

# TRUST HEALTH AND SAFETY POLICY

| Version                        |         | 7.0   |                 |
|--------------------------------|---------|---|-----------------|
| Date                           |         | Aug19   |                 |
| Approved by Board of Directors |         | 14.11.19  |                 |
| Version                        | Date    | Description   | Revision author |
| 3.0                            | Aug16   | Trust Version Created   | CDT             |
| 4.0                            | Feb17   | Updated to include new schools  | FMW             |
| 4.1                            | April17 | Updated to include Risk Assessments   | FMW             |
| 4.2                            | Sept17  | Inc. of new school contacts   | FMW             |
| 5.0                            | Oct17   | Updates to various sections, legislation references and addition of new sections. | FMW             |
| 6.0                            | Aug18   | Changes to procedures and staffing. Reformatting.                                 | AMV             |
| 7.0                            | Aug19   | Reformatting. Slight amendments to wording.                                       | AMV             |

## Contents

|        |   |    |
|--------|---|----|
| 1.0    | General Statement of Policy .....                       | 4  |
| 2.0    | Responsibilities .....                                  | 5  |
| 2.1    | Staff with Specific Roles.....                          | 5  |
| 2.2    | Duties of All Employees at Work .....                   | 5  |
| 2.3    | Duties of Students .....                                | 6  |
| 3.0    | Arrangements .....                                      | 7  |
| 3.1    | Incident Reporting .....                                | 7  |
| 3.2    | Accident Procedure/First Aid/Medication.....            | 7  |
| 3.4    | Asbestos.....   | 7  |
| 3.5    | Consultation.....                                       | 7  |
| 3.6    | Control of Hazardous Substances (COSHH) .....           | 7  |
| 3.7    | Communication.....                                      | 7  |
| 3.8    | Display Screen Equipment .....                          | 8  |
| 3.9    | Electrical Equipment .....                              | 8  |
| 3.10   | Evacuation/Emergency Plan (Lockdown Procedure).....     | 8  |
| 3.10.1 | Wheelchair Users.....                                   | 8  |
| 3.11   | Fatal/Serious Injury Incidents .....                    | 8  |
| 3.12   | Fire Safety .....                                       | 9  |
| 3.12.1 | Fire Detection Equipment .....                          | 9  |
| 3.12.2 | Fire Fighting Equipment .....                           | 9  |
| 3.12.3 | Fire Doors .....  | 9  |
| 3.12.4 | Fire Exits.....   | 10 |
| 3.12.5 | Practice Fire Drills .....                              | 10 |
| 3.13   | Gas Safety .....  | 10 |
| 3.14   | Grass cutting .....                                     | 10 |
| 3.15   | Housekeeping and Cleanliness .....                      | 10 |
| 3.16   | Infection Control.....                                  | 10 |
| 3.17   | Ladders and Stepladders and Working at Height .....     | 11 |
| 3.18   | Lone Working.....                                       | 11 |
| 3.19   | Manual Handling Operations .....                        | 11 |
| 3.20.1 | Local School Health and Safety Committee Meetings ..... | 12 |
| 3.20.2 | Trust Health and Safety Committee Meetings .....        | 12 |
| 3.20.3 | Trust Board and Local School Committee .....            | 12 |
| 3.20.4 | Every System.....                                       | 13 |
| 3.21   | New and Expectant Mothers at Work .....                 | 13 |

