Bright Futures

EDUCATIONAL TRUST

The best *for* everyone, the best *from* everyone

Health and Safety Policy

This is a Trust-Wide Policy
which applies to all the schools within the Trust

Date of Policy Approval:	December 2018
Owner of Policy:	**Edward Vitalis** **Chief Operating Officer**
Authorised By:	**Board of Trustees**
Policy Review Date:	**12 months.** **Last review September 2021**
Distribution:	All staff, workers and pupils Website

The signed version of this policy is available on the Trust's website.

Bright Futures
EDUCATIONAL TRUST
The best for everyone, the best from everyone

Contents

Health and Safety Policy

Health and Safety Policy Statement of Intent	4
Health and Safety Policy	5
What is the Policy for?	5
Who is the Policy for?	5
Policy Standards	5
Summary of Roles and Responsibilities	6
1. Roles and Responsibilities in detail	6
1a) The Trustees	6
1b) The CEO and the Executive Team	7
1c) Principals / Heads of School	7
1d) Local Governing Body	8
1e) The Academy Facilities Manager	8
1f) Heads of Faculty / Department Heads	10
1g) Employees / Staff / Volunteers / Contractors / Sub-Contractors (workers)	11
1h) Pupils	11
1i) Staff / Union Safety Representatives	12
2. Health and Safety in practice	12
2a) Risk Assessments	12
2b) Health and Safety committees/groups	12
2c) Statutory reporting	12
2d) Trust reporting	13
2e) Academy key health and safety contacts and locations schedule	14
3. Further Information	15
Appendix 1 Risk Assessment	16
Appendix 2 Health and Safety Executive – Incident Reporting in Schools 'Contains public sector information published by the Health and Safety Executive and licensed under the Open Government Licence'.	17
Appendix 3 Health and Safety Executive – Classroom Checklist 'Contains public sector information published by the Health and Safety Executive and licensed under the Open Government Licence'.	18

Bright Futures
EDUCATIONAL TRUST
The best for everyone, the best from everyone

Health and Safety Policy Statement of Intent

Bright Futures Educational Trust's (The Trust) vision is **The best *for* everyone, the best *from* everyone and this policy is critical to ensuring that vision is lived in our schools**. The Trust recognises that people are a key resource and therefore fully accepts its responsibilities as an employer with regard to the Health, Safety and well-being of its employees and pupils within its care, visitors to the premises and others who could be affected by its actions.

The Trust understands its responsibilities under the Health and Safety at work Act 1974 (HSWA) and that the effective management of Health and Safety plays an important role in its overall performance as an educational establishment by the reduction in injuries, ill health, protecting the environment and by the avoidance of unnecessary losses and labilities.

Through this Policy Statement of Intent and the implementation of health and safety arrangements, Principals and Heads of School of our academies will ensure that they are meeting the policy aims and objectives and will actively strive for continual health and safety improvements by working in consultation with staff and other partners.

The Trust and its academies will achieve this by:

- Considering health and safety within their planning activities;
- Establishing a pro-active and positive health and safety culture;
- Encouraging ownership and responsibility at all levels;
- Ensuring that health and safety related arrangements are complied with by having Academy specific procedures, documents, safe systems of work and arrangements; to assist all stakeholders to avoid hazards and contribute positively to their own health and safety whilst on Trust premises and whilst working off site;
- Assessing and elimination, reducing or managing the risks that arise out of activities, processes and operations through the risk assessment process;
- Monitoring each academy's health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement;
- Ensuring that all staff are made aware of this Policy Statement of Intent and relevant Academy arrangements;
- Ensuring this policy is communicated in conjunction with related Health and Safety documents.

Whilst day to day management of health and safety is delegated to the academies, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Bright Futures Board of Trustees.

This policy is supported be a Health and Safety Handbook for staff and other workers.

This Policy Statement of Intent will be kept under review and any amendments made to it will be brought to the notice of all relevant parties.

Signed:	John W Stephens	**Signed:**	R V Leggett
Name:	**John Stephens**	**Name:**	**Robert Leggett**
Position:	**Chief Executive Officer**	**Position:**	**Vice Chair of the Board of Trustees**
Date:	04/11/21	**Date:**	03/11/21

Bright Futures
EDUCATIONAL TRUST
The best *for* everyone, the best *from* everyone

Health and Safety Policy

Bright Futures Educational Trust's (Bright Futures) vision is The best *for* everyone the best *from* everyone. Having a robust, well implemented and maintained policy and procedures regarding health and safety is an integral aspect to achieving this vision.

