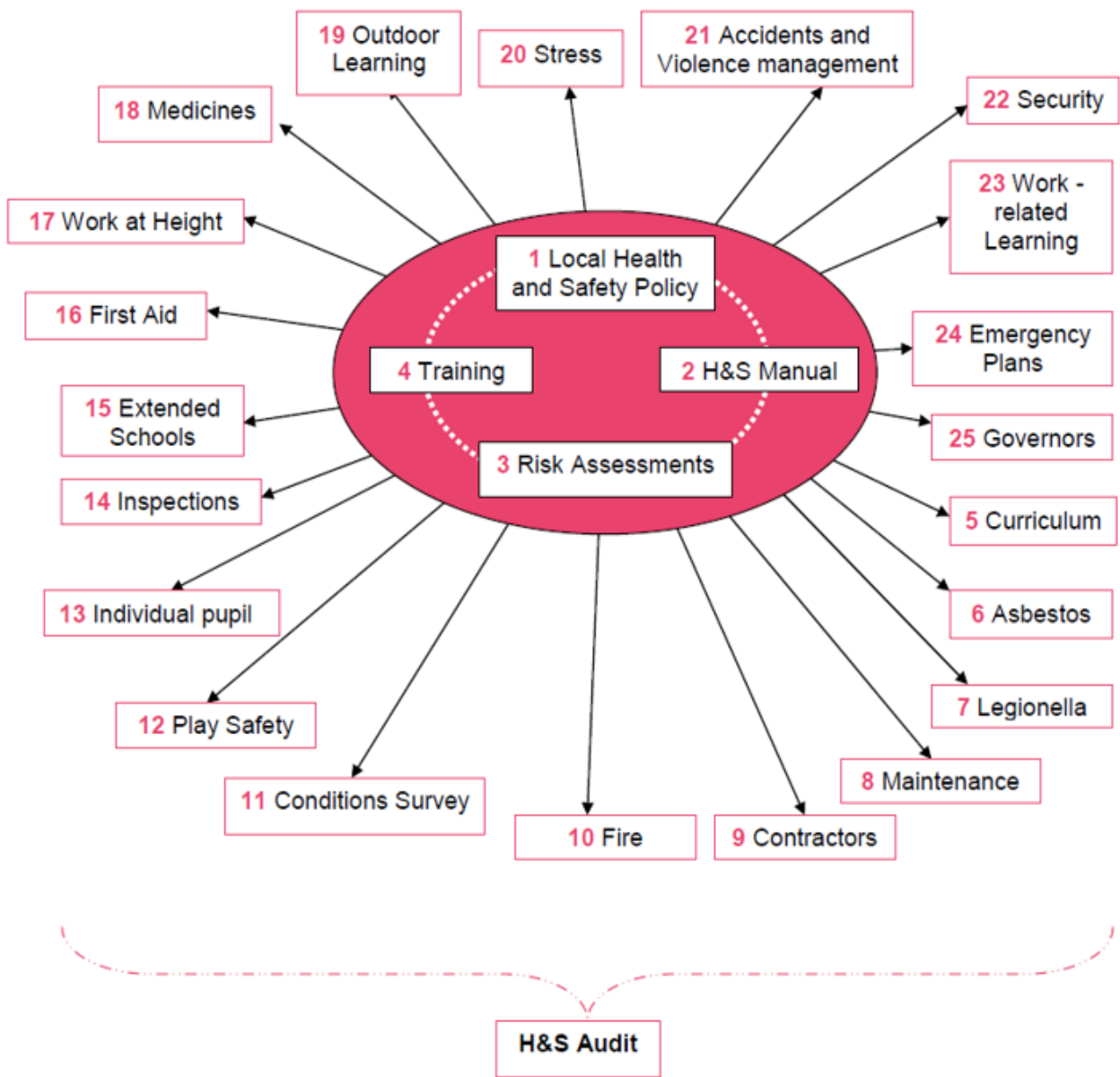
Appendix 1 Cross-referenced Policies

- Asbestos Policy
- Fire Policy
- Manual Handling
- Medicines
- Educational Visits policy
- Security and Safeguarding
- Trust Estates Policy
- Trust Health & Safety Policy
- Trust Minibus Policy