|        |   |    |
|--------|---|----|
| 3.22   | Office and Workplace Safety .....                           | 13 |
| 3.23   | Off Site Visits and Outdoor Adventure Activities.....       | 13 |
| 3.24   | Personal Protective Equipment (PPE).....                    | 13 |
| 3.25   | Pesticides .....  | 13 |
| 3.26   | Risk Assessments .....                                      | 13 |
| 3.27   | Safety Training .....                                       | 14 |
| 3.28   | Working Environment.....                                    | 14 |
| 3.28.1 | Work Areas .....  | 14 |
| 3.28.2 | Circulation Areas.....                                      | 14 |
| 3.28.3 | Tool and Equipment Maintenance .....                        | 14 |
| 3.29   | Smoking.....  | 14 |
| 3.30   | Snow and Ice Clearance .....                                | 14 |
| 3.31   | Violence and Aggression.....                                | 14 |
| 3.32   | Vehicles .....  | 15 |
| 3.33   | Site Security .....   | 15 |
| 3.34   | Visitors/Contractors and Intruders .....                    | 15 |
| 3.34.1 | Visitors .....  | 15 |
| 3.34.2 | Contractors .....   | 15 |
| 3.34.3 | Parent/Carer Access to School Premises.....                 | 16 |
| 3.34.4 | Intruders .....   | 16 |
| 3.34.5 | Removal of persons suspected of committing an offence ..... | 16 |
| 3.35   | Work Equipment.....   | 16 |
| 3.36   | Workplace Inspections.....                                  | 16 |
| 3.37   | Young People at Work .....                                  | 17 |
| 3.38   | Safety Rules.....   | 17 |

## 1.0 General Statement of Policy

It is the policy of Beckfoot Trust to comply with the Health and Safety at Work etc. Act 1974 and associated regulations and codes of practice. We will provide and maintain a healthy and safe working environment for staff, students and visitors. The Schools' health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free school environment.

Trust Schools recognise and accept their duty to protect the health and safety of all staff, students and visitors to the school, including contractors and temporary workers, as well as any members of the public who might be affected by its operations.

Beckfoot Trust will take all reasonable steps to ensure the health and safety of its employees. It is also recognised that health and safety at work is the responsibility of each individual associated with the school

Beckfoot Trust will provide every employee with the training necessary to carry out his or her tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their head of department or to the Head teacher. An effective health and safety programme requires continuous communication between staff at all levels. It is therefore every employee's responsibility to report immediately any situation that could jeopardise the well-being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported. Accident records are crucial to the effective monitoring and revision of the Policy and must be accurate and comprehensive.

Beckfoot Trust's health and safety policy will be continually monitored and updated particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 3 years.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

Signed Charlie Tebbutt.  
Title Chief Operating Officer  
Organisation Beckfoot Trust  
Date /09/2019

Signed David Horn.  
Title Chief Executive Officer  
Organisation Beckfoot Trust  
Date /09/2019

## 2.0 Responsibilities

### 2.1 Staff with Specific Roles

The person with the overall and final responsibility for health and safety at Beckfoot Trust is the Chief Executive and Chief Executive Officer, David Horn.

The person responsible for overseeing, implementing and monitoring the policy is the Trust Chief Operating Officer, Charlie Tebbutt.

Local School Head teachers have specific responsibility for Health and Safety in their schools.

Deputy Head teachers are responsible in the absence of Head teachers/Heads of School.

Beckfoot Trust employs a Compliance Officer who acts as the Trust's "Competent Person" for advice.

The following personnel will be responsible for the supervision of health and safety in particular areas:

| Name  | Area of Responsibility   |
|---|--|
| Head teachers/HOS   | Local School Processes and Procedures  |
| Locally nominated person(s) with appropriate managerial status* | Buildings, community use & general responsibility for day to day health and safety issues. |
| Faculty/Subject Leaders   | Departmental Processes and Procedures  |
| Line Managers   | Responsibility for the health and safety of those they manage.                             |
| Trust Compliance Officer  | Oversees self-audit processes, monitoring compliance and reviews and audits.               |

\*This person is normally the business manager, but local arrangements exist in some of our schools. Please contact the local business manager or the Trust Compliance Officer if you are not sure who this is in your school.

### 2.2 Duties of All Employees at Work

It is the duty of each employee to take reasonable care of their own and other people's welfare (Health and Safety at Work Act).

Employees should comply with the Trust Code of Conduct and safety rules and procedures at all times whilst at work and conduct themselves in such a manner so that they, or other people, are not put at risk by their activities.

