

# Health and Safety Policy



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5	September 2024	Reviewed by Health and Safety Consultant and revised safety responsibilities plus inclusion of school specific safety information. "Beamised" throughout.

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## **STATEMENT OF INTENT**

This document sets out the health and safety Statement of Intent for the Beam Trust. The purpose of which is to encourage the ownership, commitment and compliance at all levels of the trust and to provide a framework to establish and review health and safety policies, objectives and guidance across the four schools. The Trust is committed to ensuring, so far as is reasonably practicable, that all activities are carried out with the highest regard for the health, safety and welfare of all its employees, students and of any others who may be affected by our undertakings.

The Trust Board fully recognises the importance of health and safety and is committed to both its legal and moral health and safety obligations. The Board will support this by demonstrating top level commitment to the Health and Safety Policy, individual responsibilities and staff training whilst ensuring that health and safety is represented at Board meetings as an agenda item. The Board sees the development of a positive safety culture across the academies as an essential part of Trust's continued success.

Trustees will ensure that Health and Safety Management Systems are put in place across the Trust to certify that the commitments below can be met. All Trustees, Senior Leadership Teams, staff and pupils will play their part in its implementation.

The Trust will, as an essential part of its business process aim to:

- a) Maintain compliance with any statutory national laws, regulations or best practice placed upon it by external regulatory bodies. To manage, develop and improve its Health and Safety related policies, strategies and processes to meet these responsibilities.
- b) Providing a safe and healthy working and learning environment for everyone who may be affected by its activities.
- c) Conduct a regular programme of inspections and assessments to assess risk, identify and eliminate unsafe conditions/practices and to control and reduce hazards as far as reasonably practicable in compliance with the Management of Health and Safety at Work Regulations 1999.

- d) Make provision for adequate First Aid arrangements, welfare facilities and wellbeing at work. Promptly investigate every accident, incident, occupational health issue and near miss to determine their cause and prevent re-occurrence.
- e) To report, where required, any accident or incident that should be subject to the Reporting of Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- f) Provide and maintain safe routes of access/egress as required under The Regulatory Reform (Fire Safety) Order 2005.
- g) Ensure that this policy statement is communicated and maintained across all levels of the organisation.
- h) Ensure that all employees agree, as part of their contract of employment to comply with the individual duties placed upon them by law. Failure to comply with health and safety duties, regulations, local procedures etc. will be regarded as a serious breach and may lead to disciplinary action being taken.
- i) Review and/or revise the Health and Safety policy and statement annually or at times of significant change.

It is also the duty of every employee to:

- a) Exercise reasonable care for the health, safety and welfare of themselves and others who may be affected by their actions or omissions. To report any unsafe act, condition or occurrence at the earliest opportunity.
- b) Co-operate with the Headteacher of each school, as far as may be necessary, to enable the Trust to carry out its legal duties in respect of health, safety and welfare matters.
- c) Not to intentionally or recklessly interfere with any rules or equipment provided by the academy in the interests of health, safety or welfare.

Chief Executive Officer:	Date:
Chair of the Beam Trust Board:	Date:

# 1. RESPONSIBILITIES

## 2.1 Trust Structure

Overall and final responsibility for health and safety is that of:

### The Trust Board

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

### The Central Executive Team and Head teacher

To ensure that health and safety standards are maintained and improved, the following people have responsibility in the following areas:

<b>Name</b>	<b>Responsibility</b>
<b>The Trust Board</b>	Strategic Planning – Overall Responsibility
<b>THE BEAM TRUST CEO</b>	Strategic & Operational Implementation and monitoring
<b>THE BEAM TRUST Finance Committee</b>	Strategic Monitoring
<b>Headteacher</b>	Strategic implementation and monitoring
<b>H&amp;S Lead</b>	Operational Implementation
<b>Health and Safety Manager/External H&amp;S Advisor</b>	Strategic & Operational Monitoring

## Responsibilities

The simple organisational chart below shows the Trusts' arrangements for managing health and safety. This document is provided purely for health and safety purposes and does not necessarily represent the organisation for other business activities. It is supported by the specific responsibilities detailed in this policy.

Each school will adopt the Beam Trust policy and insert a local chart showing key personnel with responsibility for health and safety in their school.





The overall responsibility for health and safety in The Beam Trust is that of the Trust Board. The day-to-day responsibility for ensuring that this policy is implemented and delegated to the Headteacher of each school.

Each school has adopted this H&S Policy and added its own safety arrangements which ensures that the principles in this document are implemented within each school.

To comply with the Governing Body Statement of Intent, health and safety responsibilities are assigned as follows:-

## **2.2 The Beam Trust Board**

The Trust Board maintain strategic oversight across the Trust and set the Trust's vision and policies. They are accountable for the performance of all academies within the trust and have a responsibility to ensure that across the Trust:

- A clear written policy statement is developed, promoting the correct attitude/behaviours to support a positive safety culture within the Trust.
- Responsibilities for health, safety and welfare are allocated to individuals and that those individuals are informed of their responsibilities.
- Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- Sufficient resources and strategic direction are allocated by it and its academies to ensure, as far as is reasonably practicable a safe and productive working and learning environment
- Competent health and safety advice is available in order to assist line management and comply with regulatory controls
- Health and safety performance of the Trust is monitored
- The Health and Safety Policy and performance is reviewed annually.
- The Health and Safety Policy will be reviewed at least every two years and health and safety performance will be reviewed annually.
- Termly meetings to review H&S Compliance are carried out.

## 2.3 The CEO

The CEO has overall responsibility for health and safety throughout the Trust and for ensuring that the objectives of this Health and Safety Policy Statement are implemented. The CEO has specific responsibility to support the provision of the most cost-effective solutions for meeting appropriate health and safety provisions.

The CEO shall ensure that the Board of Trustees:

- Oversees the provision of health and safety leadership focused on the management of significant risk
- Monitors overall performance of the health and safety management system and are kept informed of, and alerted to, relevant health and safety issues.
- Provide strong leadership with a visible and active commitment to ensure health and safety organising and planning
- Establish downward communication systems and management structures
- Appoint responsible persons to organise, plan, implement, measure, review and audit the Trust's Health, Safety and Welfare Policy and procedures.
- Allocate adequate resources for the effective implementation of the policy including the appointment of and access to the Trust Health and Safety Advisor.
- Maintain health and safety review as a standing item on management meetings to monitor compliance and address issues arising.
- Monitor the action plans to remedy any areas for improvement / non-compliance at termly intervals in conjunction with each Head teacher.
- Ensuring statutory insurance and appropriate additional insurance cover is in place to meet the Trust's needs.
- Keeping the Health and Safety Advisor aware of absence and accidents that may be reportable to the HSE under RIDDOR.

## 2.4 The Headteacher

Each Headteacher, with support from their Health and Safety Lead, is responsible for the day-to-day operation and management of the health and safety systems as delegated by the Beam Trust Board within all areas of the academy's undertakings.

The Headteacher shall be responsible for:

- Showing commitment to the Beam Trust Board's health and safety intentions as articulated in the Statement of Intent.
- Providing health and safety leadership, by promoting and implementing the Health and Safety Policy. To staff at their academy via team meetings, consultation meetings and in-house training sessions.
- Providing appropriate information on significant risks to staff, students, visitors and contractors.
- Co-ordinating appropriate consultation arrangements for staff, students and their trade union representatives.
- Allocating resources for suitable instruction, training and information to staff within their academy
- Delegating staff to maintain the curriculum-based risk assessments in accordance with relevant regulatory health and safety and/or DfE legislation.
- Organising termly drills to test the emergency procedures, including evacuation in case of fire or bomb threats and invacuation in case of lockdown.
- Allocating resources (with the designated lead person) for the adequate provision to always administer First Aid as required under the First Aid at Work Act Regulations 2013 and in conjunction with the First Aid risk assessment, including during external visits.
- Notifying the Trust CEO of any serious accidents to pupils or any accidents to staff or other persons and any "near miss" situations, in accordance with the agreed procedures.
- Implementing recommendations based on reports from the Health and Safety Advisor for risk management issues, significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues

- Monitoring that the Beam Trust systems and policies are being adhered to by staff, pupils and visitors through meetings with the Health and Safety Lead.
- Being available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- Encouraging staff participation in improving the health and safety culture, providing opportunities to communicate via staff briefing sessions, meetings, TED days etc.

## **2.5 Local Governing Body**

Each Local Governing Body has responsibility to monitor the health and safety performance for their school at a local level and to support the Headteacher by ensuring:

- Information on statutory requirements and best practice with regards to Health and Safety Policy and supporting documents are taken into account through liaison with the Headteacher.
- Clear written safety procedures are developed, promoting the correct attitude/behaviours to support a positive safety culture within the school.
- Responsibilities for health, safety and welfare are allocated to individuals and that those individuals are informed of their responsibilities.
- Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- Health and safety performance of the school is monitored annually.

