Bishop Chadwick
Catholic Education Trust

Health & Safety Policy

Policy Owner	**Estates Manager**
Date Policy was Initially Agreed by Directors	**May 2022**
Review Date(s)	**May 2022** **May 2023** **July 2025** **July 2026**
Date Agreed by Directors	**06 July 2026**
Next Review Date	**July 2027 (or as legislation requires)**

1.0 INTRODUCTION

It is the Policy of Bishop Chadwick Catholic Education Trust (BCCET) to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, pupils, contractors, clients, general public and others while working and studying on any of its premises and outside of its premises whilst engaged in associated activities.

Bishop Chadwick Catholic Education Trust will ensure, so far as is reasonably practicable, that:

- Its premises provide a healthy and safe working environment for all pupils, staff, clients, temporary contractors and the general public.
- There are safe systems of work for all employees and pupils.
- Suitable and sufficient work equipment is provided.
- There are adequate welfare arrangements.
- Information, instruction, training and supervision are provided to employees to ensure their competency to perform their tasks.

Bishop Chadwick Catholic Education Trust recognises its responsibility to provide adequate control of the health and safety risks arising from school and clients' activities. An assessment of risks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage risks and ensure activities or tasks can be conducted safely.

Whilst day-to-day management of Health and Safety can be delegated to the individual schools, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the BCCET Board of Directors.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Employees are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns as appropriate. BCCET commits to implementing the Health & Safety at Work Act 1974 (HASAWA) and UK Statutory Instruments, as well as any future health and safety legislation. BCCET have engaged with a third-party H&S provider who will provide regular information to the school's leadership team on updates, changes and arrangements about any revisions to safety legislation.

BCCET supports the view that a positive health and safety culture is of significant benefit to the excellent performance and safety of all schools. A positive and proactive approach for pupils will be encouraged, supported and developed through risk education and awareness. Furthermore, it is recognised that Health & Safety is an important element of Safeguarding within the OFSTED inspection framework. The organisational structure will ensure that sufficient resources are available so that the

Policy and its arrangements can be implemented effectively.

Formal amendment to this Policy will be conducted annually or as necessary to reflect changes in the Trust's strategy, UK law, and any changes will be brought to the attention of all staff.

2.0 STATEMENT OF INTENT

This Policy outlines the framework developed by the Trust to manage health, safety and welfare. The Policy is a declaration of the Trust commitment to provide, so far as is reasonably practicable, safe and healthy conditions for employees, students and persons other than employees who use or visit the Trust's premises, or who may be affected by our activities.

The Trust will establish and adopt procedures to ensure that health and safety objectives and priorities are monitored and delivered to a high standard and that a proactive health and safety culture is promoted, developed and maintained throughout.

The Health & Safety at Work Act 1974 (HASAWA) places ultimate responsibility for health and safety with the Bishop Chadwick Catholic Education Trust Board of Directors. However, each school supported by the BCCET central team will manage its own Health & Safety procedures, which fully integrate with this Policy. Headteachers are responsible and accountable for the implementation and compliance of this Policy within their school, although health and safety roles and responsibilities can be delegated to other school staff. Management and monitoring mechanisms are being put in place to provide an overview of statutory compliance.

All employees must play their part in achieving the highest possible standards of health and safety and rigorously comply with all aspects of this Policy as it highlights the organisation's vision for health and safety and everyone's role in achieving this.

The Board of Directors will ensure that adequate resources are available to implement the principles of this health and safety Policy and conform to all relevant health and safety statutory regulations, approved code of practices, EU/British standards, HSE and industry guidance where necessary.

3.0 ORGANISATION OF HEALTH AND SAFETY RESPONSIBILITIES

All persons within schools must know the lines of communication and levels of responsibility that exist to ensure that health and safety matters are dealt with efficiently.

Headteachers
Each Headteacher is responsible and accountable for the implementation of and compliance with this Policy within their school, ensuring that a positive health and safety culture is encouraged and developed within the school and that all staff and pupils understand their responsibilities and adhere to the BCCET Health and Safety

Policy.

Competent Person
H&S consultants (Durham County Council Health and Safety Team) have been appointed to the role of competent person and are responsible for advice and overall strategies for health, safety and welfare within the school. The Trust has adopted the health & safety procedures as detailed in the Durham County Council School Health & Safety Policy and Procedures Manual, which is accessible via the health and safety portal: Home - Health and Safety

Board of Directors
The Board of Directors are responsible for ensuring that high standards of governance are maintained. The Board of Directors must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, pupils and/or visitors and ensure a positive health and safety culture is established and maintained across the Trust.

