

# **Brookvale Groby Learning Campus**

*part of the Brookvale Groby Learning Trust*



## **Health & Safety Policy**

Reviewed by Finance & Operations Committee: **March 2024**

Date of next review by Committee: **March 2025**

## **Health & Safety Policy Statement:**

As a responsible employer, the Trustees of Brookvale Groby Campus will honour their legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.

The Academy Trust 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, students and visitors so far as is reasonably practicable.

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, for any necessary preventative and protective measures to be put into place as far as is reasonably practicable using a sensible risk management approach.

BGLC is committed to the prevention of accidents and ill health.

BGLC will work towards continual Health & Safety improvement.

To achieve these objectives we will:

- Conduct all our activities safely and in compliance with legislation and where possible, best practice.
- Ensure safe working conditions and safe equipment.
- Ensure a systematic approach to the identification of risks and the allocation of resources 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.

All Brookvale Groby Learning Campus employees have a duty of 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:**

### **Trustees:**

Brookvale Groby Learning Campus is an Academy whereby the Trustees have overall responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare of employees, students, visitors and contractors and the self-employed.

The Trustees are responsible for:

- determining the school's health and safety policy and its implementation
- allocating sufficient funds for health and safety
- establishing clear lines of accountability for health and safety
- periodically assessing the effectiveness of the policy and ensure that any necessary changes are made
- identifying and evaluating risks relating to possible accidents and incidents connected with Brookvale Groby Learning Campus
- providing access to competent health and safety advice
- ensuring the provision of a business continuity plan
- ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties
- ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved
- setting health and safety aims and objectives for the school.
- developing and maintaining a clearly defined health and safety audit program.
- ensuring that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures decided upon are implemented.
- performing a health and safety inspection within the academy termly.
- the Governing Body is also responsible for planning and setting standards which include:
  - 1) Ensuring hazards are identified, risk assessments are undertaken, and standards are set to achieve health and safety objectives.
  - 2) Ensure clear plans for coping with sudden emergencies are developed and maintained.
  - 3) Developing a positive health and safety culture.

### **Head Teacher:**

Without limiting the responsibility of the Trustees, the Head Teacher will oversee the day-to-day management of safety and implementation of this policy within The Brookvale Groby Learning Campus.

The Head Teacher will comply with The Brookvale Groby Learning Campus health and safety policy and in particular will:

- make clear any duties in respect of health and safety, which are delegated, to members of staff
- make themselves familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of Brookvale Groby Learning Campus maintain and up to date system of policies and procedures and risk assessments
- co-operate and communicate 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 health and safety policies, procedures, action plans and risk management programmes are implemented as an integral part of business, operational planning and service delivery
- liaise with the Trustees
- undertake regular monitoring and ensure the provision of adequate resources to achieve compliance
- ensure that local procedures for the selection and monitoring of contractors are in place

- take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures
- ensure the campus has access to competent health and safety advice
- provide a termly health & safety report to the Trustees
- ensure there is a clear system for reporting accidents and incidents
- facilitate health and safety audits

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

The Head Teachers may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively implemented.

### **Senior Leadership Team:**

The Senior Leadership Team will:

- make themselves familiar with and ensure the Academies compliance with this policy.
- monitor the effectiveness of this policy, identify any shortcomings within the policy and communicate them to the Trustees.
- provide a documented process for reporting and investigating all incidents, accidents and near-misses.

### **Faculty Leaders:**

Faculty Leaders 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 Teacher. Any member of staff with faculty management responsibilities will: -

- make themselves familiar with and ensure their department complies with this policy, including any procedures, instructions and requirements for safe methods of work
- Science, PE, Performing Arts and Design Technology Heads of Department will ensure a departmental health and safety policy is devised and communicated to all staff concerned.
- identify new and existing hazards, provide 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.
- provide information, instruction, training and supervision for the department staff they are responsible for.
- 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.
- be responsible for all aspects of health and safety included in their job description.
- ensure that all statutory registers and records are retained and maintained.
- report property defects within their department to the Site Manager.
- provide termly health and safety performance reports to the Health & Safety Committee.
- ensure the provision of adequate PPE free of charge for staff and pupils within their departments.
- facilitate health and safety audits.

More specific duties for Heads of Design Technology, Science, Performing Arts and PE will be set out

in their departmental health and safety policies.