Employees are required to report any situation, hazard (something that has the potential to cause harm) or defect which may pose a threat to the wellbeing of themselves or any other person or which represents a shortcoming in the protection arrangements for health and safety.

Employees are to stop any activity immediately and seek advice if they become concerned about a situation, hazard or defect, which may pose a threat to the wellbeing of themselves or any other person.

Employees shall use or wear protective clothing and equipment whilst at work, where these are provided.

Employees are reminded that it is a criminal offence to misuse or recklessly interfere with anything provided in the interests of health and safety.

If employees are in any doubt about health and safety at work, they should seek advice from the people identified in section 2.1 who will involve others as necessary.

### **2.3 Duties of Students**

Students have a responsibility to comply with safety rules and must treat safety equipment (including fire doors) with care. Any students not doing so should be sanctioned using the school's positive behaviour policy.

## 3.0 Arrangements

### 3.1 incident Reporting

The incident reporting procedure must be followed to ensure appropriate information is gathered to allow timely recording and onward reporting to the Health and Safety Executive (if necessary).

### 3.2 Accident Procedure/First Aid/Medication

First aid should be administered by the school health carers/qualified first aiders. The emergency services should be called where doubt exists as to how to deal with an incident.

The first aider present at the scene is responsible for managing the response to the injury and other staff arriving are asked to work at the direction of the first aider.

A list of emergency telephone numbers of hospitals available to the school will be available at reception. The calling of an emergency ambulance will normally be done by the reception staff on request of the school health carer/qualified first aider or someone with specialist knowledge.

A list of qualified first aiders will be held at the schools Reception and ideally other central display boards around school e.g. Staffroom/Sports Hall corridors.

First aid boxes are situated around the schools in locations known to first aiders and in school Minibuses. All first aid boxes are clearly marked and are easily accessible by all staff during all working hours. Designated first aiders are responsible for making sure all first aid boxes are kept appropriately stocked.

The Trust Supporting Pupils with Medical Conditions Policy and local school supporting policies will be read, understood and adhered to by all staff.

### 3.4 Asbestos

Where asbestos is present anywhere on a school site, an asbestos register is available for reference. The Trust will buy in asbestos advice and support from specialist providers where necessary.

### 3.5 Consultation

Beckfoot Trust sees communication between staff at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of raising health and safety matters at departmental meetings or directly with line managers. Line managers should then refer issues to Head teachers, or a member of the Cluster Health and Safety Committee.

### 3.6 Control of Hazardous Substances (COSHH)

Trust schools will conduct a COSHH assessments, as appropriate, for hazardous substances used or encountered in the work environment. The assessment will be based on manufacturers and suppliers' health and safety guidance and our own knowledge of the work process.

### 3.7 Communication

Beckfoot Trust and Trust Schools will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the Trust Health and Safety Policy and local school supporting policies and procedures. Beckfoot Trust and Trust Schools communicate with its staff orally, in the form of announcements and consultations in staff meetings, in writing, in the form of directives and this policy statement, and by example.

### **3.8 Display Screen Equipment**

All employees who use Display Screen Equipment as a significant part of their job will carry out an annual self-assessment of their workstation.

The risks to users of Display Screen Equipment will be reduced to the lowest extent reasonably practicable by the provision of appropriate equipment and training.

Display Screen Equipment users will be encouraged to take periodic breaks from their workstation.

### **3.9 Electrical Equipment**

Beckfoot Trust schools adopt a routine cycle of maintenance and testing of fixed wiring, electrical installations. Portable equipment (PAT testing) is carried out in accordance with a cycle agreed in a risk assessment.

Users of portable equipment should undertake a visual check before each use. This includes Laptop trolleys and in particular, an inspection of their mains power cables for damage.

Portable equipment brought into school by members of staff should not be used until it has been PAT tested, unless it is brand new and marked with the appropriate CE mark. It should then be included in the appropriate risk assessment.