Chief Executive Officer (CEO)
The CEO has responsibility for all health, safety and welfare matters across the Trust.

Estates Manager
The day-to-day and oversight of the operational responsibility for health and safety is delegated to the Estates Manager across the Trust via the CEO. In support of this the Trust has engaged with competent health & safety professionals via an SLA with Durham County Council Health & Safety Department.

The Trust is responsible for applying health and safety legislation and making decisions that conform to legislation and other recognised health and safety standards and good practice. The Trust has collective health and safety responsibilities. They will ensure that this health and safety Policy is applied effectively within any areas that they have particular responsibility for. Therefore, they are responsible for preserving, developing, promoting and maintaining the Trust Health and safety Policy.

The Trust aims to provide a safe and healthy environment for teaching and support staff, students and visitors. The Trust recognises that policies alone cannot prevent accidents or ensure safe and healthy working conditions; only good working practice will ensure safety. All staff will appreciate that their safety, and that of all in the Trust, depends on their conduct as well as this Policy.

The Trust will:

- Ensure that all resourcing decisions consider health and safety matters.
- Delegate to the CEO a contingency budget to cover health and safety matters as appropriate to the Trust scheme of internal delegation.
- Together with the CEO or named responsible person, ensure that students, staff and all non-employees have suitable health and safety provision.
- Ensure that safety standards for purchased goods and equipment are met.
- Ensure that procedures exist for checking that items offered for sale or services

provided by the Trust are safe.
- Together with the CEO, ensure that approved Trust journeys are arranged and supervised in accordance with the competent guidance.
- Ensure that the Trust has appropriate monitoring systems.

4.0 RESPONSIBILITIES OF ALL EMPLOYEES

The Health and Safety at Work Act 1974 (HASAWA) states:

'It shall be the duty of every employee while at work: to take reasonable care for the health and safety of herself/himself and of any other persons who may be affected by her/his acts or omissions at work, and as regards any duty or requirement imposed on her/his employer or any other person by or under any of the relevant statutory provisions, to co-operate with her/him so far as it is necessary to enable that duty or requirement to be performed or complied with'.

The Act also states:

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.'

To observe the laws and carry out the responsibilities to ensure the safety of students and other visitors to Trust premises, all employees are expected to:

- Know the special safety measures and arrangements to be adopted in their working areas and to ensure they are applied.
- Observe standards of dress consistent with safety and/or hygiene.
- Keep good standards of hygiene and cleanliness.
- Know and apply the emergency procedures in respect of fire, bomb scare and first aid.
- Will not willfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- Co-operate with other employees in promoting improved health and safety measures.
- Report any hazard or malfunction in accordance with Trust procedure.
- Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
- Conduct themselves in an orderly manner and refrain from any form of inappropriate behaviour.
- Use the provided safety equipment and/or protective clothing.
- Avoid improvisation in any form which could create unnecessary risks to health and safety.
- Maintain, or ensure safe maintenance, of tools and equipment, reporting any defect in accordance with Trust procedure.
- Attend training courses to further the needs of health and safety as required.
- Report all accidents, assaults and "near misses" in accordance with Trust procedures, whether injury is sustained or not.

4.1 Responsibilities of the Chief Executive Officer

The Chief Executive Officer is the person initially and ultimately responsible to the Trust for achieving the objectives of the Health and Safety Policy.

The Chief Executive Officer shall:

- Ensure that the Trust meets as far as is reasonably practicable, the requirements of the health and safety legislation.
- Ensure that all staff know, accept and are trained to discharge their responsibilities regarding health and safety.
- Ensure staff and students comply with agreed procedures.
- Advise the Trust on the resources and action required to meet statutory requirements.
- Liaise regularly with the Trust on health and safety matters in the Trust.
- Encourage and promote a positive health and safety culture in the Trust.
- Be the focal point for day-to-day references on safety and give advice or indicate sources of advice.
- Co-ordinate the implementation of the approved safety procedures in the Trust.
- Establish and maintain a suitable health and safety programme to eliminate accident potential so far as practicable.
- Receive health and safety guidance and establish procedures to disseminate safety information concerning the Trust to all employees, including temporary /supply staff.
- Review these procedures from time to time.
- Ensure that accidents and hazards are:
    - Recorded.
    - Reported as appropriate to the Health and Safety Executive.
    - Reported to the specialist Trust staff.
    - Followed by appropriate remedial action.
- Ensure that the advice of the appropriate specialist Trust staff is sought to assist or clarify
  any health and safety matter.
- Regularly make, or arrange for, an inspection of premises, places of work and working practices.
- Ensure that proper concern is shown for the health and safety of everyone within the Trust who is not an employee, including students, visitors, etc.
- Ensure that workers employed by the Trust and hirers of the facilities undertake to conduct themselves according to the statutory requirements and safety procedures so that no one is put at risk.
- Ensure that all firefighting and fire prevention equipment and facilities are maintained to the required standard, keep appropriate records and make employees familiar with the operation of such equipment.
- Conduct regular evacuation drills at least once per term, test fire alarms weekly and make all employees and persons using the premises aware of the emergency procedure.
- Keep all fire escape doors clear from obstruction, alarm call points, and escape

routes at all times and check that escape doors can be readily opened from the inside.
- Ensure adequate first aid cover is provided.
- Ensure that all approved items of first aid equipment are available under the control of a responsible person or trained first aider, and that all employees know where they are.
- Review from time to time and make recommendations for improving the procedures on:
    - Providing first aid in the Trust.
    - The emergency procedures.
    - All safety procedures.
- Take appropriate action when any hazard is reported and stop any practices or the use of any plant, tools, equipment, machinery, etc. Considered to be unsafe until he/she is satisfied they are safe.
- Maintain contact with, and seek advice from, appropriate agencies.
- Ensure all statutory registers are maintained.
- Ensure the maintenance of safe access to and from the site.
- Ensure that relevant risk assessments are performed, the results recorded, and any necessary action taken.

4.2 Responsibilities of the Trust Lead for Health & Safety – Estates Manager

Under the direction of the Chief Executive Officer, the Trust Lead for Health & Safety is responsible for the detailed adoption of the Trust Policy and shall:

- Be directly responsible to the Chief Executive Officer for the implementation of existing policies and safety measures, regulations and procedures across the Trust. Will follow the advice or instructions given by the Chief Executive Officer, including the relevant parts of this statement.
- Ensure that all persons reporting to them know, accept and discharge their responsibilities under the Trust Health and Safety Policy.
- Ensure that the areas for which they are responsible are maintained to high standards, carrying out safety inspections alongside Durham County Council.
- Ensure that they draw to the attention of the Chief Executive Officer any breach of statutory regulations or departmental procedures.
- Ensure, as far as is reasonably practicable, they provide sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their safety and health.

4.3 Responsibilities of Headteachers

Under the direction of the Chief Executive Officer, Headteachers are responsible for the detailed adoption of the Trust Policy, and they shall:

- Be directly responsible to the Chief Executive Officer for the implementation of existing policies and safety measures, regulations and procedures within that department/area of work. They should follow the advice or instructions given by

the Chief Executive Officer, including the relevant parts of this statement.

- Ensure that all persons reporting to them know, accept and discharge their responsibilities under the Trust Health and Safety Policy.
- Ensure that areas for which they are responsible are maintained to high standards, carry out / or have carried out a regular safety inspection of the areas and activities for which they are responsible and, where necessary, submit a report to the Chief Executive Officer /other named person.
- Ensure that they draw to the attention of the Trust Lead for Health & Safety/line manager any breach of statutory regulations or Trust procedures which cannot be dealt with.
- Ensure that they investigate and report on all accidents, assaults and near misses occurring within their areas of work, in accordance with the Trust procedure.
- Ensure that they make available in a safe condition all necessary plant, tools and equipment.
- Ensure they maintain safe access to and egress from their places of work.
- Ensure the necessary protective clothing or equipment is issued and used in their areas
- Ensure that so far as is reasonably practicable, no plant, equipment or process under their control pollutes the atmosphere.
- Where necessary, seek the appropriate Health and Safety advice.
- Establish and maintain safe working procedures, including arranging to ensure, as far as is reasonably practicable, the safety and absence of risks when using, handling, storing and transporting articles and substances (e.g. Chemicals, boiling water, duplicating fluid, guillotines).
- Resolve, promptly, any health and safety problem referred to them by a member of staff or pupil and refer any of these problems, for which they cannot achieve a satisfactory solution within their resources, to the Chief Executive Officer/other named person.
- Ensure, as far as is reasonably practicable, they provide sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their safety and health.
- Recommend to the Chief Executive Officer /other named person safety procedures, practices and equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- Ensure that all donated equipment is safe for use, if necessary, seeking specialist advice.
- Ensure that relevant risk assessments are performed, the results recorded, and any necessary action taken.