What is the Policy for?

The policy details the Trust's approach under the Health and Safety at Work Act 1974 (HSWA) and how the effective management of safety and health plays an important role in the overall performance of its educational establishments by the reduction in injuries, ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

The policy is supplemented by individual procedures and practices in each Academy,

Who is the Policy for?

The Policy applies to all staff employed by the educational establishments which form part of Bright Futures Educational Trust (Bright Futures), as well as members of the Local Governing Bodies of those establishments, Trust Head Office staff, pupils, visitors, Members and Trustees and any contractors or consultants undertaking work on behalf of the Trust.

Policy Standards

- The Trust acknowledges and accepts its statutory responsibilities to ensure, so far as is reasonably practicable, the health, safety and welfare for all who are employed or contracted to work within any trust premises, as well as pupils within its care and visitors to its premises.
- **Control –** those with management roles are responsible for the clear allocation of health and safety responsibilities and for monitoring that those responsibilities are implemented.
- **Co-operation –** Everyone has a responsibility to co-operate as individuals and as groups to take care of their own health and safety and that of others who may be affected by their actions. Health and safety is a collaborative effort.
- **Communication –** communication of health and safety information is essential and care must be taken to continually review and improve this.
- **Competence** – developing the health and safety competence of Trustees, Principals, managers, employees, and contractors is at the heart of successful health and safety management.

These policy standards are interrelated and interdependent so that consistent activity in each area is needed to promote a climate in which a positive health and safety culture can develop.

Summary of Roles and Responsibilities

All employees must ensure they are aware of the safety precautions appropriate to the setting in which they work and study. It is therefore in the interest of all individuals to read and fully understand the Trust's Health and Safety Policy along with the supporting Health and Safety handbook.

- **The Board of Trustees** is the overall employer of all Bright Futures staff and is responsible for issuing a statement of intent, covering the general policy with respect to health, safety and welfare, along with its other statutory responsibilities;
- **The Chief Executive Officer (CEO)** has overall responsibility as the Senior Responsible Officer (SRO) for health and safety for all educational establishments in the Trust;
- **The Chief Operating Officer (COO)** has overall responsibility for the design and implementation of an effective system of governance of health and safety, policies, procedures and best practice that comply with health and safety legislation.
- The Academies **Local Governing Bodies** have overall responsibility for the implementation of the Trust's policies to their Academy, which should be done in conjunction with the Principal;
- **The Principal/Head of School** has responsibility for the management of the Academy practices and procedures, is the appropriate person with responsibility for health and safety at the Trust's educational establishment and reporting compliance to the **Local Governing Body and to the Trust's Executive Team**;
- The most senior person in each school with **Facilities & Estates** accountability has the responsibility for the health and safety of facilities and the estate of the academy, reporting to the **Principal**;
- **Heads of Departments** have responsibility for ensuring that safe systems of work are in place in their departments and that staff are trained on them.
- **Union Safety or Staff Safety Representatives** have the right to participate in any Academies Health and Safety Working Group, where in existence, and to discuss health and safety issues as necessary with the **Principal**;

1. Roles and Responsibilities in detail

1a) **The Trustees** delegate the responsibility to review health and safety performance at least once a year to the Trust's **CEO**. The COO will review health and safety performance and provide a high level annual report to the CEO and trustees. The review process should:

- Review the Health and Safety Policy to ensure it is still relevant and fit for purpose;
- Examine whether risk management and other health and safety systems have been effectively reporting to the CEO and COO;
- Report health and safety shortcomings, and the effect of all relevant school actions;
- Decide actions to address any weaknesses and a system to monitor their implementation;
- Consider immediate reviews in the light of major shortcomings or events;
- Set the direction for the trust for effective health and safety management.

