# Health & Safety Policy
of Bridgwater & Taunton College Trust

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Bridgwater & Taunton College Trust – Health & Safety Policy

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Statement of Intent

Every action that we take within The Bridgwater and Taunton College Trust (BTCT) is based on our vision and values.

Effective teaching and learning can take place best in a secure and healthy learning environment, where a culture of awareness, mutual care, consideration and respect are nurtured and encouraged.

The health and safety of every child, every member of staff, every parent, carer and volunteer is paramount in our considerations. To support this, BTCT has appointed Educating Safely to undertake the role of competent Health and Safety Advisors to the Trust.

In order to enable children to excel, we believe that they should have the opportunity to experience a wide range of educational experiences. Effective risk assessments will be undertaken to ensure that children (and staff) are safeguarded without unduly limiting their chances to develop essential life skills. (As required under the additional requirements of the Management of Health and Safety at Work Regulations – risk assessment and the application of the principles of prevention, emergency procedures, health surveillance, employment of competent persons).

BTCT not only seeks to meet every statutory duty in relation to Health & Safety (HSAWA Section 2(2) (a) (b) (c) (d) (e), but to excel and exceed those requirements.

BTCT acknowledges and respects the important of all elements that contribute to the overall health and wellbeing of students and staff and their consequent ability to learn, teach, thrive and fulfill their potential. Equal support is, therefore, provided in respect of the mental and emotional wellbeing of all students and employees of the Trust.

BTCT is committed to the regular review and revision of this policy and to providing appropriate resources to ensure that the objectives of the policy can be achieved. This includes ensuring that all employees are provided with appropriate and adequate training and are confident in identifying issues and bringing them to the attention of the Trust.

Signed copy held on file.

BTCT CEO
Legal Requirements

1.1 As a responsible employer, BTCT will honour its legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.

1.2 BTCT recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, children and visitors so far as is reasonably practicable.

1.3 In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.

1.4 BTCT is committed to the prevention of accidents and ill health.

1.5 BTCT will work towards continual health and safety improvement.

1.6 To achieve these objectives we will:

- Conduct all our activities safely and in compliance with legislation and where possible and in accordance with best practice
- Provide safe working conditions and safe equipment
- Ensure that a systematic approach to identify risks is developed and implemented and sufficient resources are allocated to control them
- Provide suitable information, instruction, training and supervision
- Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- Promote the principles of sensible risk management
- Monitor, review and modify this policy and any arrangements as required.

1.7 All BTCT employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

Organisation – Roles and Responsibilities

BTCT

2.1 As the employer, the Board of Trustees of BTCT has overall responsibility to ensure compliance with health and safety legislation and to ensure the health, safety and welfare of all employees, children, visitors and contractors and the self-employed.

2.2 BTCT Board of Trustees is responsible for:

- Determining the Trust’s health and safety policy and its implementation.
- Allocating sufficient funds to meet health and safety requirements.
- Establishing clear lines of responsibility and accountability for health and safety.
- Periodically assessing the effectiveness of the policy and ensure that any necessary changes are made.
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• Identifying and evaluating risks relating to possible accidents and incidents connected with BTCT.
• Providing access to competent health and safety advice.

Chief Finance Officer (CFO)/Operations Manager

2.3 Without limiting the responsibility of the Trust, the CFO/OM, Heads of each academy, will generally oversee the day-to-day management of safety and implementation of this policy within BTCT schools.

2.4 The CFO/OM, Heads of each academy will comply with BTCT’s health and safety policy and will:

• Make him/herself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of BTCT schools and maintain an up-to-date system of policies, procedures and risk assessments.
• Work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties.
• In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk.
• Ensure the health and safety policy, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery.
• Undertake monitoring and ensure the provision of adequate resources to achieve compliance.

2.5 In addition to their statutory duties, the CEO, Headteachers and teachers have a common law duty of care for children which stems from their position in law “in loco parentis”.

School Leadership Teams

2.6 The SLT will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head of School. Any member of staff with supervisory responsibilities will:

• Make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work.
• Identify new and existing hazards, initiate risk assessments, record the significant findings, implement any necessary control measures and review these to ensure that they remain relevant.
• Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken.
• Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely;
• Complete a health and safety induction checklist for all new employees at the commencement of their employment.
• Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.
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- Be responsible for aspects of health and safety included in their job description.
- Organise risk assessments where significant risks are identified and ensure as far as is reasonably practicable the implementation of any control measures.
- Ensure that all statutory registers and records are adequately kept.
- Ensure the reporting and investigation of all accidents.
- Ensure that all persons under their control are aware of the reporting procedure.