**Business Director:**

- will be responsible for ensuring the day to day operational requirements of the health and safety policy are implemented.
- will maintain an up to date copy of the health and safety policy together with all associated documentation relevant to the faculty involved.
- notify the Site Manager and/or Head Teacher of any health and safety concerns and any financial implications identified by the risk assessment process.
- liaise with and report directly to the Trustees and Head Teacher on matters of Health and Safety.
- ensure that all certification and statutory inspections are kept up to date.
- to investigate accidents, dangerous occurrences and near misses, complete accident reports.
- facilitate health and safety audits.
- provide termly health and safety performance reports to the Head Teacher
- ensure the Academy has a Management of Medications Policy.
- ensure the Academy has a Trips Policy.
- ensuring resources are allocated to enable statutory inspections, risk assessments, property maintenance and equipment maintenance to take place at the correct intervals and when necessary.
- ensuring there is a system in place for contractor procurement that identifies contractor competency.
- ensure the provision of resources for staff health and safety training.
- establish a health and safety training plan and matrix to identify staff training needs.
- to ensure accidents, dangerous occurrences and near misses are investigated, complete and send RIDDOR notifications (F2508) to the enforcing authority.

**Site Manager and Premises Officers:**

The Site Manager is responsible for day to day management of property maintenance and compliance checks. The Site Manager will be responsible for:

- the application of the school's health and safety policy to their own area of work and are directly responsible to the Business Director and Head Teacher.
- will establish and maintain safe working procedures including (referring to relevant legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- carry out regular health and safety assessments of the activities for which they are responsible, and report to the Business Director any defects, which need attention. Monitor their effective implementation by staff under their control.
- where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
- advise the Head Teacher and/or Business Director on requirements for health and safety equipment and on additions or necessary improvement to premises, plant, tools, equipment or machinery.
- carry out compliance checks
- liaise and co-operate with The Head Teacher and/or Business Director on property related matters.
- provide a termly health and safety report for the Trustees.
- retain and maintain compliance and health and safety related documentation and ensuring this documentation is backed up digitally.
- ensuring statutory surveys, risk assessments and reports are organised with competent contractors.
- conducting contractor induction and recording the process.
- reporting incidents, accidents, dangerous occurrences and near misses to the Head Teacher/Business Director.
- undertaking any training identified by the Business Manager/Head Teacher to enable

- them to perform their duties at the level of responsibility allocated to them.
- ensure an annual health and safety audit is commissioned by the LA Health & Safety Team.

### **Catering Manager:**

The Catering Manager is responsible for activities undertaken within the school kitchen and will:

- take responsibility for the day to day management of health, safety and wellbeing within the school kitchen and the activities undertaken by kitchen staff.
- advise the Site Manager and/or Head Teacher of any health and safety concerns.
- provide risk assessments for activities associated with work and relevant employees in the kitchen. Monitor their effective implementation.
- ensure health, safety and wellbeing information is communicated to catering staff.
- report accidents, dangerous occurrences and near misses to The Business Director.
- ensure a food safety management system is devised and communicated to kitchen staff.
- ensure the provision of adequate PPE for staff that they are responsible for.
- undertake any training identified by the Business Director to enable them to perform their duties at the level of responsibility allocated to them.

### **All Staff:**

All employees, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and, in addition to any specific responsibilities which may be delegated to them, all staff are required to:-

- take reasonable care for their own health and safety at work and of those who may be affected by their actions or 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 and or workplace.
- support Brookvale Groby Learning Campus in embedding a positive safety culture that extends to students and any visitors to the site.
- undertake any training identified by the Business Manager/Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.

### **Students:**

All students are expected to behave in a manner that reflects Brookvale Groby Learning Campus standards of behaviour in particular are expected to:-

- take reasonable care for their own health and safety and 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.
- 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 school any health and safety concerns that they may have.

### **School Health and Safety Representatives:**

The Trustees recognise the role of Health and Safety representatives appointed by a recognised Trade

Union. If there are no union appointed safety representatives the chair of the Campus Health and Safety committee will act as the 'champion' for Health and Safety at The Brookvale Groby Learning Campus.

Union appointed Health and Safety representatives will be allowed:-

- to investigate accidents and potential hazards.
- to investigate complaints by constituents about matters relating to health, safety and welfare.
- to make representation to the employer about such matters arising from such complaint and such investigation and on general issues affecting health, safety and welfare in the workplace.
- to carry out school inspection as required.
- to represent constituents in consultation with enforcement agencies.
- to receive information that inspectors are required to provide.