Users of portable electrical equipment are responsible for the safe management of any trailing cables.

All electrical equipment must be used only for its intended purpose.

### **3.10 Evacuation/Emergency Plan (Lockdown Procedure)**

In the event of the fire alarm being activated or in any other emergency (such as a bomb scare), all persons must leave the building by the nearest available exit and assemble at the designated assembly point. (See local school Fire Evacuation Procedure for detailed information)

The Trust and Trust Schools have a documented Emergency/Business Continuity Plan, which include lockdown procedures.

#### **3.10.1 Wheelchair Users**

Trust schools should have specific procedures in place to ensure the safe evacuation of wheelchair users from upper floors. Lifts must not be used until the Head teacher or their deputy (See Fire Evacuation Procedure for details information) provides the all clear unless they are designed for use when the fire alarm is sounding (e.g. Hazelbeck).

Trust schools will have a local procedure in place for non-fire emergency evacuations or lockdown procedures.

### **3.11 Fatal/Serious Injury Incidents**

A serious injury is one that results in life threatening injuries or involving multiple casualties with minor injuries.

In these cases, the accidents will probably need reporting immediately to:

- The HSE (this will be done by the Trust Compliance Officer).
- Charlie Tebbutt – Chief Operating Officer/David Horn – Chief Executive Officer
- The Trust Compliance Officer
- Trust Insurers



### **3.12 Fire Safety**

All members of staff must ensure they have read and understand the school's Fire Evacuation Procedure (refer to local school evacuation policy/procedure).

Fire Risk Assessments for each site take account of special fire hazards in specific areas of the school.

West Yorkshire Fire and Rescue Service (WYFRS) may undertake visits and/or take action to ensure compliance with relevant fire safety guidance documents. They are not responsible for compliance – but advice may be sought from WYFRS via the Trust Compliance Officer on occasion.

Trust Schools hold the responsibility for ensuring they have a Fire Risk Assessment in place and for maintenance and testing of fire alarms, emergency lighting, signage and firefighting equipment. In some schools this may be part of a Facilities Management Contract e.g. Amey at the Wagon Lane Campus. The actual maintenance of the equipment is the subject of an annual contract with a specialist firm.

Everyone within Trust Schools has a duty to report immediately any fire, smoke or potential fire hazards by using a fire alarm or reporting to a senior member of staff.

Everyone within Trust Schools has a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Smoking (including the use of e-cigarettes) is not permitted on any part of any of the Trust's sites.

Line Managers and Support Staff Leaders are responsible for house keeping in their teaching and working areas. As far as possible storage of redundant combustible materials, such as used paper, old work books and disused furniture, should be kept to a minimum.

#### **3.12.1 Fire Detection Equipment**

Manually operated fire alarm (red boxes) activation points are located at strategic points throughout the schools.

Each site will have different fire activation system which should be documented in the Fire Evacuation procedure.

#### **3.12.2 Fire Fighting Equipment**

Fire extinguishers are located at strategic points throughout the schools and will be regularly inspected and maintained by Trust schools. When any fire is discovered employees should initially activate the alarm. If a member of staff is confident enough to do so, very small, easily managed fires can then be tackled, particularly if they would impede escape. If in any doubt or if the fire increases in size those tackling the fire must evacuate the building immediately. Nobody is expected to put themselves or others in danger to tackle a fire.

#### **3.12.3 Fire Doors**

Fire doors designed to slow spread of fire and smoke throughout the school have been installed at strategic points and will be regularly inspected and maintained by Trust Schools. Fire doors are designed to close automatically and must not be blocked, jammed or tied open. If a door needs to be held open (e.g. for ventilation or practical reasons) they should never be left unattended or they should be fitted with a maglock mechanism that releases the door (to close) in the event of a fire.

Nothing must be stuck to the surface of a fire door other than designated fire signage.