Appendix 2 Emergency Contacts

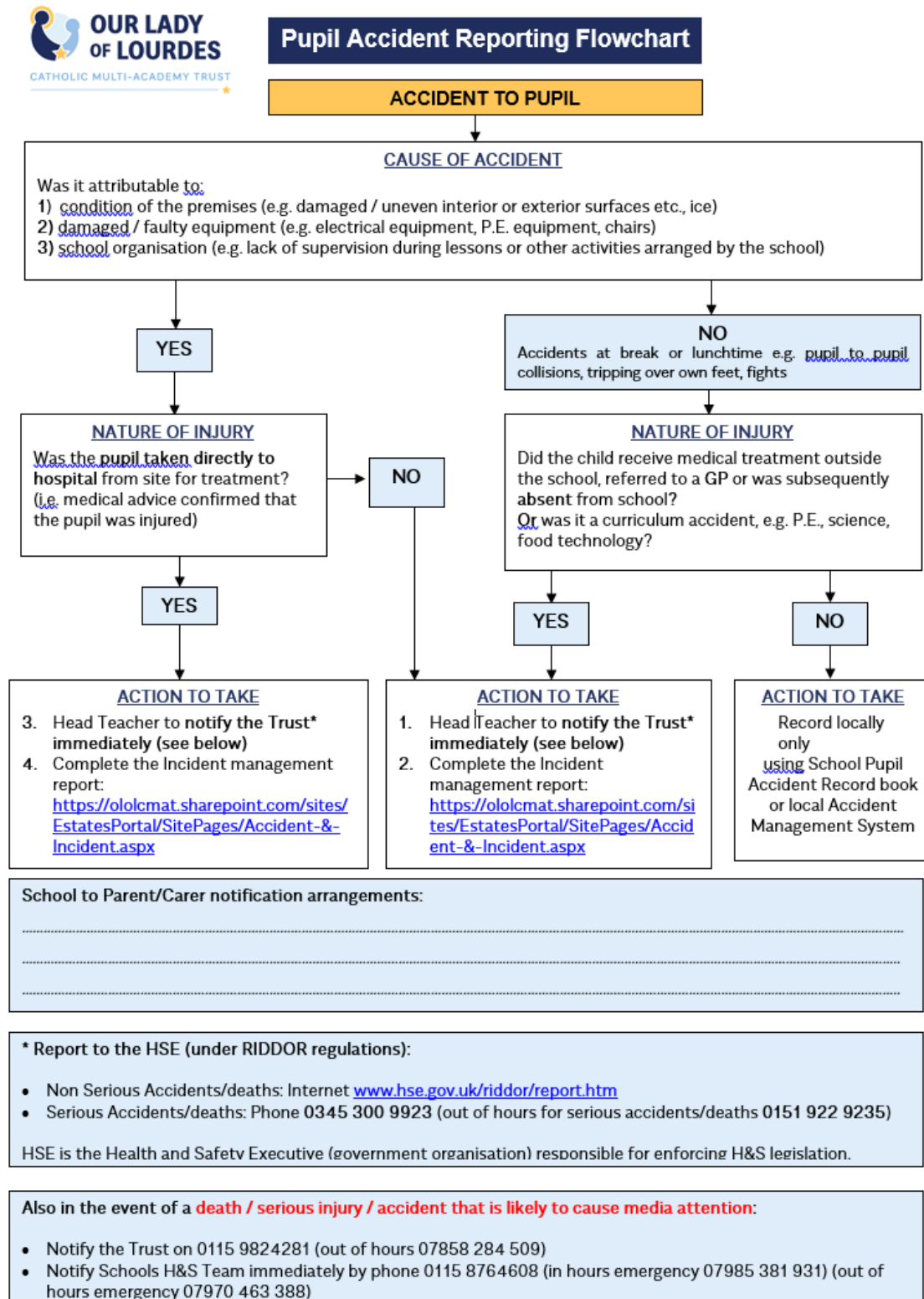
The up-to-date emergency contacts sheet is located on the Estates Portal [HERE](#)

Schools Health and Safety Framework



Appendix 4 Accident and Near-Miss Reporting

All accidents and Near-Misses should be reported on the [Trusts Accident Reporting System](#). ALL accidents to staff, visitors and volunteers should ALWAYS be reported. The flowchart below shows which accidents to children need to be formally reported.



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