1b) **The Chief Executive Officer and Chief Operating Officer**
The CEO & COO will:

- Inform and advise the Board of Trustees of the resources required to comply with statutory requirements and make adequate arrangements to set the agreed budget at academy level;
- Ensure that arrangements for the monitoring and audit of Health and Safety are in place across the trust academies;
- Provide an annual report to the Board of Trustees, via the COO, on all matters affecting health and safety;
- Receive termly health and safety reports from each academy including risk assessments, accident levels inclusive of any reportable accidents (RIDDOR), near misses, minor injuries;
- Eliminate accident potential as far as is reasonably practicable across the academy through the creation of a positive health and safety culture across the Trust;
- Ensure that local governing bodies know and understand their individual responsibilities regarding health and safety;

1c) Principals / Heads of School

- Provide a robust management structure for managing health and safety issues across the academy;
- Delegate to the members of the Senior Leadership Team (SLT) and/or Facilities, appropriate tasks for the day-today implementation of the policy, particularly in high risk areas such as Facilities, Science, PE, lone working etc. This responsibility includes undertaking risk assessments;
- ensure that health and safety arrangements and performance are formally evaluated, monitored, reviewed and reported to the CEO, COO and local governing body on a termly basis. A template report format is provided at appendix 4. Copies of reports of any externally commissioned health and safety reviews should be provided to the CEO/COO.
- Ensure any academy facilities and processes and systems of work are compliant with health and safety requirements;
- Ensure that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on site or off site (see 2a of this policy);
- Ensure that staff know and understand their individual responsibilities regarding health and safety, and that health and safety legislation is met;
- Establish a health and safety committee/working group, chaired by the Principal/Head of School or another senior member of staff (see 2b below);
- Ensure the provision of an appropriate number of specialist staff with responsibilities for health, safety and welfare, ensuring appropriate contingency arrangements are in place during the absence of such staff to meet the relevant statutory requirements;
- Ensure that the information on health and safety good practice is available to academy staff and visitors, is up-to-date, easily accessible and promoted throughout the academy.
- Providing adequate resources to ensure compliance with legislative requirements, including the statutory Planned Preventive Maintenance (PPM) programme;
- Ensure that adequate ring-fenced funding is allocated to individual departments for their health and safety requirements;
- Ensure that the health and safety training needs of all staff are identified, and appropriate training provided, including induction for new staff;
- Ensure that suitable personal protective equipment (PPE) is provided and used correctly;
- Ensure that the circumstances of accidents are properly reported to the statutory authority and the Trust's Executive team, under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and that reasonable steps are taken to prevent or reduce the likelihood of a recurrence (See 2c below);

- Ensure that first aid facilities are maintained and emergency evaluation procedures are in place and regularly tested;
- Prepare and implement the trust critical incident policy and plan covering all foreseeable major incidents;
- Implementation of a pupil behaviour policy that will ensure as far as is reasonably practicable the health and safety of pupils on site and when engaged in academy activities off site;
- Ensure that the Control of Substances Hazardous to Health (COSHH) responsibilities are understood and actions implemented where appropriate (http://www.hse.gov.uk/pubns/indg136.pdf);
- The display of a health and safety law poster and current insurance certificate are displayed in each academy's staff room and visible to all staff.

1d) **Local Governing Body** will hold the Principal/Head of School to account for its responsibilities in this policy.

1e) The person responsible for **Facilities and Estates** in the academy, will report to the Principal/Head of School on managing, co-ordinating and monitoring of some health and safety matters within the school relating to the premises, in particular the key activities below:

- Ensure compliance with this policy and its' associated procedures at all times, including such areas as, cleaning, catering, security, waste management, electrical, maintenance and small and large scale building and construction works;
- Engaging external health and safety experts as appropriate, receiving their reports and taking any necessary action;
- Advising on health and safety matters (including safety of buildings, plant and equipment used and operated by the trust);
- Ensuring that the Principal/Head of School is informed of any breach of health and safety statutory requirements and immediately when there is a Health and Safety Executive (HSE) involvement;
- Maintaining a suitable system in place for reporting accidents, near misses, investigating them where they fall under facilities area of responsibility and identifying lessons learned to the Principal/Head of School
- Ensure that liaison with contractors is maintained and that regular reports are obtained
- Promote an attitude of safety and safe working by adopting standards of best practise across the facilities and estates team;
- Ensure that the Control of Substances Hazardous to Health (COSHH) responsibilities are understood and actions implemented where appropriate (http://www.hse.gov.uk/pubns/indg136.pdf);
- Assist in carrying out regular safety inspections of the Academy and its activities and make recommendations on methods of resolving any problems identified.
- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff in accordance with the academy Fire Safety Procedure;
- Managing the premises to comply with current legislative requirements and timescales including all of the following inspections:
    - Fire Risk Assessments (FRA)
    - Legionella Risk Assessments (LRA)
    - Asbestos Management Plan

- Statutory Compliance Audit
- Health and Safety Audit (including training)
- Specialised Areas – Science, PE, Technology etc.