Head of Estates and Premises and Health and Safety Lead:
In addition to the responsibilities above, this group has specific duties:

- To maintain an understanding of the Health and Safety Policy arrangements and their responsibilities detailed within them.
- To maintain an awareness of the relevant premises related health and safety legislation, issues and procedures.
- To control contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures implemented.
- To ensure that adequate security arrangements are maintained.
- To ensure the general cleanliness of the premises and that adequate welfare facilities are maintained.
- To arrange for regular inspection of the areas of the premises for which they are responsible; that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.
- To ensure that adequate fire safety arrangements and emergency procedures are implemented and maintained.
- To ensure that plant and equipment is adequately maintained.
- To arrange for the regular testing and maintenance of electrical equipment.
- To maintain suitable records of plant and equipment maintenance and tests.
- Ensure fire risks are formally assessed and adequate fire safety arrangements are provided, maintained, monitored and recorded including; fire risk assessments fire evacuation drills, fire officer inspections and the maintenance of fire extinguisher/blankets, emergency lighting, fire alarm (including detectors and sensors) and any other fire safety equipment devices
- To ensure that first aid requirements for the premises are formally assessed and adequate provision is provided, maintained and monitored.
- To ensure that all premises related hazards are adequately identified and assessed, and that suitable and sufficient control measures are implemented and monitored.
- To ensure that adequate health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.
- To maintain a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations 2015 and to make this available to contractors upon request.
- To ensure that adequate systems are in place for the management of asbestos through the ‘Local Asbestos Management Plan’.
- To ensure that adequate systems are in place for the control of legionella and excessive hot water temperatures.
- To respond promptly to a notification of a defect that could affect the health and safety of building occupants/visitors
- To liaise with members of the central team where premises/equipment monitoring and maintenance responsibilities are held centrally.

All Staff

2.7 All employees, agency and peripatetic workers and contractors must comply with BTCT’s health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All staff are required to:
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- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- Cooperate with their line manager and senior management to work safely.
- Comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.
- Support BTCT schools in embedding a positive safety culture that extends to children and any visitors to the site.

Children

2.8 All children are expected to behave in a manner that reflects each school’s behaviour policy and in particular are expected to:

- Take reasonable care for their own health and safety and that of their peers, teachers, support staff and any other person that may be at the school.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of staff any health and safety concerns that they may have.

Lettings

2.9 Each BTCT school has a lettings policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid. Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters.
- Agree to the terms of the lettings policy in relation to health and safety arrangements.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities.

BTCT will ensure that:

- The premises are in a safe condition for the purpose of use.
- The health and safety arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Users are consulted on health and safety matters.
- The school’s health and safety arrangements are made available to shared users.

3.0 Organisational Arrangements for Health and Safety

3.1 The following arrangements will be adopted to ensure that the Trust and relevant staff fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the sites.
Setting health and safety objectives

3.2 Each Academy will specifically review progress of health and safety objectives at the termly meeting of the H&S Committee. This team review will be informed, where appropriate, by information from the Ethos and Welfare Committee of each school. Where necessary health and safety improvements will be identified and included within each school’s action plan.

Provision of effective health and safety training

3.3 Each LGB will consider health and safety training on an annual basis.

Provision of an effective joint consultative process

3.4 Each LGB will appoint a H&S representative. Any issues brought up will be reported to the Trust Board on a termly basis. The Board will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates.

Establishing adequate health and safety communication channels

3.5 Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- senior leadership team meetings and staff meetings
- provision of information relating to safe systems of work and risk assessments
- training provided
- communications with relevant specialist advisors and bodies

3.6 Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Financial resources

3.7 The Trust Board will ensure that adequate resources are being deployed to ensure adequate health and safety management and control.

Specialist advice/support

3.8 BTCT will ensure that access to competent technical advice on health and safety matters is procured to assist the Trust in complying with statutory duties and meeting health and safety objectives. BTCT will do this by;

3.9 Accessing the services of a competent Health and Safety Advisor: Educating Safely LLP

Accident and assaults

4.1 Apart from manually recording minor incidents in the “Bumps Book” all accidents, assaults and near miss incidents must be reported on EEC live as soon as practically possible. RIDDOR reportable incidents, will be reported to the HSE within the required timescales, using EECLive

4.2 All incidents will be appropriately investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, children etc.
4.3 Accident, assaults and near miss incidents across all Trust schools will be monitored at least termly by the Trust; identification of significant trends or major incidents will be reviewed, action points agreed and reported to the Trust Board on a termly basis.