4.4 Responsibilities of the Site Manager/Caretaker

The Site Manager/Caretaker is responsible and accountable to the Headteacher and the Trust lead for health, safety and premises for all matters relating to health and safety within the sphere of their duties.

The responsibilities of the Site Manager/Caretaker are to:

- Report to the Headteacher/Trust lead for health, safety and premises any defects and hazards which cannot easily be remedied within the resources available to them.
- Inform the Headteacher/Trust lead for health, safety and premises whenever contractors are due to enter the Trust to undertake maintenance, service or works contracts. Any work that affects the fabric of the building will be subject to a permit to work. The Site Manager/Caretaker will ensure relevant information is communicated and shared with staff, students and visitors.
- Be responsible for coordinating all contractual work and maintenance carried out on Trust premises, including health and safety matters concerned with other contractors.
- In conjunction with the Headteacher/Trust lead for health and safety, ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or re-modelling schemes.
- Ensure that all site staff and cleaning staff are equally aware of the Trust's health and safety Policy and that they are equally aware of any arrangements of the Policy that affects their work activities, e.g. storage arrangements, materials, equipment and hazardous substances.
- Implement a systematic and methodical system of servicing, inspecting, maintaining, checking and auditing compliance agreements across the Trust premises.

4.5 Responsibilities of Class Teachers

The class teacher is responsible for the safety of students in classrooms, laboratories and workshops.

If for any reason, e.g. the condition or locations of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers that she/he cannot accept this responsibility, she/he should discuss the matter with the Headteacher before allowing work to take place.

Class teachers are expected to:

- Set a good example by adopting good health and safety practices and procedures.
- Supervise the students and ensure that they know the emergency procedures in respect of fire, bomb scare, first aid and any special safety measures for the teaching area/activity.
- Give clear instructions and warnings as often as necessary (notices, handouts, etc., are not enough).
- Ensure that students' bags, coats, etc., are safely stored, and good housekeeping is maintained.
- Include all relevant aspects of safety in the curriculum, if necessary, in special lessons.
- Request/obtain protective clothing, guards, special safe working procedures, etc. Where necessary and ensure their use.

- Make parents/volunteers aware of safety procedures in the classroom/work area.
- Recommend to the Headteacher improvements on safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- Ensure that they are up to date with all the relevant health & safety legislation that covers their specialist area of work and that all legal, good practice and guidance is implemented and followed.
- Ensure that they inform the Trust lead for health & safety of any changes to legislation that impact their specialist area of work.
- Ensure that relevant risk assessments are performed, the results recorded, and any necessary action taken.

4.6 Responsibilities of Visitors/ Volunteers/ Hirers

- Regular visitors and other users of the premises will be required to observe the safety rules of the Trust. The Site Manager/Caretaker will ensure that visitors are informed of health and safety matters which may affect them during their visit.
- Parents helping out within the Trust will be made aware of the health and safety arrangements applicable to them by the teacher to whom they are assigned.
- Groups of people who regularly hire the premises will be made aware of safety arrangements through the lettings Policy contained on the lettings application form.

4.7 Trust rules concerning students

- Parents and guardians are requested to encourage young people, who are students of the Trust, to:
- conduct themselves in a manner which is considerate to their own safety and the safety of others
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear and other items considered dangerous).
- Observe all the safety rules of the Trust and the instructions staff members give in an emergency.
- Will not willfully misuse, neglect or interfere with equipment provided for their safety.

4.8 Contractors and Visitors

- All visitors and contractors must report to the school reception. They will be signed in and given an identity/visitor's badge.
- On leaving the site, they will be required to sign out at reception. Before any work commences, the school will ensure that all relevant staff have been informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works.

- Contractors will be appropriately supervised by school staff whilst on site. The emphasis must be to stop any unsafe activity until the school is satisfied with the health and safety practices or procedures.

5.0 HEALTH AND SAFETY POLICY ARRANGEMENTS FOR SCHOOLS

HEALTH AND SAFETY POLICY

ARRANGEMENTS for St James Catholic Primary School

These arrangements are specific to each school and will help to ensure that the aims and objectives of the Bishop Chadwick Catholic Education Trust's Health and Safety Policy are implemented. Schools must add anything that is missing from this schedule, and any such additions must be reported to the school's Health & Safety Committee.