- Ensuring the hirers, contractors and others carry out their activities in a safe and proper manner and their acts and omissions do not compromise the safety of the academy, taking appropriate action where necessary;
- Ensure that all site management activity including services provided by on-site contractors is carried out in accordance with the Health and Safety Policy;
- Carrying out regular checks of the outer perimeter and inner fencing and gates, and take appropriate remedial action to maintain security and safety for site users;
- Maintaining an appropriate cleaning, catering and waste management schedule and other activities to Trust wide tender specification requirements;
- Providing the resources for remedial work when conditions are reported or created by use, misuse or abuse;
- Providing equipment, facilities and services to promote health and safety throughout the academy;
- Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified unsafe;
- Taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers.
- Ensuring that defects and damage to the site, premises and plant equipment across the academy are properly and promptly identified and remedied in order to provide safe working conditions;
- Undertake any additional health and safety responsibilities delegated by the Principal/Head of school

1f) **Heads of Faculty / Department Heads** will be responsible to the Principal for managing health and safety in their department or area of work, through the implementation of the Health and Safety Policy, procedures and arrangements.

Departmental procedures resulting from risk assessments will specify the procedures to be followed by managers specific to the varying needs of each department and to ensure legal compliance and best practice. For their own area of responsibility managers will;

- Comply with the Health and Safety Policy and relevant departmental specific procedures;
- Ensure all classrooms are safe and healthy environments. A checklist from the Health and Safety Executive may be useful to fulfil this responsibility: http://www.hse.gov.uk/risk/classroom-checklist.pdf This is attached at Appendix 3.
- Ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the academy;
- Day to day maintenance and development of a safe environment for all;
- Introducing health and safety as a classroom topic where appropriate;
- Implementing, monitoring and reviewing procedures designed to minimise the risk within their department;
- Maintaining a suitable system in place for reporting accidents, near misses, investigating them where they fall into the Department Heads area of responsibility and identifying lessons learned to the Principal/Head of School

- Ensuring that the Principal/Head of School is informed of any breach of health and safety statutory requirements and immediately when there is a Health and Safety Executive (HSE) involvement;
- Instructing their staff and pupils / pupils in safe working procedures;
- Inspecting their departments and areas of responsibility and reporting unsafe conditions, damage and defects to premises, plant and equipment to the Estates Team;
- Taking all responsible and practical steps to prevent unauthorised or improper use of equipment;
- Ensure that all employees within their respective departments follow the requirements of the Control of Substances Hazardous to Health (COSHH), where appropriate. (http://www.hse.gov.uk/pubns/indg136.pdf) ;
- Ensure that all employees within their respective departments follow the requirements of subject specific health and safety requirements, for example CLEAPS for science or AFPE for PE
- Ensuring that appropriate personal protective equipment (PPE) is available for all users within their department, storing and inspecting the equipment before and after use;
- Ensuring the toxic, flammable and other harmful products are properly used, stored and labelled;
- Ensuring that equipment provided for the health and safety of all site users is not misused or abused;
- Ensure that risk assessments are undertaken in accordance with the health and safety procedures, for work activities and operations for which they are responsible and that appropriate reports / records are maintained;
- Ensure that all volunteers are familiar with the department's specific health and safety procedures, relevant risk assessment findings, control measures, safe systems of work, and local arrangements and accept their responsibilities for health and safety;
- Ensure that pupils receive sufficient information, instruction, training and supervision to enable them to avoid hazards and contribute to their own health and safety;
- Routinely and regularly underrate safety tours of the premises and activities in their respective control and audit and monitor safe working practices and procedures;
- Managing their particular budgets to ensure that there are enough resources to cover health and safety maintenance, checks and provision for activities under their department.