4.4 Accident records will be retained for the following periods; Pupil’s records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years).

Audit

4.5 BTCT’s health and safety management will be audited on an annual basis. BTCT views this process as a positive measure to assess our health and safety management system and will take appropriate action to continually improve health and safety across the Trust.

Contractor management

4.6 BTCT schools comply with the HSE’s approved code of practice Construction (Design and Management) Regulations 2015’ (L153) relating to the management and control of contractors and the Trust HPE has undergone CDM training. BTCT schools ensure that:

• The roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated.
• Competent contractors are used.
• Clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and academy site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.
• Pre-start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site.
• Key contacts are identified.
• Regular update meetings take place throughout any works/projects.
• Works are visually monitored and any concerns immediately reported.
• Works are signed off and any associated certification and documentation is obtained.
• All staff/ children and other users of site remain in a safe environment for the duration of the works.
• All contractors are given access to the asbestos register.
• All contractors to complete a contractor site induction sheet before work can proceed.

Control of hazardous substances (COSHH)

4.7 BTCT schools comply with the HSE’s approved code of practice Control of Substances Hazardous to Health (L5) relating to the management and control of hazardous substances on site. BTCT will ensure:

• That an inventory of all hazardous substances on site is kept and updated regularly.
• That wherever possible, non-hazardous substances are used and if this is not possible, that the least harmful substance is used.
• That a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff.
• That exposure to hazardous substances is prevented wherever possible and that, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented.
• That, where identified as part of the risk assessment, appropriate PPE will be provided to staff.
That any requirement for exposure monitoring or health surveillance will be carried out.
That sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided.
That training records are maintained for those who receive training.
That information will also be given to others who may be affected, such as contractors, temporary staff and visitors.
That only substances purchased through the academies procurement systems can be used on site.
That substances are stored correctly and those that are no longer used are disposed of as per the substances safety data sheet.
That COSHH risk assessments are monitored quarterly and reviewed annually.

Dealing with health and safety emergencies - procedures and contacts

4.8 As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

4.9 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, children etc.

Defect reporting

4.10 BTCT schools have a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

Display screen equipment (DSE)

4.11 BTCT schools acknowledge that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. BTCT schools ensure that:
- All static workstations used by staff meet the minimum standards required.
- Equipment is maintained in good working condition.
- Staff are aware of best practice in using DSE and issued with relevant information.
- Staff whose roles require significant use of DSE are prioritised for individual assessment.
- Assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout/individual health.
- A trained DSE assessor is available.

Driving

4.12 All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. BTCT subscribes to the DfE RPA scheme and insurance cover relevant to vehicular use is set out in detail therein.

Electrical systems and equipment

4.13 BTCT schools maintain and service electrical systems and equipment in line with HSE statutory guidance and best practice. Electrical systems (hard wiring) is periodically
inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

4.14 In line with HSE guidance 'Maintaining portable electrical equipment in low risk environments' (INDG236), portable electric appliances have a portable appliance test (PAT) carried out every 3 years out by a competent contractor with records maintained. An annual visual check will be undertaken by the DO or PSM with the H&S Hub Councillor.

4.15 Formal termly workplace inspections are undertaken every term by the DO or PSM with the H&S Councillor, whereby all equipment is visually inspected. The HSE reporting form will be used to record findings for each classroom as well as external areas. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. BTCT's defect reporting procedure is followed as required.

Fire Safety

4.16 BTCT is committed to providing a safe environment for both staff and children. The BTCT schools manage the risk of fire by ensuring:

- That a comprehensive fire risk assessment is in place, reviewed annually and any actions/improvements identified are progressed giving consideration to risk and cost.
- That a detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation.
- That statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff.
- That staff receive fire awareness training that is regularly updated and fire marshals receive role specific instruction.
- That a fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
- That a fire log book is kept and maintained.

