



Beamont Collegiate
Academy

HEALTH & SAFETY POLICY

BCA Health, Safety and Welfare Policy

Please note that since March 2020 BCA have been following additional health and safety measures, based on guidance issued by Public Health England and the DFE specifically relating to the prevention of the spread of Covid 19. The guidance is changeable and measures will remain in place until we are advised otherwise.

Beamont Collegiate Academy (BCA) 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.

Our aim is excellence in health and safety, by means of continuous improvement of standards, systematically removing the causes of accidents/incidents and ill-health. We will ensure that the objectives of this statement are communicated to our staff, initially through our induction process. We will also monitor progress towards these objectives at Senior Leadership Team level and we will review them annually in consultation with our staff, Governors and other interested parties including The Central Executive Team/Trustees.

BCA recognises its duties under the Health & Safety at Work Act 1974 and the Regulations made under that Act. BCA will comply with this legislation and accepts its responsibilities for the health, safety and welfare at work of all its employees.

BCA believes that ensuring the health and safety of staff, students and visitors is essential to the success of BCA and its member academies.

BCA will ensure that Health and Safety Management Systems are put in place to ensure the commitments below can be met. All Trustees, Local Governing Bodies, staff and students will play their part in its implementation.

The policy is supported by our health and safety management system that details our arrangements for the effective management of our significant risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies, fire and first aid etc.

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and students will play their part in the system's operation.

Signed:

(Chair of Governors)

Signed:.....

(Principal)

TCAT - Statement of Intent

The Challenge Academy 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.

Our aim is excellence in health and safety, by means of continuous improvement of standards, systematically removing the causes of accidents/incidents and ill-health.

The Trust recognises its duties under the Health & Safety at Work Act 1974 and the regulations made under that Act. The Trust will comply with this legislation and accepts its responsibilities for the health, safety and welfare at work of all its employees.

The Trust believes that ensuring the health and safety of staff, students and visitors is essential to the success of the Trust and its member academies.

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

The Trust is committed to:

- Providing a safe and healthy working and learning environment
- Preventing accidents and work related ill health as far as is reasonably practicable
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Complying with statutory requirements as a minimum
- Ensuring safe working methods and providing safe equipment
- Providing effective information, instruction and training
- Monitoring and reviewing systems to make sure they are effective
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist at the school
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.



Signed:.....
(Chief Executive Officer)

Signed:.....
(Head Teacher)

ORGANISATION of HEALTH AND SAFETY

The overall responsibility for Health and Safety in Beamont Collegiate Academy is that of Local Governing Body.

The day-to-day responsibility for ensuring that this Policy is implemented is delegated to the Principal of the academy. Local Governing Bodies are responsible for monitoring and quality assuring health and safety systems in each academy.

TCAT Trust Board

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:

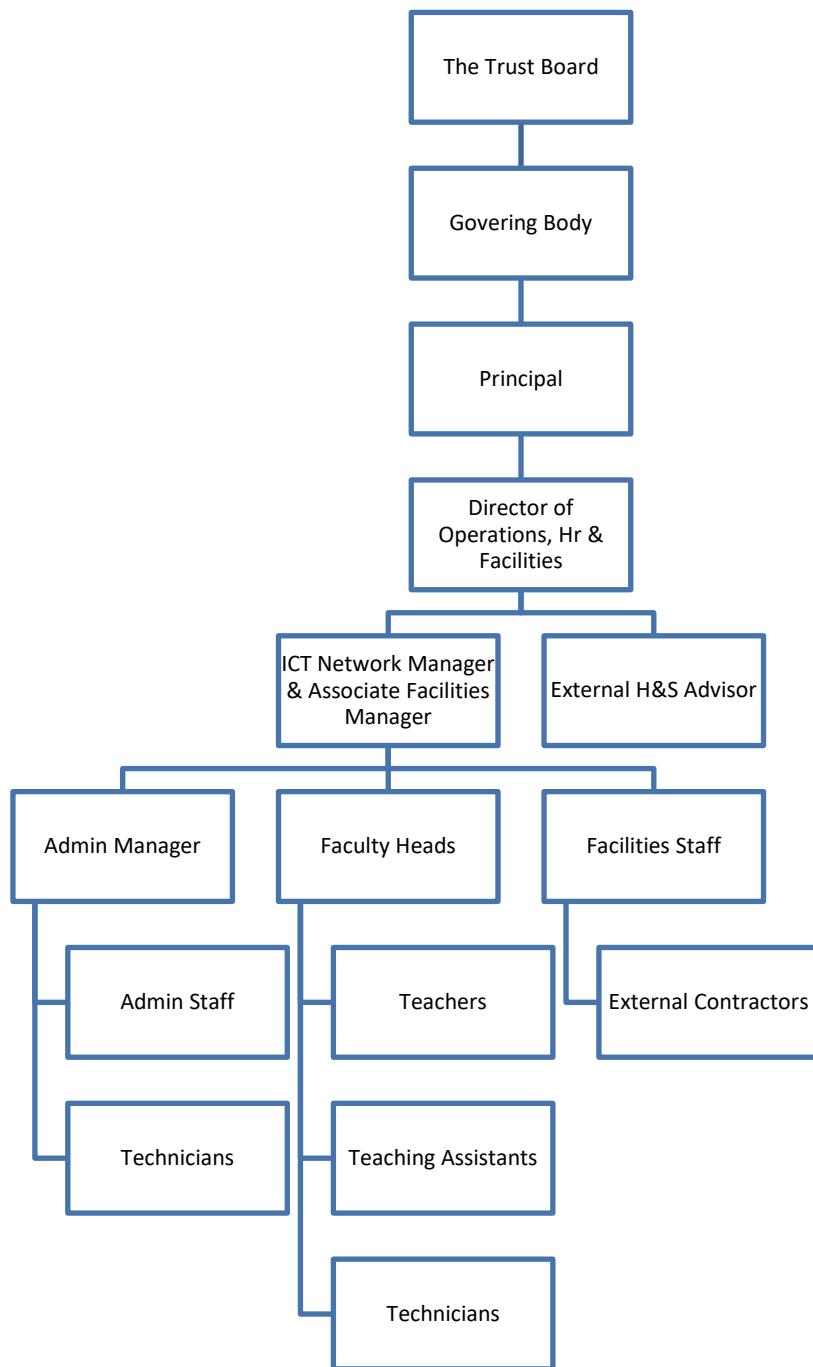
The Academy Principal and SLT Team

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

Name	Responsibility
The Trust Board	Strategic Planning
The Governing Body	Strategic monitoring
Academy Principal	Strategic implementation and monitoring
SLT Member (H&S)	Strategic implementation and monitoring
ICT Network Manager & Associate Facilities Manager	Strategic implementation
Department Heads	Operational implementation

The overall responsibility for Health and Safety in The Challenge Academy Trust is that of the Trust Board. The day-to-day responsibility for ensuring that this policy is implemented is delegated to the Central Executive Team and to the Principal/ Headteacher of each academy. Each Academy has its own Health and Safety Policy that ensures that the principles in this document are implemented within each Academy. Local Governing Bodies are responsible for monitoring and quality assuring health and safety systems in each academy.

The simple organisational chart below shows the Academy 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.



To comply with the Statement of Intent, responsibilities in the Academy are assigned as follows:-

Trust Board

TCAT Trust Board has 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 BCA.
- 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.
- Procedures are developed which comply with legislative requirements, identify hazards, and assess the risk that staff and students may be exposed to.
- Suitable control measures to control risks are implemented.
- Suitable resources are allocated to develop and implement safe systems of work.
- Health and safety performance of BCA is monitored.
- The Health and Safety Policy and performance is reviewed annually.

The Central Executive Team

The Central Executive Team has responsibility to ensure that:

- TCAT Trust policy is distributed and accessible to all employees and are familiar with their roles and responsibilities within the Health, Safety and Welfare Policy
- A robust health and safety management framework through the integration of risk assessment, safe systems of work, standard operating procedures, guidance notes and legislative compliance is established and maintained
- All employees, contractors, commissioners and commissioned services are aware of their roles and responsibilities in relation to health, safety and welfare and of the procedures and practices they are expected to follow
- Health and safety is a standing item on management meetings to monitor compliance / address issues arising.
- The effectiveness of the Policy and action plans to remedy any areas for improvement / non-compliance are monitored
- Adequate resources are available for the effective implementation of the policy including the appointment of and access to a TCAT Trust Health and Safety Advisor

The Local Governing Body

The Local Governing Body has responsibility at an academy level to ensure:

- Information on statutory requirements and best practice with regards to health and safety policy and supporting documents are taken in to account through liaison with the Principal and the TCAT Trust's nominated Health and Safety Advisory Service.
- A clear written policy statement is created which promotes the correct attitude towards safety in staff and students.
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.

LGA responsibility – review 16.11.20

- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The school's health and safety policy and performance is reviewed annually

The local governing body has a nominated Health & Safety Governor, Kyle Harvey.

Principal

The Principal is responsible for the day-to-day management of BCA and shall be responsible for:

- Showing commitment to the Governing Body's Statement of Intent. □ Promoting and implementing the Health and Safety Policy. Ensuring that the Policy is communicated to all relevant persons.
- Ensuring appropriate information on significant risks is given to staff, students, visitors and contractors.
- Ensuring appropriate consultation arrangements are in place for staff, students and their trade union representatives.
- Providing sufficient resources to enable staff and students to comply with the Health and Safety Policy.
- Reporting on Health and Safety matters to the Governing Body
- Disciplinary action is taken in accordance with approved procedures against any employees who do not comply with agreed safety procedures in accordance with the Health and Safety at Work Act etc. and any statutory provisions.