1g) Employees / Staff / Volunteers / Contractors / Sub-Contractors (workers)

All workers have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations. This applies to all employed and non-employed workers e.g. agency and contractors too. Responsibilities include:

- Ensuring that they are familiar and up to date with the Trust's health and safety policy and academy procedures relevant to their work;
- Keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred;
- Report all accidents, incidents (including incidents of violence, diseases and dangerous occurrence), near misses, as well as unsafe methods of work;
- Follow safe working practices and be aware of all risk assessments appropriate control measures relevant to their area of work and teaching;

- Integrate all relevant aspects of health and safety into the teaching process, exercising effective supervision of their pupils and providing sufficient information to enable them to keep themselves safe and others whom may be affected by their activities;
- Cooperating fully with the employer to enable them to fulfil their legal obligations;
- Ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to the head of faculty / senior manager and that piece of equipment should not be used;
- Avoid introducing personal items of equipment (electrical or mechanical) into the academy without prior permission;
- Be aware of the first aid provision at their workplace and understand the fire / emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required;
- Attend such training and information opportunities as necessary to enact this policy and act in accordance with any safety training which has been provided to them, or any verbal safety instructions issued to them;
- Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received;
- Report any loss of, or obvious defect in, such PPE to their team leader or manager;
- Follow any laid down emergency procedures in the event of serious imminent dangers, such as emergency evacuations;
- Ensuring that all equipment is properly used, together with the appropriate equipment guards and personal protective equipment;
- Ensuring that toxic, flammable and other harmful products are properly used, stored and labelled;

1h) Pupils

While academy staff carry the main responsibility for health and safety provision, and the correct implementation of academy policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able carry out their roles effectively. As members of the academy community, pupils take the responsibility of:

- Listening to and following instructions from staff;
- Ensuring that their actions are safe for themselves and will not harm others in any way;
- Being sensible around the academy site when using any equipment;
- Ensure the correct and appropriate use of protective clothing and appropriate safety equipment and devises provided;
- Reporting health and safety concerns or incidents to a member of staff immediately;
- Acting in line with the academy code of conduct.

Pupils that are found to be a risk to their own, (or that of others), health and safety should be assessed as to whether they should be excluded from certain academy activities, and may be dealt with under the academy's behaviour policy if circumstances require it. Pupils are expected to follow the academy code of conduct as this supports and maintains good health and safety around the academy.

1i) Staff/Union Safety Representatives

Staff and/or Trade Union Safety Representatives will be encouraged to take part in consultation forums in the Academy regarding Health and Safety such as Health and Safety Committees.

2. Health and Safety in practice

2a) Risk Assessments

All members of staff with responsibility for departmental 'safety areas' e.g. premises or activities, are required to complete a risk assessment. All risk assessments should seek to identify measures to avoid the risk in the first instance and if this is not possible to then identify what control measures can be put in place.

Control measures could include staff training, written instructions for the activity, supervision, providing equipment, specifying that more than one person should undertake the activity, determining a 'safer' time of day to undertake the task, pre-agreed contact during the task (e.g. lone working).

A Bright Futures template for a risk assessment is contained in **Appendix 1** of this document. Further information is available on the Health and Safety Executive's website: http://www.hse.gov.uk/services/education/example-risk-assessments.htm

2b) Health and Safety committees/groups

In order to ensure effective controls, monitoring and staff engagement in health and safety matters across schools, a committee/working group will be established. The key requirements of this forum are that it will be:

- chaired by the Principal/Head of School or another senior member of staff;
- oversee all risk assessments and their monitoring and renewal
- ensure adequate communication and consultation between management, any specialist advisers, employees and employees' representatives prior to the introduction of any change which may affect health and safety;
- ensure that safety representatives who are appointed under statutory regulations can effectively carry out the duties required of them;
- ensure that staff are consulted appropriately on issues that affect them,
- ensure that health and safety arrangements and performance are formally evaluated, monitored, reviewed and reported to the CEO, COO and local governing body on a termly basis. A template report format is provided at appendix 4. Copies of reports of any externally commissioned health and safety reviews should be provided to the CEO/COO.
- oversee any statutory reporting

2c) Statutory reporting

As an employer we have a statutory duty to report to the Health and Safety Executive. This requirement is known as the on the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. The Health and Safety Executive have produced an information sheet which gives practical guidance to schools about what they need to report and how to do it. This has been reproduced in **Appendix 2** for ease of reference.

2d) Trust reporting

The Board of Trustees has delegated its responsibility for health and safety to the Executive team led by the Chief Executive Officer (CEO). In order to fulfil these statutory requirements, the Executive team requires management information from each school.

If any statutory reporting under RIDDOR (above) is required, the CEO should be notified immediately.

