

Health and Safety Policy

Bradford Forster Academy is a faithful, collaborative, inclusive, aspirational, student-centred Academy. We have high ambitions for our students and strive to ensure that all our policies and practices enable the students to leave the Academy ready to embark on a successful future, fulfilling their own ambitions and making a positive and transformational contribution to society.

We strive to reflect our academy Christian values of Respect, Community, and Growth whilst following our strapline of **'Everything is possible for one who believes'** (Mark 9:23)



Aims of the Policy

To outline Academy policy regarding all Health & Safety issues

Policy Statement

This policy (together with the BDAT (Bradford Diocesan Academies Trust) Health & Safety Policy) covers staff, students, visitors, and other users of the premises. It aims to show how the Governors and Principal discharge their duties under the Health and Safety at Work etc Act 1974.

The Management Team of the Academy and the Governing Body are committed to ensuring the Health and Safety of everybody involved in the academy. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety, and welfare of users of the premises and all participants in academy trips.
- Establish and maintain safe working procedures for staff and students.
- To provide and maintain safe academy buildings and safe equipment for use in the academy.
- Develop safety awareness, by appropriate training, if necessary, amongst staff, students and others who help in the academy.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

Responsibilities

The **Governing Body** has ultimate control of the Academy. They will:

- Adhere to the BDAT Health & Safety Policy.
- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources are available for health and safety purposes.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the Academy provides adequate training, information, instruction, induction, and supervision to enable everyone in the Academy to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & students.
- In their critical friend role, maintain an interest in all health and safety matters.
- Review and monitor the effectiveness of this policy.

The **Principal** is responsible for the day-to-day running of the Academy. They will:

- Adhere to the BDAT Health & Safety Policy.
- Promote a positive, open health and safety culture in the academy.
- Report to Governors on key health and safety issues.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.
- Ensure that all staff co-operate with the policy.
- Devise and implement safety procedures.
- Ensure that risk assessments are reviewed on an annual basis.
- Ensure relevant staff have access to appropriate training.

The Academy Business Leader on behalf of Senior Management within the Academy will support the Principal to:

- Ensure risk assessments are accurate, suitable, and reviewed annually.
- Deal with any hazardous practices, equipment or building issues and report to the Principal if they remain unresolved.
- Provide a good example, guidance and support to staff on health and safety matters.
- Carry out a health and safety induction for all staff and keep records of that induction.
- Keep up to date with new developments in Health and Safety issues for academies.
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action, which may arise.
- Ensure any contractors on site are competent in health and safety matters.

The Academy Business Leader/Premises Manager are responsible for day-to-day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in the Academy to the Principal immediately.
- Ensure that all work under their control is undertaken in a safe manner.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Carry out a weekly test of the fire alarm.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Fully co-operate with health and safety arrangements during larger building projects

All Academy Staff will:

- Read the BDAT Health and Safety and BFA (Bradford Forster Academy) Health and Safety Policy.
- Comply with the Trust's and Academy's health and safety arrangements.
- Take reasonable care of their own and other people's health and safety.
- Leave the classroom / playground / office in a tidy and safe condition.
- Follow safety instructions when using equipment.
- Supervise students and advise them on how to use equipment safely.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.
- Follow the accident reporting procedure.
- Contribute to and highlight any gaps in the Academy's risk assessments.

In accordance with the Academy rules and procedures on discipline, will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow safety instructions of teaching and support staff, especially in an emergency.

The Academy has support from the Trust Estates Manager who:

- Provides advice and guidance to help the Academy fulfil their health and safety responsibilities.
- Answer queries from staff on health and safety issues.
- Visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures.
- Collect information on accidents and incidents to report to HSE (Health and Safety Executive) where necessary.
- Advise on and facilitate (when possible) staff safety training.
- Draft and/or advise on policies, procedures and guidance for health and safety.
- Interpret and advise on new legislation impacting on the working environment.
- Attend meetings to advise on occupational safety issues.

The principles of this policy and associated appendices will also be brought to the attention of other stakeholders:

- Contractors
- Business partners
- Visitors

This is not an isolated policy and should be read in conjunction with other policies and related procedures, in particular the BDAT Health & Safety Policy.

An overview of related health and safety legislation, policy and procedures are attached at Appendix "A."

Appendix “A”

Overview of related health and safety legislation, policy, and procedures

The management of good health and safety practice is no less important than any other measure of business performance. We consider that safety is good business and essential to our reputation.

All employees, students, volunteers, and contractors have a responsibility to themselves, their colleagues, the organisation, and its customers, and to the wider community to work safely.

The following provides an overview of the specific legislation, of policies and of procedures followed in the Academy, it is everyone's responsibility to ensure that they are familiar with and are fully able to implement a working practice of all those which are applicable to their area of work.