### **Hiring & Lettings Facilities:**

Brookvale Groby Learning Campus has a School Hiring & Lettings procedure. The procedure covers arrangements for fire evacuation and security 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 Brookvale Groby Learning Campus 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 Brookvale Groby Learning Campus that may arise from their activities.

Brookvale Groby Learning Campus will ensure that:

- the premises are in a safe condition for the purpose of use.
- health and safety arrangements are detailed in the lettings procedure and that these 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.

### **Setting Health and Safety objectives:**

The Trustees and the Head Teacher will specifically review progress of health and safety objectives at the termly meeting of the Finance and Operations Committee. Where necessary health and safety improvements will be identified and included within the Brookvale Groby Learning Campus Health and Safety management action plan.

### **Provision of effective health and safety training:**

The Trustees and the Head Teacher will consider health and safety training on an annual basis in line with The Brookvale Groby Learning Campus appraisal system for school staff.

### **Provision of an effective joint consultative process:**

Brookvale Groby Learning Campus Health and Safety committee will meet at least once per term. The committee will report to the Trustees, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include the Site Manager, Campus Business Director, Business Development Officer, Trustee, Trade Union representative, curriculum leads for D&T, Science, Drama and P.E and a support member of staff (admin/teaching assistant/IT).

### **Establishing adequate health and safety communication channels:**

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.
- Finance and Operations Committee.
- provision of information relating to safe systems of work and risk assessments training provided.
- communications with relevant specialist advisors and bodies.

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

### **Financial resources:**

The Trustees along with the Head Teacher will review The Brookvale Groby Learning Campus budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

### **Specialist advice/support:**

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

- accessing the services of a competent H&S Advisor through LCC Health, Safety and Wellbeing Service

### **Organisation - Other arrangements:**

#### **Accident and assaults – Please refer to separate First Aid Policy:**

All accidents, assaults and near-miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Information Sheet No1 (revision 3), will be reported to the HSE within the required timescale.

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, pupils etc.

Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the Senior Leadership team as required with information communicated to the Trustees.

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:**

Brookvale Groby Learning Campus health and safety management will be audited by LCC. Brookvale Groby Learning Campus reviews this process as a positive assessment of the health and safety management system and takes appropriate action to continually improve health and safety across the school.



### **Contractor management:**

BGLC will comply with the Construction Design and Management Regulations 2015, and the HSE guidance document: HSG159 Managing contractors: A guide for employers. The school ensures that:

- 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 school 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 work 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/ pupils and other users on 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:**

Brookvale Groby Learning Campus will ensure it complies with the HSE's approved code of practice '*Control of substances hazardous to health*' (COSHH)(L5) relating to the management and control of hazardous substances on site.

Brookvale Groby Learning Campus will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly.
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used.
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff.
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented.
- where identified as part of the risk assessment, appropriate PPE will be provided to staff.
- any requirement for exposure monitoring or health surveillance will be carried out.
- 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.
- training records are maintained for those who receive training.
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors.
- only substances purchased through the schools' procurement systems can be used on site.
- substances are stored correctly and those that are no longer used disposed of as per the substance's safety data sheet.
- COSHH risk assessments are monitored regularly and reviewed annually.
- regular updates provided via CLEAPPS (Consortium of Local Education Authorities for the Provision of Science Services). CLEAPSS is an advisory service providing support in science and technology for a consortium of local authorities, schools and academies. CLEAPSS offers help from nursery education through to A-level studies or equivalent.

### **Dealing with health and safety emergencies - procedures and contacts:**

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. Please refer to separate First Aid Policy.

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, Students etc.

In the event of a Lockdown, Brookvale Groby Learning Campus will follow Brookvale Groby Learning Trust Lockdown Procedure.

Dealing with fatalities - The Emergency Plan found in the Staff Handbook.

Missing pupils - There is an established procedure for staff to follow.

Bomb threats - Refer to Lockdown Procedure and Bomb Threat Procedure.

### **Health & Safety and Maintenance Reporting:**

Any damage or defect to the premises or equipment and furnishings is reported to the Site Manager. Defective equipment is isolated and labeled 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):**

Brookvale Groby Learning Campus acknowledges that staff who use DSE should have suitable equipment for which 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.