Accident Reporting, Recording and Investigation

- All accidents must be reported to a first aider who all have first aid badges on their lanyard, in an accident book or designated form with DCC.
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) must be notified to the Trust's external competent health and safety advisor via their online reporting system.
- Major injuries must be reported immediately to the Headteacher, CEO and the external competent advisor.

Asbestos

- Each school where asbestos exists will have an Asbestos Management Plan.
- A copy of this must be held by the school's reception/office and be available for all staff to view.
- All contractors must read and sign the asbestos register before commencing any work.
- An annual re-inspection of areas containing asbestos is completed within the school SLA responsible person for asbestos.

Bodily Fluids & Clinical Waste

- All staff notify the site team of any spillages or accidents. The site team will use spill kits to clean these up and dispose of the waste in conjunction with the proper procedures.

Compliance - premises compliance

- Premises compliance responsibilities are held by Francesca Heslop and must be kept up to date and available for review by H&S advisors and the Trust Central Team as necessary.

COSHH (Control of Substances Hazardous to Health)

- An inventory of all hazardous substances used on site must be held by the Site Manager/ Caretaker and reviewed regularly.
- All regularly used products will have material safety data sheets (MSDS).
- The arrangements for the delivery of hazardous substances to schools will be managed by the estates team/site staff.
- Any new products that are brought into schools that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, misuse, quantities or storage, will require a risk assessment to be undertaken.
- The responsible person will maintain a record of hazardous substances used by the cleaning contractor.
- Any decanted substances should display the product name, information, dilution rates and safety information.
- The Science, DT, and Art departments must have their departmental procedures and arrangements for the storage, use, handling and production of hazardous substances. Reference should be made to particular Science, DT or Art Health and Safety Policies

Defect Reporting Procedures

- All staff have a responsibility for their own and others' health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is reported. In this school, defects should be reported to Lorraine Ward or Francesca Heslop.
- Any faulty equipment must be taken out of use and, if appropriate, labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of the appropriate Line Manager, so it can be logged, actioned and monitored.

Electrical Equipment (Fixed and Portable)

- Any electrical faults should be reported immediately to the site team. Faulty fittings (e.g. cracked sockets, etc.) should be isolated until repaired.
- Portable appliance testing (PAT) is arranged by the school and Estates Manager.
- Staff must not bring electrical items in from home.
- The periodic inspection of fixed electrical installations is arranged by the school and Trust in line with contractual agreements.
- Third parties hiring school facilities must provide evidence that any electrical equipment brought onto school premises has passed a PAT test within the last year.

Fire and Emergency Procedures

- All fire appliances and installed fire safety systems will be checked in line with

recognised best practice and British Standards by specialist personnel.

- Fire alarms will be tested every week using a different call point each time, and the results should be recorded. This is the responsibility of the school's Caretaker/Site Manager.
- Portable fire-fighting equipment and emergency lighting will be visually checked monthly, and the results should be recorded. This is the responsibility of the school's Caretaker/Site Manager.
- Fire Drills will be held a minimum of three times per year. A record must be kept of each drill to include evacuation time, observations, and follow-up required, which must be reported to the Estates Manager and H&S Consultant. This is the responsibility of the school's Caretaker/Site Manager.
- Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process.
- Fire risk assessments will be carried out with a combination of competent advice and assistance. A review of the fire risk assessment will be completed at least annually or if/when things change that may affect the original assessment.

Lone Working

- Lone workers are those who work by themselves without close or direct supervision and are found in a wide range of situations. Staff should avoid lone working wherever possible. If a staff member finds themselves in a lone working situation, they must always carry a mobile phone for emergency use and let others know where they are going and how long they intend to be. Ladders or any other equipment that might result in personal injury must not be used.
- Please refer to the Lone Working Risk Assessment for further advice and guidance.