## **2.6 External Health and Safety Consultant**

The Trust uses the services of an external consultant, Adele Partridge, CMIOSH and OSCHR Registered Consultant to provide Health and Safety Competent Person advice. The role of the Health and Safety Consultant is to promote a positive health and safety culture in the Trust. The primary responsibility is for ensuring that risks in the Trust are controlled and that each school is successfully meeting safety

standards. The Health and Safety Consultant will advise and support each school on matters of safety, health and hygiene at local level. Trustees have appointed the external Health and Safety Consultant who will be involved with:

- Reviewing written procedures (audit)
- Coordinating activities of the maintenance team at each Trust site to ensure that operational matters such as routine safety walks, planned maintenance are carried out and acted on accordingly.
- Assisting each school to organise their Health and Safety Risk Register and maintain suitable risk assessments for activities being carried out.
- Providing the Trust and its schools with up-to-date health and safety information and changes to legislation as released by the HSE or government.
- Undertaking annual inspections of each academy to ensure that policies and procedures are being suitably implemented.
- Providing reports to Trustees on annual basis systematically to show effectiveness and suitability of the Safety Management Systems across the schools.

The Adviser will if requested:

- Provide in-service training
- Carry out risk assessments
- Review and advise on safe systems of work
- Help draft and advise on policy
- Review policy
- Arbitrate on health and safety matters
- Conduct accident investigation as required

## **2.7 School Health and Safety Lead**

The Health and Safety Lead in each school is responsible for supporting the Headteacher in the implementation of the Policy and shall be responsible for:

- Acting on behalf of the Headteacher on all health, safety and welfare issues in relation to external bodies and agencies - HSE, Fire Brigade, Local Authority, Insurance Risk Manager, etc.
- Providing all staff with adequate information, instruction and training on health and safety issues, based on their job needs.
- Making suitable arrangements for the identification of hazards and the completion of risk assessments.
- Organising termly drills to test the emergency procedures for fire evacuation and Lockdown practice.
- Assisting with investigation of accidents and implementing remedial actions in conjunction with Site Team in accordance with the Trust's agreed procedures.
- Conducting initial investigations into safety matters raised by staff or students and to take any necessary action
- Liaising with the Trust's externally appointed Health and Safety Adviser and the Trust Central Team as required
- Being available to staff seeking to resolve health and safety problems that cannot be resolved by their line manager
- Distributing health and safety bulletins, instructions, etc., issued from time to time and maintaining a file of all such material which is readily accessible to all employees
- Keeping an up-to-date list of all personnel with specific safety responsibilities within the school, both teaching and support staff and of their training
- Sharing safety information with contractors, staff and visitors, including those who will be undertaking work on the premises.
- Coordinating the health, safety and welfare arrangements for relevant staff and pupils with special medical needs in tandem with the SENCO lead.

- Keeping the statutory display of information (H&S poster, H&S Policy Statement, Certificate of Employer Liability Insurance etc) up to date on the staff noticeboard.
- Reporting to the Headteacher on the health and safety performance of the school on a termly basis.

## **2.8 Premises Manager (Officer Manager and/or Maintenance Officer**

The role of the Maintenance Officer is to be responsible for health and safety matters as reasonably requested by the Headteacher and/or Health and Safety Lead and as indicated in this Policy. This will be achieved by:

- Maintaining the asbestos management plan; checking the condition of asbestos containing materials in accordance with the asbestos management plan annually.
- Sharing the contents of the asbestos management plan with contractors and academy staff.
- Carrying out documented water checks in compliance with the legionella management plan and organising annual checks to be carried out.
- Monitoring the safe maintenance of premises, plant, machinery and equipment
- Maintaining the service and inspection of fire safety equipment and security equipment.
- Carrying out testing of the fire alarm system on a weekly basis and emergency lights on a monthly basis.
- Maintaining risk assessment for premises, plant, machinery and equipment.
- Providing staff under his/her direct control (i.e. site assistants and cleaning staff) with adequate training and instruction in the use of any equipment or materials that they are expected to use
- Informing contractors of any hazards that could affect their health and safety while working in the Academy, keeping appropriate recorded evidence.
- Monitoring contractors in terms of health and safety issues (including in respect of H&S competence and safe working practices) and reporting non-compliance to the Health and Safety Compliance Supervisor.

- Carrying out caretaking/cleaning operations in a safe manner to avoid creating a hazard to other users of the premises
- Keeping the CoSHH register and associated CoSHH assessments up to date
- Taking steps to remove or reduce hazards, so far as is reasonably practicable, when notified by academy staff.
- Undertaking termly safety inspections, identifying any hazards and risks associated with the premises/departments/grounds ensuring these are monitored and controlled
- Using appropriate protective clothing and safety equipment where appropriate, in accordance with the controls measures identified in risk assessments.
- Within the remit of their responsibilities, that
  - (i) employees new to the school are helped to perform their duties in a safe manner,
  - (ii) pupils are able to work and move about safely in the school and
  - (iii) all other persons, visitors, parents and contractors, are able to do so.
- Using the appropriate Beam Trust purchased compliance software to record and monitor all compliance information
- Keeping up to date with all relevant health and safety guidance and training

## **2.9 SLT/Subject Co-ordinators**

The roles of SLT/Subject Co-ordinators for all matters of health and safety are as follows:

- To bring to the notice of the Headteacher (or the Lead for Health and Safety/equivalent) any significant problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their department or subject area. Routine day to day H&S issues should be reported through the school's agreed channels
- Provide staff with adequate training on health and safety aspects of their specialist area, including risk assessments (especially where use of potentially hazardous equipment or substances is undertaken)



- Monitoring risks specific to their area of work are adequately assessed and procedures in place to reduce risk of injury (e.g. Risk assessment for the use of tools or equipment. COSHH assessments for the use of hazardous substances).
- Follow agreed reporting procedures for any accidents / incidents occurring within their department

## **2.10 First Aiders / Mental Health first aid**

The role of first aiders is to provide immediate medical assistance to someone who is injured, sick or experiencing a medical emergency. Our first aider responsibilities include:

- Attending relevant first aid training / 3 yearly refresher training and implementing systems for providing first aid based on the first aid regulations and local first aid needs.
- Responding promptly to calls for assistance within their area and knowing how to summon further assistance if necessary
- Being familiar with the first aid needs of pupils and staff with IHCP's and having access to specialist first aid equipment (i.e. epi-pens, emergency inhalers)
- Maintaining the First Aid box(es) in line with the guidance and maintaining any other First Aid supplies as may be kept separately
- Working with the appropriate designated manager to ensure medical records are up to date including a record of any treatment and the appropriate reporting is undertaken following accidents.
- Working with the Headteacher to report serious accidents requiring RIDDOR in a timely manner.

The Mental Health First Aider is to provide mental health first aid as needed, within their level of competence and training. These first aiders must be able to escalate and document any matters if required in a prompt and appropriate manner.

## **2.11 Role of all employees**

Trust employees are required to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions. Their responsibilities include:

- Not to recklessly or intentionally interfere with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- To report promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related illness.
- Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.
- Only using electrical devices that display a current PAT label or is less than 12 months old.
- Familiarising themselves with procedure to follow in case of a fire or other emergency and participating in all drills carried out.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them
- Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst on school premises.
- Familiarising themselves with and complying with the school safety policy.
- Co-operating with their employer to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.
- Informing managers/responsible people as soon as possible of any significant health (physical/mental) concerns that may have a significant impact on their day to day work and potential to pose a H&S risk to themselves and/or others

Special Obligations of Any Class Teacher or member of staff supervising pupils In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

- Raise any health and safety concerns outside their control related to their class area with their immediate line manager;
- Exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- Know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;

- Give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim)
- Detail safe methods and controls to be followed in their schemes of work;
- Set a good example by following safe working procedures personally;
- Wear protective clothing where necessary and safety equipment such as guards where necessary;
- Avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.
- Build in safety education in curriculum planning.

## **2.12 Temporary Staff**

Temporary staff are provided with information and guidance which includes the Health and Safety Policy document, Fire and Emergency Procedures etc. and should be suitably inducted to their role. They should comply with the expectations outlined for all employees.

## **2.13 Pupils**

Pupils should receive adequate training / instructions, in accordance with their age and aptitude, so that they are able to exercise personal responsibility for the health and safety of themselves and others. They should observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the Academy and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety

## **2.14 Volunteer and Parent Helpers**

Volunteer and parent helpers should be provided with information and guidance which includes health and safety, fire and emergency procedures etc.

Volunteer and parent helpers are directly accountable to the member of staff in charge whilst on the school site.

## **2.15 Contractors**

- All contractors under local control should be appropriately selected and competent in terms of health and safety Contractors are responsible for:
- Adhering to the school's policies and procedures and not endangering pupils, staff or other visitors to the site.
- Following school site safety rules at all times
- Ensuring that any equipment used on school premises is in safe working condition and has up to date PAT testing.
- Providing documented risk assessments and safe systems of work including method statements or work instructions to the Estates team on request.
- Liaising with the Premises Manager before work is commenced.
- Arranging site specific or school-required inductions prior to works commencing
- Reporting defects or health and safety issues to the Estates and Facilities Manager immediately.
- Reporting accidents on school premises to the Estates and Facilities Manager.
- Contractors are responsible for the health and safety of their own staff and other people whilst they are working within a specified area (the school will take reasonable precautions to prevent their pupils or unauthorised staff from gaining access to these areas)

## **2.16 Visitors and Other Users of The Premises**

Where facilities are shared, the school health and safety lead is responsible for checking that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, e.g. Youth Service, Adult and Community Learning, catering and cleaning. The following expectations are agreed before external parties are permitted to work on the premises:

- The Health & Safety at Work Act etc 1974 and other regulatory legislation applies to all visitors to school premises / workplaces.
- All visitors to our establishment must comply with the Trust's Health and Safety Policy and procedures.
- Headteachers must ensure that a suitable system is implemented whereby visitors are required to record their visit (e.g. visitors' book).
- Where applicable visitors will be required to wear a 'visitors' identification badge that is supplied by the Reception Staff at point of sign in.
- Non-DBS checked visitors will be accompanied at all times by a responsible employee.
- All visitors will receive information on the school's fire alarm procedures and assembly points
- Should an incident/accident occur involving a visitor this must be reported using the agreed Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person.
- Where applicable, adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures.