Academy Journeys and Outings

Preparation for Academy journeys and outings will be monitored by the Educational Visits Co-ordinator. Risk Assessments for each academy journey are completed by the trip leader, signed, and approved by the Principal.

Access to Roof Areas

Any contractors requiring access to roof areas in the pursuance of their work need to obtain permission from the Premises Manager /Academy Business Leader. Risk Assessments are prepared for any activity on the roof.

Administration of Medicines (referral should also be made to the Trust Medical Conditions Policy)

Medication is only administered to students when the parental consent has been given. The medicine will be administered by a trained First Aider and appropriate records kept. Medicines are only administered during academy time when they have been prescribed by a child's GP or other relevant medical professional. Medicines are kept in a locked cupboard in the first aid office. The only exceptions to this are asthma medication and auto-injectors (following discussion with parents) which may be retained by the student, kept in appropriate locations, out of the reach of other students, as appropriate and spares are kept in the First Aid Office. Doses of medicines administered during the Academy Day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at Academy.

Consultation with Employees

We recognise the importance and benefits to be gained by consultation with our employees on all health and safety matters. We will ensure that arrangements are in place to consult our employees on the introduction of any measure at the workplace which may substantially affect the health and safety of those employees, our arrangements for appointing a competent person, the planning and organisation of health and safety training and the consequences of introducing new technology into the workplace. We will ensure that all employees with whom we consult (or their representatives) are provided with sufficient information to enable them to carry out their functions fully and effectively. We will provide employee representatives with information on reportable accidents and allow them to make representations on general health and safety matters, potential hazards, and dangerous occurrences in the workplace. We will deliver information to workers who do not speak or read English through a translator, or we will use visual presentations, rather than delivering written or oral instructions.

We will also make use of photographs and diagrams in our work instructions etc. Where the use of safety signs and signals are necessary, within the workplace, changes will be made where necessary.

Contractors & Subcontractors

No contractors will be allowed in the building unless by appointment with Academy Business Leader/Premises Manager. All work carried out by contractors takes place after 3:15pm or during holidays. Known contractors will carry out any emergency work and if they must be in the building during the normal academy day, they will be accompanied by the Premises Manager/Premises staff or the Academy Business Leader. All contractors sign in and are given a visitors pass in line with safeguarding procedures. Contractors prepare risk assessments for the work to be carried out and the risk assessments are filed with the Premises Manager.

If students come in during the holidays for extra lessons and contractors are working, the students are escorted to their classroom from reception, they are not allowed to wander out of their classroom without a member of staff with them, and they are escorted back to reception. Reception is always staffed during the holidays.

Contractors and Subcontractors will be provided with a copy of the BDAT Health & Safety Policy expectations of Contractors and Subcontractors before engaging them for any works.

Bradford Forster Academy will comply with the BDAT Health & Safety Policy's Control of Contractors Policy.

Disabled or Temporary Disabled Employees Policy (see BDAT H&S Policy)

Display Screens Equipment

For members of staff with 'desk-based jobs' workstation self-assessments will be completed on an annual basis.

Driving for Work Policy (see BDAT H&S Policy)

Electrical Safety

The Academy complies with the Electricity at Work Regulations 1989, HSE Guidance Note GS23 and Provision and Use of Work Equipment Regulations 1998 (European directive 95/63/EC) PUWER98

The Academy Business Leader/Premises Manager are responsible for the arrangement of inspections, testing and certification of mains, fixed and portable installations.

Visual inspections of equipment should be carried out by technicians and anyone else using electrical equipment in the course of their day-to-day work. Faults should be reported as follows:

- Power – Premises Manager/Premises staff
- Computers - Network Manager/ ICT (Information and Communication Technology) Technician
- AVA Equipment - Network Manager/ ICT Technician
- Site Equipment – Premises Manager/Premises staff

Extension leads should only be used in exceptional circumstances.

Personal electrical equipment must not be used on the premises unless it has been PAT (Portable Appliance Testing) tested *and* permission has been given by the Academy Business Leader.

Staff and Students must not install new fuses or plugs or tamper with equipment or use equipment that has been PAT Tested and certified as failed.

Emergency Plans (see critical incident plan)

The Principal will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the academy. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss

This sequence will determine the priorities of the emergency plan.

The plan will be agreed by the governing body and be regularly rehearsed by staff and students. The result of all such rehearsals will be reported to the governing body.

Fire Emergency Procedures and Drills

- Fire exits have appropriate signage.
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a term.
- Evacuation times and any issues, which arise, are reported to the Academy Business Leader.
- Fire extinguishers are checked annually by an appropriately qualified equipment supplier with the Premises Team during the Summer Break.
- Separate fire safety policy and risk assessment has been produced.