#### **3.12.4 Fire Exits**

Fire exits are located at strategic points throughout the school and will be regularly inspected and maintained by Trust schools. Exit doors and corridors must never be locked, blocked or used as storage space. In the event of the fire alarm sounding staff and students must exit the building by the nearest, accessible exterior door.

Emergency lighting for use in the event of power failure has been installed in exit corridors, above emergency exit doors and throughout public. Emergency lighting will be regularly inspected and maintained by Trust schools.

Lifts should not be used during a fire alarm unless the lift has been designed to be used whilst the fire alarm is sounding e.g. Hazelbeck.

#### **3.12.5 Practice Fire Drills**

Practice fire drills will be conducted every term to ensure staff and student familiarity with emergency evacuation procedures.

#### **3.13 Gas Safety**

There is a significant risk to everyone in the building in the event of a gas leak.

Staff using gas appliances should take special care to check the equipment before during and after use.

Gas installation and appliances will be regularly inspected and maintained by Trust schools.

#### **3.14 Grass cutting**

Grass cutting must only be carried out in areas free of staff and students. Machinery must be incapable of being started up by students when it is left unattended.

#### **3.15 Housekeeping and Cleanliness**

Trust schools and staff will maintain good housekeeping practices in their work areas and ensure safe and efficient storage of equipment, resources and deliveries to minimise the risk of injuries and fire hazards.

Trust schools will monitor the effectiveness of cleaning to ensure a safe and pleasant environment and climate for learning.

#### **3.16 Infection Control**

Trust Schools will actively prevent the spread of infection as necessary through the following measures:-

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment
- Displaying posters where necessary to prevent the spread of infection.
- Ensure there is sufficient washing facilities.
- Ensuring the regular cleaning of the schools.
- Providing PPE where necessary.
- Immediately cleaning any spillages of bodily fluids.
- Use of sharps bins where necessary.

- Using clinical waste bags/bins where necessary.
- Monitoring increases in absence e.g. sickness and diarrhoea.

In the case of any outbreak advice should be sought from the Trust Compliance Officer / Public Health England, tel: 0113 267 9041

### **3.17 Ladders and Stepladders and Working at Height**

You are working at heights if you are:

- working above ground or floor level  
or
- at risk of falling from an edge, through an opening or fragile surface  
or
- at risk of falling from ground level into an opening in a floor or a hole in the ground  
or
- Using 'access equipment' - such as step ladders, kick stools (sometimes called daleks or elephants feet), ladders, scaffold towers, mobile elevated working platforms, scissor lifts.

A risk assessment must be carried out for any activities that involve working at heights.

Staff must generally not stand on furniture (chairs, tables etc.) to work at height. There may be exceptions (e.g. it may be safer to stand on fixed bench around the edge of a classroom to put up displays rather than reach across them). In such cases, this must be documented in a risk assessment and great care must be taken, e.g. wear appropriate shoes, use a step stool to access the bench, ensure a second member of staff is in the classroom.

Low step ladders (no more than three steps) and kick stools can be used by staff once they have signed to confirm they have read and understood the Risk Assessment for Working at Heights. Larger ladders / step ladders / other access equipment (such as mobile elevated working platforms, scissor lifts and scaffold towers) must only be used by members of staff who have undertaken appropriate external training. This must be kept up to date. For further advice contact the Trust Compliance Officer.

All ladders and stepladders must be marked as class 1 or 2 (EN131). The schools will own and maintain access equipment and these are the only ones to be used in school, these must be regularly inspected, maintained and recorded on a maintenance register.

Contractors may need to work at heights (above or below ground). Trust Schools should ensure that the Contractor is appropriately trained and has identified the risks involved - see 36.2 Contractors Section.

### **3.18 Lone Working**

Where lone working is necessary, a risk assessment should be completed to minimise potential risks. Some examples include – caretakers locking up premises at the end of the day, staff undertaking home visits and staff working alone in a school during the holidays.

### **3.19 Manual Handling Operations**

Manual handling operations should be avoided as far as is reasonably practicable where there is a risk of injury.