Persons 'hosting' visitors must ensure:

- a) Visitors are made aware of any relevant H&S risks and issues pertinent to their visit
- b) Visitors are alerted to the establishment's fire procedures,
- c) Visitors adhere to the Academy's 'No Smoking' Policy,
- d) Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles,
- e) Visitors record their presence on the premises in the appropriate log book,
- f) Visitors are accompanied or authorised to enter the premises,
- g) Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied,
- h) Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised,
- i) Visitors wear protective clothing that is supplied, when necessary.

## **2.17 Lettings**

The Headteacher will ensure that the Hirer of the premises for any event, in accordance with the Lettings Policy, is aware of his/her obligations under health and safety legislation and the Trust's health and safety policies where appropriate.

## **2.18 Academy Health and Safety Representatives**

- The Trust recognises the role of Health and Safety Representatives appointed by a recognised Trade Union, Health and Safety Representatives will be allowed to support the investigation of accidents and potential hazards, support employees in pursuing complaints and support school inspections within directed time, but wherever practicable and as far as possible, outside teaching time. They will be consulted on health and safety matters affecting all staff.
- They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Trust or Headteacher.

## **3. CONSULTATION, MONITORING AND REVIEW**

### **3.1 Consultation with employees**

#### **The Trust**

The Trust recognises that a positive approach to Health and Safety consultation can add value to the organisation.

The Trust does offer an open door policy in relation to Health and Safety management and actively encourages employee and student contributions through meetings, talks, use of notice boards and one-to-one consultation.

To allow the Trust to carry out this duty, consultation with staff will be the responsibility of

The CEO

## **The School**

The Health and Safety Committee is a primary way of consulting with employees and the Academy holds this Committee in high regard. The Governing Body recognises that effective resolution of Health and Safety issues can be reached at Health and Safety Committee meetings. The Health and Safety Committee meet on a termly basis and minutes are taken.

Health and Safety Committee meeting minutes are made available to all employees on the shared drive (under the Health and Safety folder).

To allow the school to carry out this duty consultation with staff will be the responsibility of:

Headteachers

## **3.2 Monitoring**

### **The Trust**

This section outlines the measuring and reviewing process the Trust will monitor Health and Safety performance across the group, ensuring that improvement can be judged and resources allocated to where they can provide the optimum impact.

### **Measuring Performance**

Measuring performance has become a standard mechanism across all the Trust's disciplines as part of the means by which we ensure that we are progressing

satisfactorily. Methods for measuring performance vary from judgments borne of informal direct observation to more formal schemes for the analysis of statistical data and reports on progress against defined performance indicators.

The responsibility for day-to-day monitoring and measuring at Trust level lies with the CEO in conjunction with the school teams. The CEO will lead the Health and Safety meetings in the monitoring of performance with regards to accident and near miss reporting and active/reactive reporting of the health and safety systems across the group.

Where necessary remedial actions and interventions will be applied in order that we may learn from our experience enhance our systems and procedures, identify training needs and contribute to continuous and progressive improvement in performance.

The Trust will ensure that an effective accident/ incident reporting procedure is in place and that all accidents, incidents and near misses are recorded and reported both internally and where required to external organisations such as the HSE and funding bodies. The Trustees will provide an occupational health advisory service to assess and assist staff with health and work-related problems and undertake statutory health surveillance. The monitoring of work-related sickness and ill health will be undertaken by the Health and Safety Consultant in conjunction with the H&S Leads in order to identify and control contributory factors so far as is reasonably practicable.

### **The Academy**

Measuring performance has become a standard mechanism across all the school's disciplines as part of how we ensure that we are progressing satisfactorily. Methods for measuring performance vary from judgments borne of informal direct observation to more formal schemes for the analysis of statistical data and reports on progress against defined performance indicators.

At academy level the responsibility for day-to-day monitoring and measuring lies with the SLT members, faculty heads and the estate management team.

Documented premises inspections will be carried out at minimum on a termly basis.



The SLT Member with H&S responsibility will report routinely to the Health and Safety Committee regarding performance, by way of records on accident and near miss reports identifying any trends as appropriate.

It is important that both active and reactive monitoring techniques are used as a matter of routine to help us gauge how effectively risks are being controlled and how well a positive Health, Safety and Welfare culture is being developed.

Active monitoring consists of:

Inspections, monitoring the health and safety performance of employees

Identification on noncompliance via audits and inspections

Evaluation of the effectiveness of accident, incident reports and subsequent investigations

Monitoring of the operation and inclusion of policy and procedure

Evaluation of safe working practices, the quality of risk assessments and suitability of control measures

Reactive monitoring consists of:

Accident, incident and near miss analysis

Analysis of ill-health situations with appropriate recommendations

Responses to insurance claims and subsequent lessons learned

Improvements to current operations due to legislative change, enforcing authority guidance, safety alerts, Improvement and Enforcement Notices.

Where necessary remedial actions and interventions will be applied in order that we may learn from our experience enhance our systems and procedures, identify training needs and contribute to continuous and progressive improvement in performance.

### **3.3 Auditing**

#### **The Trust**

Formal audits that seek to measure performance overall against defined standards will be undertaken periodically. The objective of an audit will be to establish whether our overall health and safety management system is efficient and effective.

The Trustees receive and consider an annual report on health and safety performance for all academies compiled by the Health and Safety Advisor. The content of the report will include but not be limited to the following items:

- Statement regarding policy implications and any suggested changes to the Health and Safety Policy.
- Statement regarding current Health and Safety resources together with identified Health and Safety expenditure for the coming year.
- Summary report covering accidents, incidents and matters reported to the relevant authorities.
- Statement regarding Health and Safety inspections, audit reports and other monitoring activities.
- Summary of contact with enforcement agencies e.g. HSE, EHO, Fire Service including any enforcement notices received.
- Major corporate Health and Safety initiatives for the coming year and a summary of unresolved Health and Safety matters from the previous report.

The Annual report will be submitted to the Trustees in spring of each year. Trustees will be provided with regular updates on a termly basis.

#### The Academy

The academy adopts adherence to a regular annual programme of health and safety audits to help identify, monitor and eradicate any potential health and safety risks associated with unsuitable equipment, processes, procedures, and the environment associated with the work. The complete audit process is fully documented, with recommendations and proposals to improve on any findings.

The day-to-day reviewing of performance is a routine responsibility of line management. The Health and Safety Committee members may be requested to carry out health and safety performance reviews.

The Health and Safety Advisor will carry out annual reviews of Health and Safety documentation and procedures to ensure that we are performing to the appropriate standard.

Performance indicators will include:

Completion of recommended actions resulting from H&S Audits, Fire Risk Assessments, Legionella Risk assessments and Asbestos surveys.

- Completion and review of risk assessments
- Actions implemented from risk assessments
- Numbers of employees trained in core Health and Safety subjects
- Numbers of accidents, incidents and near misses reported
- Number of RIDDOR reportable injuries
- Compliance with statutory maintenance tasks and completion of mandatory inspections

The Governors regularly receive reports on health and safety so that the governing body is made aware of the strengths and weaknesses of health and safety performance and also examines a report on the academy accident and incident statistical trends over time.

### **3.4 Review**

#### **The Trust**

There will be an annual report provided to the Trust Board which includes a summary of each school's Health and Safety Management Systems performance and the action plan for each school.

Reviewing is based on information from 'measuring' and 'auditing' activities to verify that the health and safety management system is working effectively as designed to achieve the overall direction and objectives.

The Health and Safety Plan will be constantly reviewed by the BEAM Trust as improvements are made and achievements reached to maintain a consistent approach for effective planning.

#### **The school**

Each school systematically reviews all health and safety documentation to ensure the adequacy of performance and in making decisions about the nature and timing of the actions necessary to remedy deficiencies.

Reviewing is based on information from 'measuring' and 'auditing' activities to verify that the health and safety management system is working effectively as designed to achieve the overall direction and objectives.

The Health and Safety Plan will be constantly reviewed as improvements are made and achievements reached to maintain a consistent approach for effective planning.

Practice & Policy development is an important activity of the Headteacher. Changes to existing legislation, the introduction of new legislation and the publication of new information will be assessed on an on-going basis to determine if existing policies and procedures should be changed or new ones introduced.

### **3.5 Policies and Procedures**

#### **The Trust**

In recognition of the wide range of health, safety and welfare legislation and the specific requirements arising from this, the Trust will, from time to time, introduce policies as appropriate to enable the development and implementation of effective compliance measures.