Brookvale Groby Learning Campus will 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.

### **Driving:**

All staff that drive their own cars for work purposes must have a full UK driving licence, and maintain their vehicle in a road worthy condition. Six monthly licence and insurance checks are undertaken and documented.

Where staff are required to drive a minibus as part of their duties, The Brookvale Groby Learning Campus will ensure they hold the correct classification on their driving license, meet specific driving criteria, and will be provided with formal driver training.

### **Electrical systems and equipment:**

Brookvale Groby Learning Campus maintains and services electrical systems and equipment in line with 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 accordance with the contractor's recommendations.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in low risk environments*' (INDG236), by a competent person with records maintained.

Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. Brookvale Groby Learning Campus defect reporting procedure is followed as required.

### **Fire safety:**

Brookvale Groby Learning Campus is committed to providing a safe environment for both staff and students.

Brookvale Groby Learning Campus manages the risk of fire by ensuring:

- 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.
- an annual type 1 and a 5 yearly type 2 fire risk assessment is in place and reviewed on a regular basis. Actions highlighted in the risk assessments will be completed in order of priority highlighted by the assessors within the assessments.
- statutory inspections are carried out on all fire related systems and equipment either both by competent contractors and in house by trained staff.
- all staff receive fire awareness training that is regularly updated, and fire marshals receive role specific instruction.
- 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.
- a fire log book is kept and maintained.

### **First-aid and supporting Students' medical needs:**

Adequate first aid arrangements are assessed and maintained on the Campus and for all activities that the Campus lead.

The Brookvale Groby Learning Campus will ensure that:

- the number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave, off site visits and unexpected absences.
- all first aiders and appointed persons hold a valid certificate of competence, Brookvale Groby Learning Campus maintains a register of all qualified staff and will arrange re-training as necessary.
- first aid notices are clearly displayed around the the campus.
- sufficient numbers of suitably stocked first aid boxes are available and checked regularly to ensure they are adequately stocked, items contained within are in good order and are within use by dates.
- a suitable area is available for provision of first aid.
- staff are regularly informed of first aid arrangements within school, 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.
- information, instruction and training will be provided to staff on any specific medical conditions of students and the procedures to follow in case of emergency.
- children with medical conditions will be cared for in line with the medical conditions

policy.

- medication shall be kept securely in line with the medical conditions policy.
- individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in work vehicles that carry passengers.

### **Glass & Glazing:**

BGLC 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. BGLC will survey its glass surfaces in doors, windows and door side panels 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.

### **Grounds Safety:**

BGLC 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. BGLC will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g. outdoor play equipment.

### **Grounds Security:**

BGLC is committed to ensuring that provisions are in place to maintain the security of the buildings and everybody on the campus.

Brookvale Groby Learning Campus will ensure that:

- A suitable cctv system is in place and that it is regularly maintained.
- All areas are kept locked when not in use.
- All people on site have an ID card and that it is visible at all times.
- All doors and windows are kept shut when areas are not supervised.
- All visitors first report to reception.
- The perimeter of both the site and buildings are periodically checked for security issues and anything identified is rectified in a timely manner.
- Any staff at greater risk of injury are identified with risks assessments completed and further training given.
- Access to the site is through intercom controlled electronic gates

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

BGLC 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.

BGLC 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. BGLC will ensure that there are suitable and sufficient external waste bins secured from the risks of arson and tampering.

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

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

### **Lone working:**

BGLC 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:**

Brookvale Groby Learning Campus complies with the HSE's approved code of practice: Managing and working with asbestos, Control of Asbestos Regulations 2012. Approved Code of Practice L143 and guidance. Brookvale Groby Learning Campus is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The site has an asbestos management survey from which a local asbestos management plan (LAMP) has been developed.

A minimum **termly** visual inspection of all accessible asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the individual school's LAMP. Where necessary more frequent checks of ACMs are undertaken.

Prior to any works that will or has the potential to alter the fabric of the building; a refurbishment and demolition 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.

Any changes to buildings where the removal of asbestos has been carried out will be recorded in the asbestos register and kept with the school's LAMP.

The asbestos register will be communicated to all contractors who may disturb the fabric of the building or the building systems during their work.