First-aid and supporting children' medical conditions

4.17 Adequate first aid arrangements are assessed, maintained and monitored at BTCT schools and for all activities that they lead. BTCT schools ensure that:

- The number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences.
- All first aiders and appointed persons hold a valid certificate of competence, BTCT schools maintain a register of all qualified staff and will arrange re-training as necessary.
- First aid notices are clearly displayed around BTCT schools.
- Sufficient numbers of suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked.
- A suitable area is available for the provision of first aid.
- Staff are regularly informed of first aid arrangements within BTCT schools through induction, teacher training days and the staff handbook which is issued annually.
- Where first aid has been administered this is recorded in the first aid treatment book.
- Correct reporting procedures are followed including those required under RIDDOR regulations.
- Individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- Information, instruction and training will be provided to staff on any specific medical conditions of children and the procedures to follow in case of an emergency.
- Children with medical conditions will be cared for in line with the medical conditions policy.
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• Medication shall be kept securely in line with the medical conditions policy.

For details on medical conditions see BTCT Medical Condition Policy.

Good hygiene practice
Handwashing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting, and respiratory disease. The recommended method is the use of liquid soap, warm water and paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals.

Cover all cuts and abrasions with waterproof dressings.

Coughing and sneezing easily spread infections. Children and adults should be encouraged to cover their mouth and nose with a tissue. Wash hands after using or disposing of tissues.

Spitting should be discouraged.

Personal protective equipment (PPE).
Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).

Goggles should also be available for use if there is a risk of splashing to the face.

Correct PPE should be used when handling cleaning chemicals. Cleaning of the environment, including toys and equipment, should be frequent, thorough and follow national guidance. For example, use colour-coded equipment, follow Control of Substances Hazardous to Health (COSHH) regulations and correct decontamination of cleaning equipment.

Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE.

Cleaning of blood and body fluid spillages
All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer’s instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface.

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills. Laundry should be dealt with in a separate dedicated facility. Soiled linen should be washed separately at the hottest wash the fabric will tolerate. Wear PPE when handling soiled linen. Children’s soiled clothing should be bagged to go home, never rinsed by hand.

Clinical waste
Always segregate domestic and clinical waste, in accordance with local policy. Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins.
All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

Sharps, eg needles, should be discarded straight into a sharps bin conforming to BS 7320 and UN 3291 standards. Sharps bins must be kept off the floor (preferably wall-mounted) and out of reach of children.

**Sharps injuries and bites**
If skin is broken as a result of a used needle injury or bite, encourage the wound to bleed/wash thoroughly using soap and water. Contact GP or occupational health or go to A&E immediately. Ensure local policy is in place for staff to follow. Contact the Duty Room for advice, if unsure.

**Animals**
Animals may carry infections, so wash hands after handling animals. Health and Safety Executive for Northern Ireland (HSENI) guidelines for protecting the health and safety of children should be followed.

**Animals in school (permanent or visiting)**
Ensure animals’ living quarters are kept clean and away from food areas. Waste should be disposed of regularly, and litter boxes not accessible to children. Children should not play with animals unsupervised. Hand-hygiene should be supervised after contact with animals and the area where visiting animals have been kept should be thoroughly cleaned after use. Veterinary advice should be sought on animal welfare and animal health issues and the suitability of the animal as a pet. Reptiles are not suitable as pets in schools and nurseries, as all species carry salmonella.

**Visits to farms**
For more information see [https://www.hseni.gov.uk/publications/preventing-or-controlling-ill-health-animal-contact-visitor-attractions](https://www.hseni.gov.uk/publications/preventing-or-controlling-ill-health-animal-contact-visitor-attractions)

**Vulnerable children**
Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity. Schools and nurseries and childminders will normally have been made aware of such children. These children are particularly vulnerable to chickenpox, measles and parvovirus B19 and, if exposed to either of these, the parent/carer should be informed promptly and further medical advice sought. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.

This guidance is designed to give general advice to schools and childcare settings. Some vulnerable children may need further precautions to be taken, which should be discussed with the parent or carer in conjunction with their medical team and school health.

**Female staff – pregnancy**
If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated by a doctor who can contact the duty room for further advice. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace.

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Report exposure to midwife and GP at any stage of pregnancy. The GP and antenatal carer will arrange a blood test to check for immunity. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

**German measles (rubella)**

If a pregnant woman comes into contact with german measles she should inform her GP and antenatal carer immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy.

Slapped cheek disease (fifth disease or parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.

Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.

All female staff born after 1970 working with young children are advised to ensure they have had two doses of MMR vaccine.