All new Health and Safety Policies will be subject to consultation both with Trust Management and with employee representatives.

#### **The school**

Each school will introduce safe working procedures consistent with this overarching Trust Policy and may be produced by any recognised function within the school,

subject to guidance provided as required by the SLT Member with H&S Lead and Health and Safety Advisor.

All new Health and Safety Procedures will be subject to consultation both with Academy Management and with employee representatives via the Health and Safety Committee.

## **School Health, Safety & Welfare Arrangements**

The Beam Trust requires mechanisms to be in place to provide assurances that policy requirements are being introduced, implemented and effectively maintained, to provide high standards of safety performance. This Health and Safety Policy will be the overarching policy adopted by each school within the Trust.

This section includes a range of hazards, for which procedures and arrangements have been established across the Trust. Supplementary to this Policy, within the Trust, each Academy will be responsible for developing Workplace Risk Assessments and Site-Specific Health and Safety Procedures which will be recorded below. These will be maintained and acted upon in order to control risks. The Beam Trust will carry out periodic reviews to ensure that this is happening

### **Accidents and First Aid**

Current first aid regulations recommend that learning environments treat their learners as employees for the purpose of first aid. Academies will follow statutory requirements for first aid by providing suitably trained first aid staff, first aid equipment and first aid room, as appropriate, through careful risk assessment based on relevant learner and employee numbers on site.

<b>Responsibility of first aider supervisor:</b>	<b>K Rurlander</b> <b>S Davenport</b>
<b>Name/Title</b>	
<b>Location of posters showing First Aiders &amp; dates of training</b>	Staff room

<b>Location of first aid supplies</b>	Each shared area
<b>Location of emergency equipment i.e. epi-pen, de-fib, inhalers</b>	Classrooms Office

### **Reporting of Accidents, Hazards, Near Misses, Schools follow the Beam Trust Accident Reporting Policy**

All accidents, incidents and near misses involving staff, pupils and visitors will be reported. The BEAM Trust will use the reports to monitor accident trends across the organisation, and to inform decisions on any further investigation to be taken following an accident/incident/near miss. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, certain accidents must also be reported to the Health and Safety Executive.

Academies should report all potential RIDDOR accidents / incidents to the Health and Safety Consultant. All accidents will be investigated in a manner which is proportional to the event, and the findings recorded.

Absence of any member of staff or pupils as a result of an accident, incident or disease for more than 7 days is reported to the Health and Safety Executive within 15 days of the accident, serious injuries within 10 days. All records are kept of any accident involving an employee who has been incapacitated for more than 7 consecutive days.

Fatal or major injuries must be reported immediately to the CEO and an accident form completed. When necessary, parents / carers or other persons should be notified of the pupil's accident.

Dangerous occurrences, diseases and or dangerous 'near misses' must also be reported immediately to Estates Health and Safety Team.

Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) will be actioned by the Estates Health and Safety Team.

<b>Responsibility of Lead investigator: Name/Title</b>	<b>K Rurlander S Davenport</b>
<b>Where are completed first aid forms stored?</b>	Office

### Dealing with Medical Conditions

Each school accommodates learners with medical needs wherever practicable and makes reference to DfE circular – ‘Supporting Learners at Academy with Medical Conditions’

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3> which sets out the legal framework for the health and safety of learners and staff. Responsibility for learners’ safety is clearly defined within individual care plans where necessary and each person involved with learners with medical needs is aware of what is expected of them. Academies ensure there is close cooperation between the school, parents, health professionals and other agencies. Raised priority is to be given to providing a suitably supportive environment for those learners with special needs.

<b>Responsibility of SEN : Name/Title</b>	<b>A Titchner J Clayton</b>
<b>Date Medical Policy was updated</b>	July 2024
<b>Who is responsible for contact with external health professionals?</b>	J Clayton

## Drug Administration

Each school accommodates learners with medical needs wherever practicable. It should be made clear that parents have prime responsibility for their child's health and provide the Academy with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed. Nominated staff should be referred to DfE Guidance 'Supporting Learners at School with Medical Conditions' advice on managing medicines on school premises is set out on pages 19-21 <https://www.gov.uk/government/publications/supporting-learners-at-school-with-medical-conditions--3>

<b>Responsibility of Medical Administrator:</b>		<b>K Rurlander</b>
<b>Name/Title</b>		<b>S Davenport</b>
<b>Location of ICHPS</b>		Office
<b>Location of medical forms</b>		Office
<b>Persons trained to administer drugs</b>		First Aiders

## Asbestos

To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:

- complying with all regulations concerning the control of asbestos;
- removing asbestos containing materials where the risk to building users is unacceptable;
- having a named officer who has responsibility for implementing the Asbestos Management Plan
- ensure contractors and others are made aware of the asbestos survey and management plan
- where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.



The Health and Safety Consultant carries out a review of the Asbestos Management Plan on an annual basis and advises the Headteacher for Demolition/Refurbishment surveys to be conducted prior to any intrusive works in areas that are presumed to contain asbestos materials. The Premises Manager will maintain the asbestos register showing the location of known asbestos containing materials.

Any ACM's that are considered to be in a poor condition will be encapsulated or removed; those in good repair will be left in place and monitored for damage/friability. Senior Staff attend Asbestos Awareness training on a minimum of every three years.

Any removal of, or work on, ACM's is carried out by licensed asbestos contractor. Before contractors work on any of The BEAM Trust buildings, they are made aware of any ACM's they could potentially disturb and the provided with precautions they should follow.

If ACMs are accidentally damaged, we will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and, arrange for further air tests after cleaning to prove the area is safe for reoccupation.

All Trust staff are not to disturb the fabric of the building (walls, floor or ceilings) and are to request any works to the maintenance officer.

<b>Responsibility of person responsible for maintaining the Asbestos register: Name/Title</b>	
<b>Location of Asbestos Management Plan</b>	MO Office
D Beeby	

<b>How are contractors informed about location of ACM's</b>	Pre site meeting
<b>Highlight which contractors are likely to disturb ACMS's</b>	Fire Alarm contractors Legionella – water temp/TMV contractors Electricians Plumbers Decorators Cleaners Roller Shutters Auto doors Kitchen equipment contractors Lift engineers Others (list)

## Catering and Food Hygiene

Each school must ensure their caterer has in place:

- A food hygiene management system based on Hazard Analysis and Critical Control Point principles.
- Access to competent health and safety advice.
- A safety policy that explains how the following key topics are monitored, controlled and responsibilities for safety assigned:
  - Safety of learners/employees/kitchen staff.
  - Responsibility for maintenance of premises and equipment.
  - Restricted access.
  - First aid arrangements, including accident/incident reporting.
  - Emergency Evacuation Procedures.
  - Safe systems of work.
  - Lifting and handling of heavy and hot loads, liquids etc.
  - Safe use of machinery, equipment and appliances within the areas.
  - Removal of waste.

- Pest control.
- Use of knives.
- Condition of workplace, including floors etc.

All catering operations are registered with the Local Authority.

<b>Responsibility of: V Boner</b>	
<b>Catering Supervisor</b>	
<b>Name/Title</b>	
<b>Describe how food allergy information is shared with catering team</b>	Information written and shared with all relevant staff
<b>Date of last Kitchen Food Hygiene inspection.</b>	September 2024

### Communication

The Trust recognises the importance of communication to staff, visitors, learners, parents, volunteers, contractors etc. schools will clearly communicate the name of person(s) appointed with responsibility for health and safety. Line Managers will ensure new employees undertake appropriate health and safety induction.

The designated person with site responsibility will ensure that any relevant information, to ensure control of risks at the premises, is communicated to all staff and visitors. All Trust and associated personnel will make themselves aware of the health and safety arrangements, wherever they work.

<b>Responsibility of: G Marsland</b>	
<b>Name/Title</b>	
<b>Who completes Induction process for:</b>	Head Teacher
<b>New Teachers</b>	Deputy Head Teachers
<b>Support staff (Site team)</b>	Mentors
<b>Support staff (MDA's, Office)</b>	Senior MDA / Play Lead
<b>Supply staff</b>	

<b>Frequency of H&amp;S Meetings with staff</b>	At least half termly
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## **Contractors**

### **Service Contractors**

Service contractors have regular access to our sites as specified by a contract. Each school is to ensure that:

- service contracts they arrange specify what work is expected of them and what they can expect from the Academy.
- health and safety requirements should be written into any contract; however statutory responsibility cannot be discharged from one party to another by contract.
- clients and contractors both have health and safety responsibilities and these should be clearly defined in the service contract.

Any contractor coming to work on the school site must decide in advance and agree their work arrangements to cause minimum disruption to the school and prompt communication about hazards and risks and how these will be managed.

Before work commences the Health and Safety Consultant and / or the Maintenance Officer will request the following documents in place from contractors:

- Public Liability Insurance Certificate
- DBS details if staff are to be unsupervised
- RAMS (Risk Assessment and Method Statement)
- Competency Certificates (Training)
- Evidence of relevant trade accreditation

The Health and Safety Leads are to ensure they check contractor's risk assessments, safe systems of work and their working methods to confirm that they take into account how they will impact upon staff, learners and other visitors on site.