At the end of each term, schools should provide a written summary report to the CEO containing the following:

- Dates of H&S committee meetings that term and brief note of the key actions
- Any health and safety training undertaken during the term
- Any Health and safety audits during the term and the key findings
- Accident reporting: Broken down into staff, pupils, visitors, contractors; number of reportable incidents and a summary, number of non-reportable incidents and a summary; number of near misses and a summary. Summary of any new controls put in place as a result.
- Planned preventative maintenance programme-update for the term
- Fire drills and any resulting actions

2e) Academy key health and safety contacts and locations schedule.

This schedule should be completed by each school and displayed along with the health and safety law poster and insurance certificate in a prominent place accessible by staff.

name of school

Post and responsibility	Name of person
Principal/Head of School. This person has overall responsibility for the structures to manage health and safety in this academy	
Local Governing Body The xx committee receives health and safety reports from the Principal/Head of school	Name the chair of the committee
Facilities and Estates contact Manages and co-ordinates health and safety matters in area of responsibility	
Heads of Faculty/Department Heads. Manages and co-ordinates health and safety matters in area of responsibility	List several names –you may only need to list those with significant H&S responsibility such as science, PE
Health & Safety Committee/Forum The group chaired by the Principal/delegated SLT member. It is the consultation body for Health and Safety in the Academy	Name the group members
First Aid staff The staff named are the First Aiders in the academy. Those qualified in Mental Health First Aid-youth or adult are shown separately.	
First Aid Box locations in this academy	
Fire Officers Responsible for arranging fire drills and accounting for people on the premises upon evacuation in the case of fire or other emergency.	
Fire Evacuation procedures can be found at:	

Accident Book location	
Health and Safety Law poster, can be located at :	
Maintenance of academy mini-buses (where relevant)	

3.Further Information

The Health and Safety Executive website contains a lot of useful guidance on various health and safety matters, some of which has been linked to in this document. The link to the website which covers health and safety in education is: http://www.hse.gov.uk/services/education/index.htm.

- Other internal health and safety related policies/guidance can be found as follows:
- Educational Trips and Visits-school specific policy
- Staff Attendance policy –Trust wide (relevant for work related illness)
- Fire Evacuation procedures-school specific
- Supporting pupils at school with medical conditions –Trust wide policy
- Reporting accidents-school specific procedure
- First Aid Policy –Trust Wide
- Pupils Mental Health and Wellbeing Policy- Trust Wide
- E-Safety- Trust policy
- Lockdown procedures-school specific
- Critical Incidents Policy – Trust wide
- Critical Incident Plan – school specific

Bright Futures
EDUCATIONAL TRUST
The best for everyone, the best from everyone

Appendix 1
Risk Assessment

Title of risk assessment :	**School:**
Department:	**Name of responsible person:**
Date of assessment:	**Date of approval by Health and Safety committee/working group:**
Date of review:	

What is the hazard?	What is the potential harm?	Who is at risk?	What controls are already in place?	Do we need to do anything else to control this risk?	Who will action these additional controls and by when?	Date additional actions approved by the Health and Safety Committee

Bright Futures
EDUCATIONAL TRUST
The best for everyone, the best from everyone

Appendix 2 H&S Policy
Schools Health and Safety Committee

Terms of Reference

Purpose of the Health and Safety Committee

The purpose of the Academy Health and Safety Committee is to ensure effective controls, monitoring and staff engagement in health and safety matters across schools, are in place.

Role of the H&S Committee

The role of the Health and Safety Committee, per the Health and Safety Policy is to:

1 Oversee all risk assessments and their monitoring and renewal

2 Ensure adequate communication and consultation between management, any specialist advisers, employees and employees' representatives prior to the introduction of any change which may affect health and safety;

3 Ensure that safety representatives who are appointed under statutory regulations can effectively carry out the duties required of them;

4 Ensure that staff are consulted appropriately on issues that affect them,

5 Ensure that health and safety arrangements and performance are formally evaluated, monitored, reviewed and reported to the Trust and local governing body on a termly basis.

6 Oversee any statutory reporting.

Standing Agenda Items

The standing agenda items of the committee are:

1 Dates of Health and Safety Committee meetings that term and brief note of the key actions

2 Health and Safety audits/inspections during the term and the key findings

3 Health and Safety training undertaken during the term

4 Accident reporting: Broken down into staff, pupils, visitors, contractors; number of reportable incidents and a summary, number of non-reportable incidents and a summary; number of near misses and a summary. Summary of any new controls put in place as a result.