The above advice also applies to pregnant students.

This has been taken from guidance from Public Health agency.

For details on medical conditions see BTCT Medical Condition Policy.

**Glass & Glazing**

4.18 BTCT schools will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing

4.19 BTCT schools will survey all glass surfaces for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect. All safety glazing will be replaced every 10 years.

**Grounds - Safety/Security**

4.20 BTCT schools will ensure that there is safe access and egress from the buildings and grounds including balancing the need for security with the need for emergency escape. BTCT schools will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g. outdoor play equipment

**Housekeeping – storage, cleaning & waste disposal**

4.21 BTCT schools will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for safety.
4.22 BTCT schools will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/wet floors to minimise the risk of slips. BTCT will ensure that there is suitable and sufficient external waste bins secured from the risks of arson and tampering.

4.23 Where applicable and to accommodate the requirements of environmental legislation BTCT schools will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.

4.24 Suitable arrangements will be made for the clearing of snow as part of winter preparedness.

**Lone working**

4.25 BTCT schools will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working e.g. work at height.

**Management of asbestos**

4.26 BTCT schools comply with the HSE’s approved code of practice ‘Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143). BTCT is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. Asbestos registers across all sites will be kept up to date.

4.27 Annual inspections of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented; where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in each BTCT school’s LAMP.

4.28 Prior to any works that will or has the potential to alter the fabric of the building; a ‘refurbishment and demolition survey’ (previously known as a Type 3 survey) will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance (re-routed) or the asbestos will be removed by competent licensed contractors prior to building works commencing.

**Moving and handling**


4.30 Within BTCT schools there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. BTCT schools manage the risk associated with moving and handling tasks by ensuring that:

- Moving and handling is avoided whenever possible.
- If it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking specific moving and handling tasks have received appropriate training and training records are maintained.
Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.

Any defective equipment is taken out of use until repaired or is replaced.

An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted.

Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

### Noise

4.31 BTCT schools will make arrangements for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005.

### Occupational health services and work-related stress

4.32 BTCT acknowledges that there are many factors both work-related and personal that may contribute to staff being from absent from work through injury and ill health including stress.

4.33 BTCT will follow the principles of the HSE guidance ‘Managing the causes of work-related stress’ (HS(G) 218). This guidance is currently under review and BTCT will follow RPA guidance (see separate Stress Policy based on RPA guidance). The following arrangements are in place to locally manage staff health issues:

- Employees are advised that it is their responsibility to inform their line manager, CEO, CFO/OM, the Head of School or another member of the senior leadership team of any ill health issues. The Trust HR Manager (*or designated HR lead) will be informed.
- The Trust HR Manager* will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and, where appropriate, assist in reducing stress levels.
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- The member of staff will be advised that support can also be provided through their trade union.
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified.
- If it is identified that there is a high occurrence of staff ill health or stress within BTCT, the CEO will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

### Off-site visits including school-led adventure activities

4.34 BTCT schools adopt the National Guidance for the Management of Off-site visits and LOtC activities.

### Risk Assessments

4.35 Risk assessments are undertaken using EEC Live for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health. Risk assessments will be printed out and held on file or uploaded to the Google Filestream. Any violent incidents must be recorded on EEC Live.

4.36 Within BTCT schools various persons are tasked with the development of risk assessments based on their knowledge, experience and competence. Relevant staff will develop the risk assessments prior to consultation with all staff to which they are relevant prior to sign
4.37 New and expectant mothers risk assessments will be conducted in line with HSE Guidance.

4.38 The Trust Risk Assessment Policy is included as an appendix at the end of this document.

4.39 BTCT schools comply with UK law on smoking in both indoor and external spaces. BTCT has a no smoking policy which extends to the limits of the curtilage of all of our sites. The policy extends to the use of substitute inhalers and all types of vaping devices including e-cigarettes. BTCT schools have signage on site and will ensure that persons seen smoking onsite are instructed not to do so.

Statutory Inspections

4.40 BTCT schools ensure that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed and is monitored by the Trust.

Preventing workplace harassment and violence

4.41 BTCT is committed to providing a safe and secure working and educational environment for staff, children and any other persons on its sites. Where applicable, in addition to the control measures identified in the site specific lone working risk assessment, the following procedures are in place:

- Staff are advised to:
  - avoid confrontation if possible
  - withdraw from a situation or escalating situation
  - arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
  - contact emergency services, as appropriate.
  - inform the CEO, Head of School or Trust HR Manager* if confrontation has taken place

- BTCT will:
  - Ensure that the CEO, Head of School or Trust HR Manager* attends the site of an incident on being informed of an incident, if considered necessary.
  - Have in place procedures for the reporting of incidents.
  - Offer counselling/support through Occupational Health
  - Debrief individuals following any incident.
  - Provide training on how to manage conflict and aggression as required.
  - Review the appropriate risk assessments following any incident.