Schools are to prepare and provide service contractors with a policy describing the school's safe systems of work for contractors. All contractors are to be informed and consulted over emergency arrangements. A copy of the Fire Emergency Evacuation Plan is to be provided to them and any relevant arrangements outlined in this policy

Contractor activity will be monitored by the Health and Safety Leads to ensure agreed rules are followed and contractors will be required to sign in and out of site as per the school agreed procedure, including signing the Asbestos Log Book when necessary.

Operatives must always "sign in" at Reception first, always wear their visitors' badge while on the premises and sign out at the end of their shift. Operatives may also be required to sign in / out elsewhere on the premises but Contractors will be advised of this at the time.

Operatives not on the schools DBS register, where site segregation is not possible (e.g. for short-term, localised or remote aspects of a project and / or emergency maintenance carried out by one (or a small number of) operatives then they will be supervised by a member of school staff where necessary. Operatives in possession of a current Enhanced DBS check, will ensure that they are familiar with the Safeguarding Policy & Procedure for the school at which the work is being undertaken - a summary copy of the Safeguarding Policy & Procedure will be provided at reception.

Contractors will be inducted into the school site by the Premises supervisor. Site inductions will vary depending on the nature of the works, but will as a minimum cover the following aspects: -Access and egress from the site - Asbestos (log book and confirmation of locations) - Fire safety arrangements - Site conduct - Management of waste and chemicals.

<b>Responsibility of: D. Beeby</b>	
<b>Name/Title</b>	
<b>What site information is provided to contractors before they start work?</b>	All relevant information e.g. asbestos
<b>Who is responsible for accompanying contractors around site.</b>	D Beeby
<b>Who books up contractor appointments?</b>	D Beeby

### **Building Contractors**

This involves work where part of the site is handed over to the contractor. Major works may not proceed until the Trust's Senior Management Team is satisfied that all aspects of Construction (Design and Management) Regulations 2015 have been complied with. For all major projects, once work has been approved, the Trust will ensure that on-site meetings with the contractor are arranged with the school, to ensure effective control and safety of staff, learners etc. is maintained. For all larger scale identify who will be involved in works pre-meetings e.g. Headteacher and Contractor

### **CDM**

This includes day-to-day maintenance work and all work undertaken on site where a pre-site meeting has not taken place. Schools are not required to restrict their choice of contractors to only those who are registered with Contractors Health and Safety Approval Scheme (CHAS) or a similar third-party accreditation. If the contractor is registered to a third-party scheme, the school need only seek:

- evidence of insurance
- references to confirm the contractor has relevant experience of working in a school environment and the field of work they are applying for
- contractors appropriate safeguarding policies

- method statement for the job being contracted. When a contractor is not registered with a scheme the school safety procedures must stipulate the following additional checks are to be made:
- Review the company’s current safety policy, it must be signed and have been reviewed in the last 12 months.
- Determine the arrangements the company has for putting its safety arrangements into effect. Confirm the company has access to competent advice by asking for the name and competency details of the source of advice, for example a Safety Group, Trade Federation, or Consultant who provides health and safety information and advice. Review an example from the last 12 months of advice given and action taken.
- Seek evidence of a health and safety training culture including records, certificates of attendance and adequate health and safety induction training for site-based workforce.
- Examine qualifications and experience for the assigned tasks, unless they are under controlled and competent supervision.
- Ask for evidence of recent monitoring and management response. Copies of site inspection reports.
- Review accident records and action taken to prevent recurrence.
- check HSE website to confirm no enforcement action has been recently taken against the company.
- Procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements.
- All contractors must be issued with the Trust’s code of conduct for contractors.
- Our Trust’s safety policies must also detail how the contract is to be monitored and reviewed.

<b>Responsibility of:</b>	<b>D. Beeby</b>
<b>Name/Title</b>	
<b>CDM Training for senior person.</b>	

<b>Detail of issuing visitor badge and what information is shared with contractors.</b>	
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## **Control of Substances Hazardous to Health (COSHH)**

Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Health and Safety Policy is supplemented by a local Departmental Policy relating to the specific activities of the Department or area.

The Maintenance Officer will produce and upkeep the CoSHH register and CoSHH Assessments for hazardous substances used in their department. All maintenance officers will receive CoSHH training and complete refresher training every 3 years (minimum).

Hazardous substances used by the cleaners or kitchen staff will have an assessment undertaken by their employer, who will make the assessments available to the Academy on request.

Heads of Academic Departments will be responsible for completing appropriate COSHH assessment for the hazardous substance used by their staff or pupils. The departments should have regard to CLEAPSS or other appropriate source of guidance. They should also ensure that all hazardous substances are minimised, stored and used in accordance with these regulations.

The School will ensure that COSHH assessments are carried out on all hazardous substances prior to use. If there is a hazard symbol displayed on the packaging, then the contents are classed as a hazardous substance. The COSHH assessment, which provides information on specific hazards, first aid measures, personal protective equipment etc. will be reviewed annually. Assistance can be sought from the estates team on producing COSHH assessments.



All hazardous substances will be stored appropriately and securely when not in use. Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates, if PPE is required, staff must use it

Responsibility of: <b>D. Beeby</b>	
Name/Title	
<b>CoSHH Training details/dates for staff</b>	June 2021
<b>Which departments have produced a CoSHH Inventory and CoSHH Assessments?</b>	Cleaning Art
<b>Where are the CoSHH Assessments stored for each department?</b>	Clearing room

## Infection Control

### Dealing with spillages of blood and body fluids

- Ensure arrangements are in place for the removal of blood and bodily fluid spillages.
- Ensure the clearing up of spillages is carried out by competent employees/contractors.
- Ensure COSHH assessment is in place relating to cleaning and implement the control measures (see **COSHH** management procedure).
- Cordon off the area until it has been disinfected, e.g. provision of barriers and prohibition signage.
- Treat the infected area with suitable disinfectants as directed by the manufacturer. Provide relevant employees with protective equipment and instruct them to use it.
- Dispose of the waste material properly.

## Dealing with syringes

- Provide a disposal kit; this will include purpose made gloves to avoid direct contact and a sharps box.
- Make arrangements with a local authority or contractor to remove used sharp boxes.
- Keep the disposal box in a safe place, away from access by pupils.

<b>Responsibility of:</b>	<b>D Beeby</b>
<b>Name/Title</b>	
<b>Location of cleaning kits (bodily fluids)</b>	Cleaning room
<b>Where are bodily fluids disposed of?</b>	Toilet area
<b>Where is PPE stored for staff cleaning up bodily fluids?</b>	Cleaning room

## Exposure to communicable disease

Send employees who may have been exposed to infected material to the local accident and emergency department or GP immediately.

## Critical Incident Management

Crisis and Emergency Management Each Academy has a Critical Incident Management Team with defined responsibilities. The function of the Team and responsibilities of the team members are to be clearly laid out in the Critical Incident Policy. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans.

Each Academy team must test their plans on a termly basis to ensure they are feasible and realistic. Outcomes of tests are to be submitted to the Trust on an

annual basis for review. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.

The Critical Incident Management plan includes:

- The action to take in the event of an emergency or disaster.
- Out of hours cover.
- Evacuation procedure, Assembly Points and First Aid.
- Location of services and isolation valves etc. Shut down of services, where possible.
- Raising the alarm.
- Co-operation with the emergency services and surrounding businesses/homes.
- Handling the media.
- How to contact staff and Chair of Governors of the school.
- A search plan for the building in the event of a bomb threat.
- Activating a recovery plan.

Periodically the Headteacher will carry out a dry run, based on a desk-top activity, with school staff to ensure they are familiar with the contents of the management plan and required actions.

<b>Responsibility of:</b>		<b>G Marsland</b>
<b>Name/Title</b>		
<b>Date of Critical / Emergency plan</b>		September 2024
<b>Frequency of testing the plan</b>		At least annual
<b>Details of emergency equipment (critical incident kit)</b>		In office area

## Display Screen Equipment

The **Health and Safety (Display Screen Equipment) Regulations 1992** require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present in relation to essential display screen users as defined in the regulations.

The majority of staff within the BEAM Trust are not considered to be DSE users. Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes. DSE users may be eligible to access a scheme for the provision of an eye test and a contribution towards the cost spectacles required for computer work.

<b>Responsibility of: J Leonard</b>	
<b>Name/Title</b>	
<b>DSE Assessor training details</b>	Dec 2022
<b>Who has completed a DSE Assessment (plus date of last review)</b>	GM, VP, CM, DH and JL
<b>What DSE training has been provided to staff?</b>	Annual at assessment point

## Electricity at Work

All new fixed wiring installations work and all maintenance work on existing installations will comply with the requirement of the Electricity at Work Regulations 1989 and the 18th Edition of the Institution Engineering and Technology (IET) Wiring Regulations 2018. All equipment will be properly installed, maintained, repaired or replaced in accordance with the above guidelines.

No-one must interfere or tamper with, work on, adapt or assemble any piece of electrical equipment or machinery unless competent to do so. Competence levels appropriate to the task will be decided on the basis of a detailed written risk assessment.

The Academy takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended.