5 Planned preventative maintenance programme-update for the term.

6 Fire drills and any resulting actions.

7 Health and Safety insurance claims.

8 Other relevant matters relating to health and safety.

Reporting

Per the Health and Safety Policy, at the end of each term, schools should provide a written summary report to the CEO/COO and LGB. The report should follow the format above under agenda items. A template is provided as appendix 1

Membership

The committee will be made up of the number of staff with appropriate knowledge and experience deemed appropriate by the Principal/Head for the size and complexity of the school.

Chair

The Chair of the Committee shall be the Principal/Head of School or another senior member of staff.

Quorum

The meetings will be quorate when at least fifty percent of the participants are present.

Bright Futures
EDUCATIONAL TRUST
The best *for* everyone, the best *from* everyone

Meetings

The Committee shall meet a minimum of once a term or more frequently as if deemed necessary.

Review

This Terms of Reference shall be reviewed and approved by the Trust Executive Team annually.

Executive Approval: September 2021

Appendix 3 Health and Safety Executive – Incident Reporting in Schools

Incident reporting in schools (accidents, diseases and dangerous occurrences)

Guidance for employers

HSE information sheet

Education Information Sheet No1 (Revision 3)

Introduction

This information sheet gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. The information sheet gives practical guidance to schools about what they need to report and how to do it.

What needs to be reported?

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work**.

The information sheet includes examples of the incidents that sometimes result from schools' activities and are reportable under RIDDOR. The sheet contains three sections, which cover:

- injuries and ill health involving employees (Section 1);
- injuries involving pupils and other people not at work (Section 2);
- dangerous occurrences (Section 3).

Who should report?

The duty to notify and report rests with the 'responsible person'. For incidents involving pupils and school staff, this is normally the main employer at the school. The education pages on HSE's website at www.hse.gov.uk/services/education provide information about who the employer is in different types of schools.

Some school employers may have centrally co-ordinated reporting procedures. In others, reporting may be delegated to the school management team. The health and safety policy should set out the responsibilities and arrangements for reporting in each school.

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, eg builders, maintenance staff, cleaners or catering staff.

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE's RIDDOR web pages at www.hse.gov.uk/riddor for more detail on the reporting arrangements for selfemployed people.)

Who do I report to?

For general advice about how to report, see HSE's RIDDOR web pages. You can report all incidents online and there is a telephone service for reporting **fatal and specified injuries only**. Reporting details for out of hours incidents are available from HSE's out of hours web page at www.hse.gov.uk/contact/ contact.htm.

For incidents on school premises involving members of staff, pupils or visitors, HSE is the enforcing authority and you should submit your reports to them. HSE is also the enforcing authority for nursery provision provided and operated by local authorities. For privately run nursery schools, the local authority is the enforcing authority.

What records must I keep?

You must keep records of:

- any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR;
- all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. **From 6 April 2012 you don't have to report over-three-day injuries, but you must keep a record of them.** Employers can record these injuries in their accident book.

You must keep records for at least three years after the incident.

Section 1: Injuries and ill health to people at work

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable diseases'). You can find detailed guidance about RIDDOR reporting and online reporting procedures at www.hse.gov.uk/riddor/report.htm.

If you are in control of premises, you are also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

Reportable specified injuries

These include:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding), which:
  - cover more than 10% of the body; or
  - cause significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness; or
  - requires resuscitation or admittance to hospital for more than 24 hours.

Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

Reportable occupational diseases

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. (See www.hse.gov.uk/riddor for details of the reporting arrangements for selfemployed people.)

These include:

- carpal tunnel syndrome;

- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, eg from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Stress

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.
In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

Section 2: Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

How do I decide whether an accident to a pupil 'arises out of or is in connection with work'?

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors).

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting **where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent**.

What about accidents to pupils during sports activities?

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment; or
- the school had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision.

Physical violence

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

Other scenarios

Injuries to pupils while travelling on a school bus If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR.

However, you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police.

Incidents involving pupils on overseas trips RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE.

Incidents to pupils on work experience placements If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.

Section 3: Dangerous occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:

- the collapse or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload causing a fire or explosion.

Supplementary information

Consultation

Under the Safety Representatives and Safety Committees Regulations 1977 and the Health and

This includes records kept under RIDDOR, except where they reveal personal health information about individuals. Further information is available in *Consulting employees on health and safety: A brief guide to the law* Leaflet INDG232(rev2) HSE Books 2013 www.hse.gov.uk/pubns/indg232.htm.