Director of Operations, HR & Facilities

The Health and Safety Coordinator/ SLT with responsibility for Health and Safety at BCA is Lisa Gannon. Responsibilities include:

- Make or arrange for risk assessments of the premises and working practices to be undertaken.
- Ensure safe systems of work are in place as identified from risk assessments.
- Ensure that emergency procedures are in place.
- Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Advise the Principal of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.
- Ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- Manage the investigation of any accident which occur within the school.
- Ensure arrangements are in place to monitor premises and performance.
- Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- Carry out any other functions devolved to them by the Principal or Governing Body.

ICT Network Manager & Associate Facilities Manager

ICT Network Manager & Associate Facilities Manager is responsible for:

- Ensuring the safety, security and maintenance of the premises occupied by the Academy.
- Ensuring that fire safety equipment is adequately maintained and tested.
- Ensuring compliance with legislation for the management of asbestos containing material at all Academy premises.
- Ensuring compliance with the management of legionella controls at all Academy premises.
- Ensuring that all premises related plant and equipment are adequately maintained and tested in accordance with statutory requirements.
- Ensuring that the fixed electrical system and portable electrical equipment are adequately maintained and tested in accordance with statutory requirements and Academy Policy
- Ensuring that competent contractors are appointed for work on Academy premises.
- Monitoring contractors whilst on Academy premises.
- Carry out any other functions devolved to them by the Director of Operations.

Health & Safety Advisor

The Academy Health and Safety Advisor has responsibility for:

- Advising the SLT Member with H&S responsibility on Health and Safety issues.
- Advising on methods of resolving Health and Safety issues.
- Supporting all staff and students in the implementation of the Health and Safety Policy
- Advising the SLT Member with H&S responsibility on updates in Health and Safety legislation.
- Providing Health and Safety advice which is specific to the Academy's needs.
- Providing practical support by responding to incidents, monitoring data, reviewing risk assessments, auditing systems/processes and premises.

Faculty Heads

Faculty heads have responsibility for:

- Apply the Academy's Health and Safety Policy or relevant national Health and Safety Code of Practice to their own department or area of work and be directly responsible to the principal for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issues, for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Associate Facilities Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

- Contribute to the investigation of any accidents that occur within their area of responsibility.

Classroom staff and Teachers

Classroom staff and teachers are responsible for:

- Exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- Give clear oral and written instructions and warnings to students when necessary.
- Follow safe working procedures.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Principal or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Report all accidents, near misses, defects and dangerous occurrences in accordance with the school's reporting procedure.

Facilities Staff & Technicians

Facilities Staff and Technicians are responsible for:

- Complying with the Academy's Health and Safety policy and procedures at all times
- Co-operating with Academy Management in complying with relevant health and safety law.
- Using all work equipment and substances in accordance with instruction, training and information received.
- Reporting to their immediate line manager any hazardous situations and defects in equipment found in their work places and areas of responsibility.
- Reporting all accidents/incidents in line with current incident reporting procedures.
- Informing their Line Manager of what they consider to be shortcomings in the Academy's health and safety arrangements.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Encouraging good standards of housekeeping and cleanliness.

Academy Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also 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 Principal or Governing Body.

All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Comply with BCA's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- Co-operate with school management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- Report all incidents in line with current incident reporting procedure.
- Act in accordance with any specific health and safety training received.
- Ask for advice and guidance on and health and safety or welfare matters when in any doubt or difficulty.
- To make constructive suggestions on health, safety and welfare matters and assist in eliminating hazards.
- Exercise good standards of housekeeping and cleanliness and store equipment and materials in a safe and orderly manner.
- Co-operate with appointed Trade Union Health and Safety Representative(s).

Students/ Students

Students, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Contractors

Contractors are responsible for:

- Adhering to BCA policies and procedures
- Following the Academy's site safety rules at all times.
- Ensuring that any equipment used on Academy 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.
- Liaising with the Associate Facilities Manager before work is commenced.
- Arranging site specific or Academy required inductions prior to works commencing

LGA responsibility – review 16.11.20

- Reporting defects or health and safety issues to the Associate Facilities Manager immediately.
- Reporting accidents on Academy premises to the Associate Facilities Manager.

ARRANGEMENTS

BCA has in place guidance documents specific to:

- 1.0 Risk Assessment
- 2.0 Consultation with employees
- 3.0 Safe plant and equipment
- 4.0 Safe handling and use of substances
- 5.0 Information, instruction and supervision
- 6.0 Manual Handling
- 7.0 Accidents, first aid and work related ill health
- 8.0 Monitoring
- 9.0 Emergency procedures – fire and evacuation
- 10.0 Visitors to Academy premises
- 11.0 Premises
- 12.0 Educational visits / extra-curricular activities
- 13.0 Movement of vehicles
- 14.0 Security
- 15.0 Medical matters, occupational health services and stress
- 16.0 External groups/activities
- 17.0 Personal Protective Equipment
- 18.0 Violence, behaviour, bullying and harassment
- 19.0 Health and Safety in the curriculum
- 20.0 Office safety and DSE usage
- 21.0 Policy and Procedure
- 22.0 Smoking Arrangements
- 23.0 Working at Height
- 24.0 Lone Working
- 25.0 Staff working off site

This list is not exhaustive and is amended as necessary.