- All relevant persons are made aware of the hazards associated with electricity.
- Users of electrical equipment have in place working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.
- Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely.
- Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held on a centrally accessible system.
- The interval for testing of fixed wiring and distribution boards will not exceed more than 5 years and may be more frequent if determined by a competent person and/or our insurer.
- Advice should be sought from a competent Electrical Engineer for the testing frequency of distribution boards in mobile accommodation

Any electrical faults should be reported immediately to the maintenance officer. Any faulty fittings (e.g. cracked sockets etc.) should be isolated and labelled for repair. Staff have been informed that they should not bring electrical items in from home unless they are new or a recent portable appliance test (PAT) has been undertaken.

The school must follow the defect reporting procedure for staff to report defects with premises, plant or equipment. All defects/faults should be reported to the estates team via iamcompliant.

<b>Responsibility of: D Beeby</b>	
<b>Name/Title</b>	
<b>Frequency for testing portable electrical appliances.</b>	2 years (December 2024)
<b>Frequency for testing fixed electrical appliances</b>	5 years (August 2024)

## **Environmental and waste disposal**

Environmental Compliance Each Academy should seek to fulfil waste management objectives through:

- using only what is needed
- seeking alternatives where possible
- recycling as much as practicable
- disposing of as little as necessary

### **Disposal of Waste**

Academies are to ensure all waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner. Appropriate records must be kept.

<b>Responsibility of: Beam Trust</b>	
<b>Name/Title</b>	
<b>General Waste collector contractor details</b>	B and M
<b>Hazardous waste contractor details i.e. bodily fluids</b>	B and M
<b>What is your policy for recycling waste</b>	Separate bins

## **Fire and other emergencies**

Each Academy must have written fire safety procedures which must:

- identify the responsible person and others with fire duties
- fire prevention and fire response arrangements

The Premises Manager will ensure that a fire risk assessment is carried out on the premises by a suitably trained competent person. The assessment will be formally reviewed annually by the Health and Safety Advisor. Any actions identified by the fire risk assessment will be addressed by an appropriate Action Plan.

Each Academy must have:

- a copy of the current fire risk assessment – keeping this updated in conjunction with the Premises Manager.
- a Fire Emergency Evacuation Plan
- individual Personal Emergency Evacuation Plans for person with disabilities that could hinder their safe escape in the event of a fire.
- a schedule of maintenance for Fire Safety Systems and Fire Fighting Appliances.

Compliance checks of the fire systems will be recorded by the Maintenance Officer on iamcompliant. In particular, there will be a weekly test of the fire alarm system, firefighting equipment will be checked monthly and emergency lighting will be checked monthly.

A Fire Evacuation Plan will be produced annually and appropriate staff will be appointed and suitably briefed to act as fire marshals. All staff will be informed on an annual basis or as and when changes are made. Fire safety drills will take place at least once per term.

<b>Responsibility of:</b>	<b>D Beeby</b>
<b>Name/Title</b>	

<b>Location of Fire Assembly points</b>	School field
<b>Date of Fire Management Plan review</b>	September 2024
<b>Explain how staff and students are accounted for during a drill</b>	On line registers
<b>Who is familiar with isolating the fire panel following a drill</b>	MO, HT, DHT and office staff
<b>Who is responsible for Peeps:</b>	Pupils - SLT Adults - SLT
<b>Where is the Fire Grab Bag kept?</b>	On person
<b>Location of Gas isolation points</b>	Outside kitchen
<b>Location of Electrical isolation points.</b>	Cupboard in the hall

## Gas Appliances

Under the **Gas Safety (installation and use) Regulations 2018 (as amended)** we have a duty to ensure that any installations within the premises are installed and maintained by a competent person. The annual checks will include the effectiveness of any flue, the supply of air for combustion, the operational pressure and the safe function of appliances.

Service inspections will be carried out by a competent Gas Safe registered engineer.

In most academies, the service records will cover equipment in:

- The Boiler house/plant room
- Main Kitchen - Catering Equipment
- Some TMV's



- Some wall convector heaters – around school

Responsibility of: Name/Title	
<b>List of equipment tested by Gas Safe Engineer</b>	Completed by DBE (Mercers, August 2024)

## Glass and Glazing

Each Academy must have a risk assessment carried out for all glazing on site, to ensure it complies with current safety standards. All low-level glazing (below 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or, has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately with repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection. The Maintenance Officer will carry out 6-monthly inspection of the glazing with records retained on iamcompliant.

## Lettings

Letting and hire of Academy facilities is conducted in line with the Lettings Policy for each Academy, ensuring:

- that the hirer has public liability insurance in place to indemnify the academy from all such hirer's claims arising from negligence.
- the academy requests a copy of the hirers safeguarding policy, ensuring the hirer obtains the necessary safeguarding checks for all activities involving children, e.g. DBS checks.
- If any part of the academy is let, the Headteacher must be satisfied via the agreement that the hiring organisation will use the premises in a safe manner.
- A signed, written letting agreement is completed, copies are kept and a risk assessment will have been undertaken.

<b>Responsibility of: Name/Title</b>	<b>D Henshaw</b>
<b>List of lease agreements and date of signing</b>	Office
<b>Frequency of reviewing lease agreements</b>	Annually
<b>Details shared with leasing parties.</b>	Annually
<b>Which leaseholders are key holders.</b>	N/A

## **Lone Working**

Academies implement the BEAM Trust Lone Working Policy, ensuring that lone working is risk assessed and adequate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.

<b>Responsibility of: Name/Title</b>	<b>G Marsland</b>
<b>List staff members who are not permitted to work alone</b>	N/A the only person that does very occasionally is D Beeby
<b>How are lone workers supervised i.e. use of mobile phones, personal alarms, buddy system etc.</b>	Log in and out with SLT via mobile phone
<b>What is your provision for call outs over weekends/late evening</b>	Security company

## **Manual Handling**

The **Manual Handling Operations Regulations 1992 (as amended)** require that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably practicable then an assessment of the risks to staff must be carried out. The manual handling assessments will be made available to all staff.

Academy ensures any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Risk assessments are communicated within general risk assessment.

The SLT cannot carry out an assessment for all minor tasks therefore it is the responsibility of staff to mentally assess the risk of harm to themselves and others before carrying out manual handling.

Staff should:

- Comply with the safe systems of work as stated in the risk assessment and advised at the manual handling training.
- Undertake relevant training if required to move pupils.
- Take responsibility for their own health and safety and that of others who may be affected by their actions including:
  - Reporting to the senior leadership team any medical condition (temporary or permanent) that they develop (including pregnancy) which may affect their ability to carry out moving and handling tasks.
  - Reporting to the senior leadership team any circumstances that (within their level of competence) they consider to be a risk to health and safety including any equipment faults.
  - Report any accident or incident to the senior leadership team and complete the school accident and/or incident form.

<b>Responsibility of: Name/Title</b>	<b>SLT</b>
<b>Who is trained to write Manual Handling risk assessments</b>	SLT, SENDCo
<b>List the Manual Handling risk assessments completed</b>	Manual handling
<b>List specialist equipment available for manual handling activities</b>	N/A at present

## **New and Expectant Mothers**

Schools are to ensure their First Aid Room/Staff Room has rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out. It must be clear how a new and expectant mother's risk assessment is to be conducted, proposed frequencies of review and where records of the assessment/s are to be maintained.

The Headteacher or Office Manager will carry out an individual specific risk assessment of the work that the employee does to determine any risks to her and her unborn baby that may arise from the work activities.

This duty also extends to other persons not within our employment to whom we owe a duty.

Pregnant staff must not:

- Use or come into contact with certain chemicals and bodily fluids.
- Work at height (stand on stepladders, step ups etc.).
- May have restricted Playground duties

Pregnant staff must.

- Work to the controls put in place by the risk assessment.
- Inform their line manager/supervisor of any problems or changes that may occur during their pregnancy so that the risk assessment can be reviewed.

<b>Responsibility of:</b>		<b>G Marsland</b>
<b>Name/Title</b>		
<b>Who is responsible for completing Pregnant Persons risk assessments?</b>	G Marsland	
<b>Frequency of review</b>	As required	
<b>Facilities available to new mothers</b>	As required	

## **Occupational Health**

Health and Well Being Including Absence Management

Each school will:

- adopt and implement The BEAM Trust Managing Work Related Stress Policy and Staff Absence Policy
- make a commitment to reducing workload in localised policies and procedures
- identify and support staff exhibiting signs of stress
- apply the HSE Management Standards as good practice and a framework for assessing risks associated with work related stress
- endeavour to promote a culture of cooperation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.

If any staff member suffers from ill-health they are encouraged to inform the Head teacher/Headteacher so that safety measures can be put in place in an emergency situation. Medication and drugs that need to be taken during the school day must not be left in the classroom, and should be administered away from pupils if

possible. Only bring enough medication that is required for a single school day on to the premises and if this goes missing, advise the Headteacher immediately.

School Management will seek progressively and within resource restrictions to develop an on-going programme of positive health promotion for staff in response to its own and staff demands, utilising in-house and external expertise and including training, information and counselling aspects as appropriate. Employees are encouraged to raise any concerns with the Headteacher or their line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the schools absence policy.

The Head teacher recognises that mental health problems begin at a young age and that mental health issues can affect a pupil’s emotional wellbeing as well as their educational attainment. A Mental Health Policy has been developed to address the mental health of pupils, staff and parents. The Head teacher will ensure that all staff and parents are aware of the support that is available in school, including how to access further support both inside and outside of school hours.