Water hygiene management

4.42 BTCT will comply with the HSE approved code of practice 'Legionnaires' disease - The control of legionella bacteria in water systems' (L8).

BTCT will:

- Employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions.
- Employ a competent external contractor to provide a suitable annual survey, with the risk assessment being reviewed at least every two years or whenever there is reason to suspect it is no longer valid.
• Address any remedial actions identified by the survey including dead leg removal or drain down.

Working at height

4.43 BTCT will follow the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401). BTCT use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. BTCT schools ensure that:

• Work at height is avoided whenever possible.
• If it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
• Those undertaking work at height have received appropriate training and training records are maintained.
• All access equipment (ladders, step ladders, tower scaffolds etc.) is identifiable and inspected as required.
• Any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements.
• Any defective equipment is taken out of use until repaired or is replaced.
• An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted.
• Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

Workplace inspections

4.44 BTCT schools recognise the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and children. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed by the Hub Councils and any actions notified via their report to the Trust Board. It is recognised that termly inspections alone will not keep premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the academy’s defect reporting procedure.

Monitoring and review

4.45 This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Trust on a regular basis (every year as a minimum), or as required.

4.46 In order to substantiate that health and safety standards are actually being achieved, BTCT will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

4.47 BTCT will use active monitoring to assess health and safety performance:

Active monitoring systems

• Spot checks and termly site inspections will be undertaken and records maintained.
• Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed.
• Appropriate statutory inspections on premises, plant and equipment will be undertaken.
Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

A nominated trustee will meet with the COO on a termly basis to monitor the implementation of this policy.

Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc.

### Reporting and response systems

- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken.
- The E&W, Hub Council, Trust Board and SET will all receive and consider reports on health and safety performance

### Investigation systems

- Investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and the underlying causes of events.
- Analysing data to identify common features or trends and initiate improvements.
- Where cases of occupational ill-health are to be investigated where complaints relating to occupational health and safety are to be recorded and investigated.
- Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated.
Appendix A – Risk Assessment Policy

Contents

1. Aims
2. Legislation and statutory requirements
3. Definitions
4. Roles & responsibilities
5. Risk assessment process
6. Monitoring arrangements
7. Links with other policies

Appendix 1: links with other policies
Bridgwater & Taunton College Trust – Health & Safety Policy

1. Aims

The Trust aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm.
- Risk assessments are conducted and reviewed on a regular basis.

2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

Paragraph 16 of part 3 of The Education (Independent Trust Standards) Regulations 2014 which requires proprietors to have a written risk assessment

Regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to the health and safety of their employees

Regulation 4 of The Control of Asbestos Regulations 2012 requires that employers carry out an asbestos risk assessment

Employers must assess the risk to workers from substances hazardous to health under regulation 6 of The Control of Substances Hazardous to Health Regulations 2002

Under regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992, employers must assess the health and safety risks that display screen equipment pose to staff

Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005 says that fire risks must be assessed

Regulation 4 of The Manual Handling Operations Regulations 1992 requires employers to conduct a risk assessment for manual handling operations

The Work at Height Regulations 2005 say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely

DfE guidance on first aid in Trusts says Trusts must carry out a risk assessment to determine what first aid provision is needed

DfE guidance on the prevent duty states that schools are expected to assess the risk of pupils being drawn into terrorism

The Health and Safety Executive (HSE) say schools that manage their own pools must conduct a risk assessment

A table of all the risk assessments schools are required to have in place can be found in appendix 1 of this policy.

This policy complies with the Trust’s funding agreement and articles of association.

3. Definitions
Risk assessment  
A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm

Hazard  
Something with the potential to cause harm to people, such as chemicals or working from height

Risk  
The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be

Control measure  
Action taken to prevent people being harmed

4. Roles and responsibilities

4.1. The Trust Board

Trustees have ultimate responsibility for health and safety matters in the Trust, but will delegate day to day responsibility to the Chief Operations Officer.