First Aid Policy

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents. The number of certificated first aiders will not, at any time, be less than the number required by law. It is accepted that in most cases training to be a First Aider is voluntary, but the Academy employs a full time First Aid Officer on site and incorporates First Aid as a requirement into 5 other administrative roles.

The rest of the first aiders are trained on a voluntary basis. The Academy will endeavour to have no less than 10 trained first aiders (including those for whom First aid is a requirement of their role) and will ensure that there is at least 1 First Aider at any event taking place after hours e. g. open evenings/performances etc. Supplies of first aid material will be held at various locations throughout the academy. The Principal will determine these locations. They will be prominently marked, and all staff will be advised of their position. The materials will be checked regularly by the full time First Aid Officer and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-academy activities.

A record will be made of each occasion any member of staff, student or other person receives first aid treatment either on the academy premises or as part of an academy related activity.

Food Safety

The Catering Manager holds all documentation in relation to Catering provision for the staff and students.

In Food Technology cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place.

- Staff must be satisfied that the tasks undertaken are appropriate for the students concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e., taking food in or out of hot ovens

Hazardous Substances Policy

COSHH assessments must be carried out where potentially harmful substances are used.

Line Managers should ensure that the appropriate data Sheets are kept in their departments. The Academy Business Leader should be provided with details annually of all chemicals held on the Premises to maintain a central record for the emergency services as required. Line managers should ensure:

- Identification of the hazard
- Identification and assessment of the risk
- Elimination of risk or substitution of another substance
- Introduction, documentation, and implementation of control measures
- Monitoring and review of control measures
- Provision of training

Science and Technology assessments are documented in the CLEAPSS Handbook.

Students must be informed of the risks they will encounter, and how to minimise them, in doing experiments and carrying out work in these curriculum areas.

Chemicals will be stored, used, and disposed of in accordance with guidance issued by manufacturers, the LEA, COSHH and CLEAPSS Regulations. Disposal of chemicals must be discussed with the Academy Business Leader and records of disposals should be maintained by the Department concerned.

Fluids or gases stored under pressure, or radioactive source materials must be stored, labelled, and used in accordance with guidance from the manufacturer, the LEA and CLEAPSS. Every two years checks of radioactive sources are carried out by the Health and Safety Section and results documented.

Legionella

A competent contractor provides advice and carries out the Academy's Legionella risk assessments and samples water as per the risk assessment.

Manual Handling

Manual Handling risk assessments will be carried out to identify and reduce the risk of injury. Recommendations will be communicated to staff/students.

Manual handling training will be provided for appropriate members of staff including, if necessary, how to lift students safely.

Students and staff must only lift equipment and furniture within their own individual capability.

Records of manual handling assessments will be retained for at least 5 years.

New and Expectant Mothers Policy

There is a particular duty to this class of employee, or student and the Line Managers (or year leader where it is a student) are made aware of affected staff at the earliest opportunity to allow this to take place. A Pregnancy Risk Assessment will be carried out by the Line Manager. Details should be provided to the Academy Business Leader at the earliest opportunity. All information will be treated with the utmost discretion.

Occupational Health

Our primary concern is to achieve and maintain the overall well-being, quality of life and work performance of our employees to minimise the impact of work on their physical and mental health. We will therefore ensure that the causes of ill-health which may arise from our activities are, wherever possible, identified, understood and either prevented or controlled.

Where required our occupational health provision will be delivered through several measures ranging from regular health assessments and surveillance, medical referrals, and support. Where possible we will endeavour to provide suitable and sufficient information to help employees take personal responsibility for maintaining and improving their own health. Where required we will make reasonable adjustments for people with disabilities to support them in their employment with the academy.

Out of hours and Lone Working Policy (see BDAT Health and Safety Policy)

Personal Safety and Violence Policy

We will identify all situations, which may expose our employees to violence or challenging behaviour and identify those employees who may be at greater risk of such circumstances occurring or developing.

We will ensure arrangements are in place to protect our employees from violence or challenging behaviour whilst conducting their various tasks on behalf of the Academy.

We will implement procedures to ensure the safety of employees who are required to work alone or unsupervised for significant periods of time.

Training, information, and instruction will be given to all employees to ensure they fully understand the arrangements and procedures in place to protect them. Action will be taken immediately should a report of violence or challenging behaviour be reported. These arrangements and procedures will be maintained to ensure adequacy and suitability and will be amended or developed as necessary to ensure the wellbeing of our employees

Reporting of Accidents Policy (Please refer to BDAT Health & Safety policy)

All accidents, incidents and near misses should be recorded in the Academy accident book (accident record form).

All accident records must be filed confidentially and retained for 5 years.

Accident record trends should be discussed at Governor meetings.

If an employee has an accident at work resulting in an injury, it is necessary under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 to record this in an Accident book, which is kept in the Main Office.