Staff have been trained in how to recognise warning signs of common mental health problems, meaning that they will be able to order help and support to pupils when they need it. Warning signs will always be taken seriously and staff who notice any of these signs will communicate their concerns with the Designated Safeguarding lead as appropriate. Training will be provided at least annually in child mental health so that staff can continue to recognise and respond to mental health issues. Additional training opportunities for staff will be supported where it becomes appropriate due to developing situations with pupils.

<b>Responsibility of:</b> <b>Name/Title</b>	<b>G Marsland</b> <b>V Proud</b>
<b>Who is your external Occupational Health service provider (for staff)</b>	SAS

<b>Who is you internal Senior Mental Health Lead – for staff</b>	G Marsland
<b>Provide details of your staff Wellbeing focus group</b>	Staff team who meet at least termly
<b>List any events to promote staff wellbeing in the next 12 months</b>	Well being staff meetings, coffee / tea, car washing on-site, provision of period products
<b>Date staff Wellbeing Action plan was last updated</b>	July 2024

## Parent Teacher Association

The Academy offers support to the Parent Teacher Association (PTA) and provides a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place. The school will hold an up to date register of PTA members and dispose of in accordance with The BEAM Trust Retention Policy

<b>Responsibility of:</b>	<b>V Forrest</b>
<b>Name/Title</b>	
<b>Who is responsible for carrying out RA's for PTA events</b>	PTA, checked by SLT
<b>Who retains Insurance information for PTA and where is this stored</b>	D Henshaw
<b>Where are risk assessments kept</b>	Online

## **Personal Protective Equipment**

Personal protective equipment (PPE) must be provided for staff and pupils where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection. Typically areas that will require assessment will be in the Art room, Food Technology, Kitchen area and for the Maintenance Officer.

Each Academy on the basis of risk assessment and COSHH assessments, assess where the need for PPE is identified as a control measure (PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly). Where it is assessed that PPE is required, PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.

## **Playground Equipment**

School playground equipment is selected to be strong and stable enough to support children of different ages and abilities. External play equipment is able to cope with large groups of children using an item simultaneously. Adults can access the equipment in order to help a child in an emergency situation.

The Maintenance Officer carries out weekly inspections of external play areas checking for faults and loose materials across all areas including grass, rubber, woodchip and tarmac. If the floor surface is damaged through wear or bad weather, the Maintenance Officer will inform the Head teacher immediately so that an assessment can be carried out on safe use of the area.

Academies risk assess potential hazards in the playground and their likelihood to cause harm, putting steps in place to mitigate the risk. Staff will assess the playground for potential risks before each PE lesson- looking for holes and loose materials in the play area. If the area is not clean the activity must not go ahead and the problem must be reported to the Maintenance Officer.



<b>Responsibility of:</b>		<b>D Beeby</b>
<b>Name/Title</b>		
<b>Is any equipment restricted to learners with special needs?</b>	N/A	
<b>Describe how you train MDA's and other staff on safe use of equipment</b>	Through Opal Play	
<b>Describe how you train pupils on using equipment safely</b>	Through assemblies and age appropriate use	

## **Premises Management**

The Academy identifies risks associated with caretaking and grounds maintenance, identifying risks through the risk assessment process. Staff employed on ground maintenance work must have received appropriate training on the use of plant and equipment.

## **Legionella Controls**

Each Academy has an effective water hygiene management plan in place to control the risks of legionellosis to staff, learners and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner.

Regular documented water checks are undertaken as detailed in the Academy's water hygiene management plan. A legionella risk assessment is in place and will be reviewed in line with the requirements of HSE's Approved Code of Practice L8. All water hygiene management checks will be documented and maintained in an appropriate log book.

A process is also in place to deal with any actions should they arise.

A weekly programme flushing of little used outlets is carried out by the Maintenance Officer in line with the legionella risk assessment. As well as full site flushing during stand down periods such as school holidays the following actions are scheduled:

- Monthly temperature checks
- Quarterly descaling of shower heads
- Annual water sampling
- Annual service of any thermostatic mixer valves (TMVs) fitted to control scald risk.
- Compliance records are documented in the legionella folder as well as recorded on iamcompliant.

All Maintenance Officers have received legionella awareness training.

<b>Responsibility of:</b>	
<b>D Beeby</b>	
<b>Name/Title</b>	
<b>Location of Legionella Management Plan</b>	MO's room
<b>Training dates for Senior Person and Deputy</b>	refresher October 2024
<b>Location of Legionella monitoring files</b>	MO's room

## **Cleaning**

Each Academy will have a cleaning schedule in place which is monitored by the Health and Safety Lead. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary.

The Academy ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All

members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

The academy employs contract cleaners to carry out cleaning on-site. Inspections are carried out by supervisors and termly meetings are held with the Health and Safety Lead for feedback.

Deep cleaning takes place during school holiday periods and in agreement with the Health and Safety Lead. Contract Cleaners will report to Health and Safety Lead or Maintenance Officer of any defects, obstructions or issues that they encounter.

The contract cleaners have provided a Health and Safety Folder which is stored in the cleaning cupboard which contains COSHH information as well as general Health and Safety information. COSHH training is arranged by the employer for cleaning staff. Any equipment that fails is reported by the cleaner to their employer for repair. PAT testing for cleaning equipment is carried out by the cleaning company.

## **Provision and Use of Work Equipment**

The Provision and Use of Work Equipment Regulations 1998 requires that all equipment and machinery used for work must be suitable for the task. When choosing work equipment several factors must be considered:

- The task that the equipment or machinery is to be used for.
- The environment where it is going to be used.
- Who is going to use it?

To ensure some types of work (such as working at height or working in confined spaces) are carried out safely, Academies will prepare safe systems of work, detailing how the work should be carried out. These will be used along with the relevant risk assessment to ensure all potential hazards are identified, and details made available on how to conduct the work as safely as possible. For other work activities, lesson plans and/or procedures should be prepared.

<b>Responsibility of:</b>		<b>D Beeby</b>
<b>Name/Title</b>		
<b>Who completes your ladder inventory and ladder inspections</b>	D Beeby	
<b>Where are the ladder inspection records kept</b>	MO's room	

## **Safe Plant and Equipment**

Academies must have a regular programme of inspection and maintenance for its equipment; however, the frequency of these inspections is much dependent on the use and type of equipment. In all cases, manufacturer and insurance requirements must be met. Records should be held on a centrally accessible system such as iamcompliant.

## **Risk Assessment**

The BEAM Trust academies comply with The Management of Health and Safety at Work Regulations 1999 to impose a duty on Head teachers to carry out suitable and sufficient assessments of all the risks to employees arising out of or in connection with any work activity.

Academies use a The BEAM Trust risk assessment process and template as a standard for risk assessment and, those of relevant professional bodies such as CLEAPPS/AfPE etc. in accordance with regulatory legislation.

Risk assessment is the responsibility of the Academy's SLT Team at a variety of levels. -It is the responsibility of the SLT to ensure that curriculum risk assessments are undertaken for any risks to health and safety, that significant findings are recorded and that any recommendations are acted upon.

Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances. Suitable and sufficient risk

assessment will be made for all workplace activities. These assessments will be signed and authorised by a responsible manager.

Risk assessments will be reviewed on a regular basis, or when the work activity changes; whichever is soonest. Staff should contribute and are made aware of any changes to risk assessments relating to their work. Areas where risk assessment shall be carried out include (but are not limited to):

- Control of Substances Hazardous to Health (COSHH)
- Manual Handling
- Design and Technology
- Physical Education
- Science
- Performing Arts
- Working at Height
- Working in Confined Spaces
- Lone Working
- Display Screen Equipment (DSE)
- New and expectant mothers
- Young persons working
- Educational visits (through Evolve)
- Stress
- Asbestos, Legionella and Fire
- Slips, trips and falls
- Playgrounds and playground equipment
- Moving vehicles
- Health and Safety in the Curriculum

<b>Responsibility of :</b>	<b>V Forrest</b>
<b>Name/Title</b>	
<b>Where are departmental risk assessments stored</b>	Online - drives

<b>Who are the department heads responsible for reviewing risk assessments</b>	Deputy Head
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## Security

Each Academy ensures risks to security of the premises and property are assessed through the risk assessment process. All Academies have a Critical Incident Policy outlining plans and procedures to follow for a major security breach, including emergency evacuation or lock-down.

Reception staff ensure visitors sign in and are escorted to their destination if they do not hold a current DBS certificate.

Visitors must:

- Sign the Visitors Book in reception
- Be issued with a Visitors Pass and wear it.
- Be informed of relevant school safety procedures and any additional risks to their health and safety as appropriate to the visit.
- Return to reception on completion of their business, sign out in the Visitors Book and return their pass.

<b>Responsibility of: Name/Title</b>	<b>D Beeby</b>
<b>Who is your external security company</b>	Sentury Security
<b>Security procedures</b>	Out of school hours – call outs Intruders Violent Behaviour Missing pupils

## **Slips/Trips/Falls**

Each Academy is to recognise that slips, trips and falls are a significant cause of accidents. Safety procedures are to make clear that it is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.

Each Academy should also identify who the responsible person is for ensuring regular inspection of communal areas including play & sport areas to remove all hazards, obstructions and spillages.