Manual Handling

Staff must:

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Act according to any medical advice
- All staff whose duties could include manual handling/lifting must be provided with suitable information and training.
- Ensure they are physically capable of safely completing a manual handling task.
- Use mechanical aids whenever possible and/or undertake team manual handling.
- Manual handling risk assessments should be carried out for tasks that may pose a risk of injury to school staff. This does not include tasks that are of a low risk, are straightforward or will only take a very short time.
- Please refer to the Manual Handling Risk Assessment for further advice and guidance

Risk Assessments

- Risk Assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk Assessments are available for staff to view and are stored in the school office.
- Blank risk assessment forms can be obtained through the Trust's external competent advisor.
- Senior leaders / Heads of Department should have a copy of the risk assessments relevant to them.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments or additions to risk assessments.
- Risk assessments will be reviewed regularly. High-risk faculties, e.g. Science, Art, DT, PE, should review their Risk Assessments annually as a minimum.
- A specific Risk Assessment for expectant mothers will be undertaken.
- All educational visits will have recorded risk assessments.

Safeguarding

- The Board of Directors fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure there are adequate arrangements within each school to identify, assess, and support children who are suffering harm.
- BCCET has a Child Protection (Safeguarding) Policy, which is reviewed annually.
- Each school will have at least two identified Safeguarding leads.
- All staff will receive safeguarding training on appointment, which will be updated regularly.
- Please refer to the Child Protection (Safeguarding Policy) for further advice and guidance

Snow Removal

- The Headteacher will decide whether to open the school in the event of adverse weather and to consider remote learning.
- The Caretaker/Site Manager is responsible for clearing snow and gritting suitable pathways to allow access to the school site.

Smoking

- Smoking is not permitted on any Trust premises.

Drugs & Alcohol

- Drugs and alcohol are not permitted on any Trust premises except prescribed medicines or alcohol containing substances that are used for teaching purposes, which must be stored in a secure area.

Staff Consultation

- The Headteacher / Line Manager will plan for full and proper consultation with employees on health and safety matters. The Trust Central Team will coordinate consultation with Headteachers and Central Team staff on matters that impact staff across the Trust.

Transport – use of

- All staff or authorised volunteers transporting pupils, volunteers or other staff in a minibus, whether owned by the Trust or otherwise, must hold a current, valid and appropriate driver's licence.

Violence to Staff

- Headteachers are responsible for assessing the risks of violence to staff.
- Staff must report incidents of violence and aggression to the Headteacher.
- Staff are asked to complete an incident report form, which will also act as a record of such episodes.
- BCCET may report any incidents of violence or aggression towards staff to their legal advisor.
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Water Hygiene

- A copy of the current Legionella Risk Assessment for each site is held by the Headteacher/nominated person.
- An external contractor is used to carry out the requirements of water testing under L8 guidance. This is arranged by the school.
- The site team carries out regular flushing and temperature recording.

Wellbeing

- If employees are experiencing any problems concerning stress, they are encouraged to report this to their line manager or one of the HR team in the first instance.

Working at Height

- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to minimise any risks
- Risk Assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of the person involved to ensure this takes place.
- Staff should only use the equipment they are trained to use, unless it is low-level kick stools or steps, and they should wear the appropriate clothing and footwear.

- Pupils are not permitted to use access equipment. Information, instruction and supervision will be provided to specific pupils who may use access equipment for school-related activities.
- Contractors are expected to provide their equipment and will not be permitted to use the school's equipment.

Work Equipment

- All work equipment used on the premises should be fully inspected upon installation.
- All work equipment must undergo an annual recorded maintenance and service inspection by a competent person.
- Any defects should be reported to the Caretaker/Site Manager.
- Employees must not use their personal equipment.
- Staff must ensure that they are appropriately trained to use the equipment.
- Heads of Department are responsible for ensuring a suitable and sufficient Risk Assessment has been carried out before the use of such equipment. Examples of work equipment are site staff power tools, DT machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.

Work Experience/Placement Pupils

- A nominated person will provide guidance on student work experience placement.
- The nominated person will also carry out the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider.
- Health and safety induction to work experience pupils and a work placement risk assessment is expected to be undertaken by the placement employer.

Gym Equipment

- All staff should check PE apparatus before use and report any defects to the Site Manager/Caretaker
- Any faulty equipment must be taken out of use and, if appropriate, labelled 'Do not use'.
- The PE equipment is inspected annually.

Outdoor Play Equipment

- External play equipment will only be used when appropriately supervised.
- Such equipment will be checked by the teacher for any apparent defects and particularly for contamination by animals. Any defects should be reported immediately to the Site Manager/Caretaker so that remedial action can be taken.
- Any faulty equipment must be taken out of use and, if appropriate, labelled 'Do not use'.
- The outdoor play equipment is inspected annually.
- Risk Assessments must be carried out for play equipment.