The Trust has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the Trust premises.

The Trust, as the employer, also has a duty to:
• Assess the risks to staff and others affected by Trust activities in order to identify and introduce the health and safety measures necessary to manage the risks.
• Inform employees about risks and the measures in place to manage them.

4.2. The Chief Finance Officer

The Chief Operations Officer is responsible for ensuring that all risk assessments are completed and reviewed.

4.3. Trust staff and volunteers

Trust staff are responsible for:
• Assisting with, and participating in, risk assessment processes, as required.
• Familiarising themselves with risk assessments.
• Implementing control measures identified in risk assessments.
• Alerting the Head of School to any risks they find which need assessing.

4.4. Pupils and parents

Pupils and parents are responsible for following the Trust’s advice in relation to risks, on-site and offsite, and for reporting any hazards to a member of staff.

4.5. Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Risk assessment process
Where absolutely necessary, e.g. for Asbestos, Fire and Legionella, assessments will be carried out by specialist contractors. For in-house assessment, when assessing risks in our schools we will follow the process outlined below, primarily by utilizing the EEC Health and Safety Management risk assessment tool https://www.eeclive.co.uk/public/plogon.asp?AID=261

When assessing risks in the Trust, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment. Risk assessments are input into the EEC online Health & Safety Management system.

Step 1: Identify hazards – we will consider activities, processes and substances within the Trust and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Step 2: Decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: Evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: Review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:
• Have there been any significant changes?
• Are there improvements that still need to be made?
• Have staff or pupils spotted a problem?
• Have we learnt anything from accidents or near misses?

6. Monitoring arrangements
Risk assessments are written as needed and reviewed by managers across the Trust
This policy will be reviewed by the Trust Board every three years

7. Links with other policies
This risk assessment policy links to the following policies:
• Health and safety
• First aid
• Supporting pupils with medical conditions
Appendix 1: Statutory risk assessments checklist

The following table lists the risk assessments that Trusts are required to have in place.

<table>
<thead>
<tr>
<th>Statutory or mandatory risk assessment</th>
<th>✓</th>
<th>Completed by</th>
<th>Date of review</th>
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<tbody>
<tr>
<td>Health and safety</td>
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<td>Workers under the age of 18</td>
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<td>Asbestos</td>
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<td>Substances hazardous to health</td>
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<td>Display screen equipment</td>
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<td>First aid</td>
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<td>Manual handling</td>
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<td>Working at height</td>
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<td>Children being drawn into terrorism</td>
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<tr>
<td>Swimming pools (if applicable)</td>
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Appendix 2 – Stress Policy

Introduction

BTCT is committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone in the Trust. Managers are responsible for implementations and the Trust is responsible for providing the necessary resources.

Definition of Stress

The Health and Safety Executive (HSE) defines stress as ‘the adverse reaction people have to excessive pressure or other types of demand placed on them’. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

Policy

- The Trust will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The Trust will consult with Trade Union Safety Representatives on all proposed action relating to the prevention of workplace stress.
- The Trust will provide training for all managers and supervisory staff in good management practices.
- The Trust will provide confidential counselling for staff affected by stress caused by either work or external factors.
- The Trust will provide adequate resources to enable managers to implement its agreed stress management strategy.

Responsibilities

Managers will:
- Conduct and implement recommendations of risk assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work eg: bereavement or separation.

Occupational Health and Safety staff will:
- Provide specialist advice and awareness training on stress.
Bridgwater & Taunton College Trust – Health & Safety Policy

- Train and support managers in implementing stress risk assessments.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Refer to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform the employer of any changes and developments in the field of stress at work.

**Human Resources will:**
- Give guidance to managers on the stress policy.
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

**Employees will:**
- Raise issues of concern with their line manager.
- Accept opportunities for counselling when recommended.

**Safety Representatives (Educating Safely)**
- Safety representatives must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Safety representatives must be able to consult with members on the issue of stress including conducting any workplace surveys.
- Safety representatives must be meaningfully involved in the risk assessment process.
- Safety representatives should be allowed access to collective and anonymous data from HR.
- Safety representatives should conduct joint inspections of the workplace termly to ensure that environmental stressors are properly controlled.

While the Trustees have ultimate responsibility for all matters relating to the health and welfare of its employees, the Ethos and Welfare committee at each school within the Trust will oversee the implementation of this policy and report any concerns to the Hub Council in the first instance.