Each Academy should have a recognised reporting procedure so that defects or maintenance issues that could cause a person to slip, trip or fall can be promptly resolved. The procedure should also require all staff to be vigilant and report promptly possible slip and trip hazards where they cannot make safe the hazard.

The Maintenance Officer conducts regular risk assessments throughout the school premises. Trained estates staff members are responsible for identifying areas prone to hazards such as wet floors, uneven surfaces, or cluttered walkways. These assessments help us proactively address any potential risks and take appropriate measures to eliminate or minimise them. Maintenance Officers have received training in slips, trips and falls hazard awareness.

The Trust emphasises the importance of maintaining a clean and organised environment. The academy has a system for reporting any potential hazards or incidents related to slips, trips, and falls to the estates team. This can be done via radio, telephone or via the iamcompliant helpdesk. This encourages open communication and allows us to address concerns in a timely manner, ensuring the safety of everyone in the school community.

Slips, trips and falls online training is available via the online training portal and staff are required to complete this every September. New staff are given access to the training portal as part of their induction process.

## **Snow and Ice Gritting**

The Maintenance Officers are involved in the removal of snow and ice from the school site and grit the main access routes to make them safe. The Maintenance Officer will create snow and ice clearance maps highlighting the priority routes on-site.

The Maintenance Officer has procedures for monitoring weather conditions and assessing the impact of snow and ice on the school premises. This includes regular inspections of walkways, entrances, and parking areas to identify potential hazards and take appropriate action to prevent accidents. Monitoring the weather forecast each week, if conditions are expected to be adverse, rock salt will be applied the night before.

Before this task can be completed, the estates team will have completed the following courses: - Manual Handling and Slips, Trips and Falls

To clear snow and to grit the site, the Maintenance Officer must use the correct equipment and wear the correct clothing to complete this task. This includes, but is not limited to gloves, boots and coats.

Each Academy ensures the following:

A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions.

Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. making safe main access/egress routes.

There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.



<b>Responsibility of:</b>		<b>D Beeby</b>
<b>Name/Title</b>		
<b>Where are your sand/grit supplies stored</b>	Outside the kitchen door	
<b>When do you order your grit supplies and in what quantities</b>	October / November 20kg bags	
<b>What grit spreading equipment do you have</b>	Grit spreader	

### **Training, information, instruction and supervision**

The BEAM Trust is committed to ensuring that staff are competent to undertake the roles expected of them. Key staff have received both IOSH and Risk Assessment training. Each Academy will have access to online training and, as a minimum, will ensure all staff are inducted/undertake:

- general health and safety training
- fire safety training

Each Academy will take part in a training needs analysis to identify competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training needs analysis shall be reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.

The delivery of training will be assessed and will be delivered by:

- In house trainers.
- E-Learning packages.
- External specialised courses e.g. first aid.
- External contractors with specific specialism e.g. asbestos and legionella

## Health and safety induction

A formal Health and Safety induction for new staff will take place at the earliest suitable time after commencing employment. The induction will be a summary of the health and safety management system and may need to be supplemented with procedures specific to the employees working area and/or activity which will be supported by the relevant line manager.

In the first days of employment new staff will receive information about emergency procedures for example:

- the action to take on discovering a fire and upon hearing the fire alarm;
- the location of safety equipment and its use; safe working procedures;
- what to do in the event of an accident, how to contact a First Aider, procedures for reporting hazards etc.

Employees will also be made aware of any immediate hazards, control measures and/or restrictions affecting their immediate work activity and operation to ensure their health and safety is paramount.

Copies of induction records are maintained by the Head teacher or Office Administrator in the individual personnel files

<b>Responsibility of:</b>		<b>V Proud</b>
<b>Name/Title</b>		
<b>Who maintains the training analysis planner</b>		V Proud
<b>How often is training reviewed</b>		as required
<b>Which training providers do you use</b>		Mainly school

## Supply and Student Teachers

Each Academy's expectations are to be made clear to the Supply and Student Teacher through the provision of Supply/Student Teacher Handbook. Teachers on supply and Student Teachers are to be given a copy of the Staff Handbook, Health

and Safety Policy Document and other relevant Policies. Agency supply staff should be made aware of the Academy's emergency health and safety procedures such as fire evacuation.

Headteachers/Senior Leaders are responsible for liaising with the Supply/Student Teacher on general Academy organisation and routines. When Supply and Student Teachers attend the Academy to cover for staff absence at short notice the Headteacher/ responsible person gives guidance on the work to be covered.

<b>Responsibility of:</b>		<b>G Marsland</b>
<b>Name/Title</b>		
<b>Name of person responsible for delivering safeguarding awareness</b>		G Marsland
<b>Name of person responsible for H&amp;S awareness induction</b>		Heads and Deputies
<b>Where records are stored</b>		Office

## **Volunteer and Parent Helpers**

Our academies are to ensure volunteer and parent helpers are subject to their safeguarding arrangements. Volunteers receive an induction from the Designated Safeguarding Lead and relevant person to instruct on health and safety. They are expected to sign in and out, always wear a visitor's badge and follow the Academy procedures.

The policy is to clearly state that the teacher is the Head teacher point of contact and volunteers are under his/her direction. Academy must manage access to information, ensuring appropriate restrictions are in place. Volunteer/parent helpers must be made aware that any conversations and any documentation to which they may have access are strictly confidential and are treated as such.

## **Trips and Visits**

Each Academy will ensure all field trips and off-site activities will be subject to suitable and sufficient risk assessment, prior to the trip and must be signed and authorised by the EV Coordinator. Academies comply with DfE Guidance on offsite visits and Academy journeys. THE BEAM TRUST has produced a separate School Trips Procedure which Academies must follow.

For school trips it is the particular responsibility of the trip organiser to ensure that Risk Assessments are undertaken, appropriate sign off is received before the event, that the significant findings are recorded and that any recommendations are acted upon. See Educational Visit Policy for more details.

<b>Responsibility of: G Marsland</b>	
<b>Name/Title</b>	
<b>External Visits Co-ordinator</b>	F Evans
<b>Evolve Training date</b>	October 2023
<b>Do you record all external visits on Evolve, or just residential?</b>	All

## **Work Experience Placements**

The BEAM Trust recognises that the Health and Safety at Work Act (1974) places a duty on employers, including learning providers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees. Young people on work placement are regarded in health and safety law as employees. The BEAM Trust will ensure a rigorous Work Experience Policy is in place and adopted by Academies for implementation.

<b>Responsibility of: Name/Title</b>	<b>Office</b>
<b>Who leads work experience placements</b>	Deputy Heads
<b>Who completes WEP risk assessments</b>	Deputy Heads
<b>What additional checks are completed for WEP's</b>	As required

## **Traffic Management / Use of Vehicles**

The Academy segregates access traffic, vehicular and vulnerable pedestrians and cyclists and designs out vehicular and vulnerable traffic route conflicts, both at access points and on site. The Academy wherever possible avoids the same access for all.

The Academy will ensure the safety of staff, visitors and pedestrians whilst entering and leaving the premises by providing a controlled traffic management system. This includes:

- Car parking facilities laid out to avoid pedestrians and vehicles from coming into contact as much as possible.
- Providing clear separation between pedestrians and vehicles, e.g. clearly defined walkways and crossing points.
- Providing designated parking bays for disabled drivers, near to the main entrance.

Artificial lighting is provided during darkness in car parks and loading areas.

## **Use of Minibuses**

All Academies assess the risks associated with the movement of, safety of and driving of vehicles is evaluated within assessments for activities. Those who drive for work (including the use of Academy mini-buses and any hire cars) must ensure they are authorised to drive on behalf of the Academy.

Copies of driving licences will be taken and the Academy must be notified of any offences, penalty points or disqualifications and medical conditions notifiable to the DVLA. The Academy will produce a risk assessment for driving which must be adhered to.

Processing this data is required for The BEAM Trust, as data Controller, to meet its legal obligation of ensuring we have insurance on our vehicles and, as some of this will be Special Category data, Academies will be processing on the condition that it is necessary for reasons of substantial public interest.

<b>Responsibility of: J Leonard</b>	
<b>Name/Title</b>	
<b>Who checks staff driving licences</b>	J Leonard
<b>Frequency of checking licences</b>	We use vehicle check on-line

### **Violence, Behaviour, bullying and harassment**

Academies will adopt and implement The BEAM Trust Anti-Harassment Bullying Policy. Each Academy is aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the Academy ensures appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. Employment contracts are essentially based on trust. Bullying is not accepted; all employees are expected to show mutual respect.

### **Working at Height**

The academy will follow the principles of the HSE guidance 'The Work at Height Regulations 2005' Our estates use a variety of access equipment for working at height tasks, including ladders, step ladders and kick stools.

All access equipment (ladders, step ladders, tower scaffolds etc) is identified and inspected every 6 months. Any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements. Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

All estates staff have received appropriate training and training records are maintained

Academies will ensure the risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The Academy discusses and agrees arrangements with staff.

Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety. Staff are provided with suitable equipment to retrieve items from shelving or access wall displays, if required, and are actively discouraged to use tables or chairs for standing on. Staff members will be provided with suitable storage facilities wherever possible to reduce the need for using high level storage in stock cupboards and other equipment storage rooms.