### **Moving and handling:**

The Brookvale Groby Learning Campus will ensure that it complies with the HSE's approved code of practice *'Manual handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23)*.

Within Brookvale Groby Learning Campus 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. Brookvale Groby Learning Campus manages 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:**

BGLC 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:**

Brookvale Groby Learning Campus acknowledges that there are many factors both work related and personal that may contribute to staff being absent from work through injury and ill health including stress. Brookvale Groby Learning Campus will follow the principles of the HSE guidance '*Managing the causes of work-related stress*' (HSG 218). 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, the Head Teacher or another member of the senior leadership team of any ill health issues.
- an appropriate senior member of staff 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 may 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 the school, the Head Teacher 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:**

BGLC has created a Trips policy which should be followed by the EVC (Educational Visits Coordinator) and Visit Leaders. Risk assessments will be created for all off-site visits by trained and delegated visit leaders.

BGLC requests staff to follow the Trips policy and adopt OEAP National guidance when creating risk assessments for off-site visits. <https://oeapng.info/>

All visits will be logged on the EVOLVE system. The LTS Health Safety and Wellbeing team duty officer at Leicestershire Traded Services will provide advice via the EVOLVE system.

Trustees will be provided details of all off-site visits. Visit Leaders will create risk assessments for visits, the EVC will review the visit forms and risk assessments and the Head Teacher will approve the visit.

The LA do not approve off-site visits this can only be done by the Head Teacher.

### **Outdoor Play Equipment:**

Brookvale Groby Learning Campus will ensure all outdoor play equipment will conform to BS EN 1176 and BS EN 1177. Brookvale Groby Learning Campus will manage the risk associated with the play equipment by ensuring that:-

- pre-use checks on outdoor play equipment will be undertaken by a staff member before equipment is used by students. All pre-use checks will be recorded.
- an annual inspection/maintenance of the play equipment will be undertaken by RPII Inspector.
- an up to date risk assessment will be kept to ensure the equipment and student activities are appropriately supervised and remain safe.

### **Risk assessment:**

Risk assessments are undertaken for tasks/activities where hazards have been identified or where there is a foreseeable risk of injury/ill health. Within Brookvale Groby Learning Campus various members of staff are tasked with the development of risk assessments based on their knowledge,

experience and competence. Relevant staff are involved in the development of risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times electronically from the Site Manager.

### **Smoking:**

BGLC complies with UK law on smoking in both indoor and external spaces. The campus has a no smoking policy which extends to the limits of the curtilage of the site. The policy extends to the use of substitute inhalers and all types of vaping devices including e-cigarettes.

### **Dogs:**

For the safety of the school community, no dogs are to be allowed on site at any time. The only exceptions to this are Guide Dogs and other assistance dogs which are registered as a member of Assistance Dogs (UK).

### **Statutory Inspections:**

Brookvale Groby Learning Campus ensures 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 which is implemented by the Site Manager and presented to the H & S Committee.

### **Preventing workplace harassment and violence:**

Brookvale Groby Learning Campus is committed to providing a safe and secure working and educational environment for staff, students and any other persons on its site. 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 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 Head Teacher or a member of the senior leadership team if confrontation has taken place.

Brookvale Groby Learning Campus will:

- ensure the Head Teacher or member of the senior management team attend the site 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.
- provision of training on how to manage conflict and aggression as required.
- review specific risk assessment following any incident.

### **Vehicles on Site:**

BGLC must ensure controls are in place to limit the use of vehicles on site and that any movement of vehicles on site is monitored and limited. To enable this BGLC will ensure that:

- any interactions between pedestrians and vehicles are kept to a minimum.

- wherever possible vehicle movement across the site is limited and only occurs when other options are not available.
- all vehicles are only parked in the car parks.
- speed limits must be strictly adhered to.
- large vehicles and vehicles reversing must have a banks-person.
- all road and pedestrian signs and road markings are clear and well maintained.
- deliveries should ideally be before or after the school day.

### **Water hygiene management:**

Brookvale Groby Learning Campus will ensure it complies with the HSE approved code of practice '*Legionnaires' disease - The control of legionella bacteria in water systems*' (L8).