Reporting requirements of other regulators

There may be other reporting requirements placed on schools by other regulators in the education sector. The requirements of these other regulators are separate to, and distinct from, the legal duty to report incidents under RIDDOR.

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This information sheet is available at: www.hse.gov.uk/pubns/edis1.htm.

© *Crown copyright* If you wish to reuse this information visit www.hse.gov.uk/copyright.htm for details. First published 10/13.

Published by the Health and Safety Executive EDIS1(rev3) 10/13

Appendix 3 Health and Safety Executive – Classroom Checklist

Health and safety checklist for classrooms

How this checklist can help you

School premises are a valuable resource for local communities and are increasingly being used for extended services.

Health and safety in a school is about taking a sensible and proportionate approach to ensure the premises provide a healthy and safe place for all who use them, including the school workforce, visitors and pupils.

Because written risk assessments are not required for every classroom activity, this checklist is being made available for use as required. It is not mandatory, but is intended as a helpful tool. Schools may choose other ways to comply with health and safety legislation and ensure staff and children are safe.

School-wide measures should be in place to deal with the real risks, so that teachers and support staff do not need to produce written assessments for an ordinary classroom – unless new activities lead to additional risks.

Members of staff can use this checklist to help ensure ordinary classrooms meet minimum health and safety standards. However, the results and findings from completed checklists will provide a useful resource to the school management team when reviewing their whole-school risk assessments.

The checklist is a tool for school staff to raise awareness of areas of concern in a classroom. Employers in the education sector, whether they are a local authority, governing body, trust or proprietor, have wider responsibilities under health and safety law (see www.hse.gov.uk/services/education for further advice).

Using the checklist

This checklist covers the most common areas of concern/risk in ordinary classrooms, but is not exhaustive. It does not cover drama and sports facilities or specialist classrooms, including laboratories, art, IT, design and technology facilities or pupil referral rooms.

It can be used by class teachers, teaching assistants, premises staff or department heads – those running the school can decide how best to use the checklist in their school. It can be used as required, for example at the start of a term to provide reassurance to teaching staff that the most common areas of risk in the classroom are being adequately controlled.

It is designed to be helpful and quick and easy to use but there is no obligation on staff to use it. If an issue is not relevant to a classroom, simply mark it as 'N/A' (not applicable) and move to the next question. There is space at the end to list any additional issues.

Further information

HSE's homepage (www.hse.gov.uk/) has information on general topics to help employers and teaching staff comply with health and safety law. We have specific web pages for education, which provide guidance on the common types of risks within the sector (www.hse.gov.uk/services/education).

The Department for Education, Welsh Assembly Government and Scottish Government have guidance for schools on health and safety:

- **England:** www.education.gov.uk/schools/adminandfinance/healthandsafety
- **Wales:** www.wales.gov.uk/topics/educationandskills/allsectorpolicies/healthandsafety
- **Scotland:** www.scotland.gov.uk/topics/education/schools

The Health and Safety Executive has developed this checklist, through a public consultation, to help schools comply with health and safety law. It has been produced in consultation with:

- Department for Education (DfE), England;
- Department for Children, Education, Lifelong Learning and Skills (DCELLS), Welsh Government;
- Learning Directorate, People and Places (LDSG), Scottish Government;
- Department for Communities and Local Government (DCLG), England;
- trade unions.

HSE

Health and Safety Executive

Questions you should ask:		Yes	Further action needed	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, eg water, blood from cuts?			
	For stand-alone classrooms: ■ Are access steps or ramps properly maintained? ■ Are access stairs or ramps provided with handrails?			
Work at height (falls)	Do you have an 'elephant-foot' stepstool or stepladder available for use where necessary?			
	Is a window-opener provided for opening high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, eg a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling	Have trolleys been provided for moving heavy objects, eg computers?			
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?			
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			
Fire	If there are fire exit doors in the classroom, are they: ■ unobstructed; ■ kept unlocked; and ■ easy to open from the inside?			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			

This is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the space overleaf, including any further actions needed. If necessary, discuss this with your head teacher or employer.

Additional issues		Yes	Further action needed	N/A

Further action needed

Hazards noted:	Action taken and when:

Name (and position):	Signature:	Date:
Location/name of classroom:		

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This checklist can be found online at: www.hse.gov.uk/risk/classroom-checklist.htm.

© *Crown copyright* If you wish to reuse this information visit www.hse.gov.uk/copyright.htm for details.
First published 08/11.