The Academy Business Leader is responsible for recording and reporting incidents, which will fall within the reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The accident form for students is only required where they are taken to hospital. All accidents should go in the student accident book.

If a visitor or a contractor has an accident in the Academy it is necessary under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 to record this in an Accident book, which is kept in the First Aid Room.

Risk Assessment Policy

Under the Management of Health and Safety Regulations 1992, activities are described as constituting varying levels of risk to the health, safety and welfare of people using any premises or carrying out their work. The Academy is required to risk assess activities, work practices and premises and to record these assessments and the control measures where necessary, that are put in place to minimise the hazards. These measures must also be monitored, and reassessments carried out as appropriate.

Line Managers are responsible for carrying out risk assessments in their areas. These must be documented records, which are retained for inspection under the Management of Health and Safety Regulations 1992.

The Risk Assessment exercise should be carried out annually, if circumstances change, or as and when a new risk is identified (except risk assessments for academy trips, which should be reviewed each time the trip takes place).

Slips Trips and Falls Policy

The potential for slips trips and falls in the academy has been risk assessed, and appropriate controls have been put in place. This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

Staff will report any slip or trip hazards to the premises team, who will address any concerns as a matter of priority.

Smoking

No smoking or use of electronic vapes is allowed in the Academy buildings or grounds.

Stress at Work

Proactive - templates for Stress Risk Assessment are used to identify how levels of stress (caused by work) amongst staff can be reduced.

Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the Academy's welfare policies and, if necessary, by accessing the Employee Health and Wellbeing Service.

Temporary Workers Policy

Temporary workers such as cover teachers undertake an induction.

A senior member of staff regularly checks in classes taught by temporary workers.

Visitors Policy – (See Safeguarding Policy)

Visitors to Bradford Forster Academy premises are asked to sign in and out of our buildings.

Visitors will be admitted to the academy in line with the Academy Safeguarding policy and arrangements.

Contractors undertaking work within the premises will be subject to our contractor control arrangements. All visitors will be issued a pass.

Waste Management Policy

99.9% of our waste goes to recycling to fuel incinerators at a recycling plant and the remainder goes to landfill.

All biohazard waste is collected by a suitable company.

Welfare Facilities Policy

The academy provides well-equipped sanitary and washing facilities.

There are water fountains placed around the academy to provide drinking water to staff and students.

Microwaves and hot water are provided in the Hospitality and Staff room.

Lockable cupboards are provided in each classroom.

BFA has 13 disabled toilets available.

Winter Conditions

On the occasion that heating systems fail due to breakdown or power disruption, Staff should utilise portable heaters where possible and put on additional clothing as a temporary measure whilst a solution is sought.

A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions

If it becomes impossible to keep these routes clear, the Principal is informed immediately, and this information contributes to any decision to close the academy.

In the event of snowfall within the commuting routes of employees, managers will monitor weather conditions and release staff and students early if necessary to avoid them being trapped at work. The Academy will also contact staff if the workplace is to be closed and/or they are not expected to come to work e.g., during a period of prolonged freezing conditions.

Unless directed by management not to attend, employees are expected to make reasonable efforts to come to work without taking personal risks. Travel warnings should be heeded.

Staff who can are correctly set up to work from home should do so if possible. This would be at the discretion of the Principal and Chair of Governors.

Work Equipment Policy

When selecting work equipment for purchase, managers will consider its suitability for the tasks required. Managers will also ensure through training that staff who are to use the equipment understand how to use it safely and the limitations of the equipment.

Portable electrical equipment will be subject to portable appliance testing.

All portable power tools will be subject to a visual inspection by the user prior to and after use.

Defects should be reported to the Premises team. The Premises team must ensure that a repair or replacement is undertaken promptly. Equipment that is in a dangerous condition will be securely removed from service whilst awaiting repair or disposal.

For equipment, which is hazardous to those who are untrained e.g., garden machinery use of the equipment, should be restricted to authorised persons. Where necessary, these restrictions must be supported by locking off the area or the power supply and by the display of signs indicating the names or job titles of authorised persons.

BFA staff are not permitted to use their own tools for work purposes, as this could make it difficult for us to ensure that the equipment is suitable and properly maintained.

Records of maintenance will be maintained for a period of 5 years.

Working at Height

Chairs, window ledges or other items of furniture or fixtures must not be used to climb on.

Step ladders, ladders and proper access equipment or other equipment such as window poles are available and must be used in the correct manner.

Training is always available, and staff should consult the Premises/Academy Business Leader before using step ladders/ladders.

Workplace Transport Policy (See BDAT H&S Policy – Workplace Transport Policy)

If students are transported in private cars, they are accompanied by two adults and the driver has insurance, which includes cover for Business purposes.