Brookvale Groby Learning Campus 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 survey/risk assessment every 2 years. An indication of when to review the assessment and what to consider should be recorded. This may result from, e.g.
  1. changes to the water system or its use;
  2. changes to the use of the building in which the water system is installed;
  3. the availability of new information about risks or control measures;
  4. the results of checks indicating that control measures are no longer effective;
  5. changes to key personnel;
  6. a case of legionnaires' disease/legionellosis associated with the system.
- Address any remedial actions identified by the survey including dead leg removal or drain down in order of priority determined by the survey/risk assessment.
- employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable.
- ensure regular flushing of little used outlets is completed by a competent individual on a weekly basis.
- employ a competent person to undertake monthly monitoring of water systems including temperature readings.

### **Working at height:**

Brookvale Groby Learning Campus will follow the principles of the HSE guidance '*The Work at Height Regulations 2005 (as amended) a brief guide*' (INDG401). Brookvale Groby Learning Campus may use a variety of access equipment for working at height tasks including step ladders and ladders for short duration works.

Brookvale Groby Learning Campus will 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) is identified and inspected annually.
- 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:**

Brookvale Groby Learning Campus recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and Students. A formal annual workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The annual inspection findings are reviewed with actions monitored at the premises health and safety committee. It is recognised that annual inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment.

### **Monitoring and review**

This Health and Safety Policy together with the associated procedures and health and safety audits, accident statistics will be reviewed by the Trustees and the Head Teacher on a regular basis (every year as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, Brookvale Groby Learning Campus will measure performance against predetermined plans and objectives. Any areas where the standards are not being met will require remedial action.

Brookvale Groby Learning Campus will use different types of systems to measure health and safety performance:

- **Active monitoring systems:**
  - spot checks and termly site inspections will be undertaken
  - 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
- **Reactive monitoring systems:**
  - 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.
  - Campus health and safety committee, Trustees and the Head Teacher will all receive and consider reports on health and safety performance.
- **Third Party Monitoring/ Inspection:**
  - Brookvale Groby Learning Campus will be subject to third party inspection and monitoring, as part of Ofsted requirements, HSE inspection regime, Fire Service Inspection regime etc. Actions arising from third party audit/inspection will be incorporated within the Campus action plan with appropriate target dates for completion.

## **Business Continuity:**

BGLC will create a business continuity plan, this plan will be used during events which have the potential to cause major disruption to our services. Although such events are rare, it is important that we have in place plans to help us manage and recover from these situations as they arise.

- in the event of a major emergency or disruption, coordination and implementation of the business continuity plan is the responsibility of the Senior Leadership Team & Trustees. This group of employees will form the SEMT (Senior Emergency Management Team) in the event of a major emergency or major disruption.
- a copy of the business continuity plan will be distributed to all members of the SEMT and they will ensure that pre-planning is carried out.
- in the unlikely event of major disruption or disaster the SEMT will arrange to meet at Martinshaw Primary School to co-ordinate and implement the business continuity plan.
- BGLC business continuity plan will be reviewed annually, when there is a change in staff, when there is a change in arrangements, following an incident, when there is a significant change to the premises. These reviews will be conducted by the Senior Leadership Team.

## **Retaining and Maintaining Documentation:**

BGLC will store all health and safety related documentation electronically.

Health and safety related documentation will be backed up/scanned in and stored within the Academies computer system for future reference.

## **Infection Prevention and Control (Inc. COVID-19):**

BGLC will refer to infection prevention and control guidance, ensuring it has been communicated and is available to all staff.

In the event of an outbreak of a communicable infection/disease the guidance provided by Gov.UK will be followed.

The Academy will engage with PHE and The DFE should there be an outbreak of a communicable infection/disease and follow any advice given.

The Academy will ensure a robust cleaning regime is followed and adequate ventilation is achieved at all times when the site is occupied.

## **Occupational Health:**

BGLC has ensured provision of occupational health services through its HR contract with the LA. The Academy will follow HR guidance to determine when an occupational Health referral or health surveillance is required.

## **Automatic Gates and Doors:**

Automatic Doors and Gates will be serviced, maintained and inspected in line with manufacturer's recommendations (Usually 6 Monthly). The Academy will complete documented in-house inspections of automatic doors and gates to ensure their safe operation. Defects will be reported immediately, and a contractor will be procured to make the relevant assessment and repairs.

**This policy should be read in conjunction with the:**

Lockdown Policy

Trips Policy

Medical & Management of Medication Policy

Business Continuity Plan

Hiring & Lettings Policy

Fire Evacuation Procedure.