For certain roles a higher level of Manual Handling may be required and this should be agreed during the induction process or 1-1 meetings with line managers.

Where it is not possible to avoid manual handling operations a risk assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible:

- 3.19.1 Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task.
- 3.19.2 Any member of staff who may have to assist a disabled student should have been previously instructed in the correct methods and limitations of lifting persons.
- 3.19.3 Members of staff should not attempt to lift or move a load, which is too heavy to manage comfortably. If in any doubt ask for assistance from a member of the site team or any colleague.
- 3.19.4 When lifting an object off the ground staff should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

### **3.20 Monitoring and Review**

#### **3.20.1 Cluster Health and Safety Committee Meetings**

Trust Clusters will convene and hold meetings 3 times per Academic Year.

School representatives of recognised professional associations are welcome to attend local School Health and Safety Team meetings

#### **3.20.2 Trust Health and Safety Committee Meetings**

The Trust will hold at least one Trust Health and Safety Meeting per year.

Trust Health and Safety Meetings may take place as an agenda item at Cluster Business Manager Meetings.

The Trust Health and Safety Committee members are:

- Trust Chief Operating Officer
- Trust Compliance Officer
- Trust School Business Managers
- Trust School Head teachers

#### **3.20.3 Trust Board and Local School Committee**

The Trust Business Committee have delegated responsibility to review Health and Safety and Estate Management on behalf of the Trust Board.

Trust School Local School Committees are responsible for reviewing and approving specific Health and Safety practice including:

- Local H&S responsibilities and delegations
- Minutes of the Cluster Health and Safety Team meetings

### **3.20.4 Every System**

The Every System will be used by the Beckfoot Trust Central Improvement Team and Trust Schools to monitor health and safety compliance e.g. estates management and work equipment maintenance.

### **3.21 New and Expectant Mothers at Work**

Beckfoot Trust confirms that pregnancy is a natural condition and it will not be equated with ill health.

Trust Staff who are pregnant should inform their line manager who will complete a New and Expectant Mothers risk assessment form. This form will be reviewed if the circumstances of the pregnancy change and on return from maternity leave.

### **3.22 Office and Workplace Safety**

Offices should be kept clean and tidy. They should be free from tripping and electrical hazards. Staff concerned about the working environment (temperature, lighting etc.), facilities (toilets, eating, washing, changing etc.) cleaning or general safety should advise their line manager of their concerns.

### **3.23 Off Site Visits and Outdoor Adventure Activities**

Outdoor Activities and Offsite Visits, residentials and other events involving students and adults hold potential health and safety hazards and must be planned in accordance with the school's Off Site Visits and Outdoor Activities Policy and national guidance for schools ([www.oeapng.info](http://www.oeapng.info)). The EVOLVE system will be used for this purpose. This ensures all high risk visits will be checked by the Local Authority Educational Visits Adviser (EVA).

Leaders of groups participating in adventurous activities, such as caving, climbing, canoeing, mountaineering, sailing and related activities, must be recognised as an approved Leader at the appropriate level.

All events must be approved by the school Educational Visits Co-ordinator (EVC) and the Head Teacher via EVOLVE.

N.B. The use of EVOLVE is currently being rolled out across all Trust schools.

### **3.24 Personal Protective Equipment (PPE)**

PPE is the 'last resort' control as it is subject to failure and/or human error (e.g. failure to use it properly). It will be made available to pupils/staff if a risk assessment identifies it is needed.

Staff **must** wear PPE that is identified as needed in a risk assessment.

### **3.25 Pesticides**

Trust Schools should avoid the use of pesticides. If they are needed, a COSHH assessment is necessary and certification may be needed (following manufacturers / HSE guidance).

### **3.26 Risk Assessments**

Health and safety in a school is about taking a sensible and proportionate approach. Significant, foreseeable risks must be formally assessed and recorded. Guidance is available on

[www.bradford.gov.uk/hands](http://www.bradford.gov.uk/hands) , further support & training can be obtained from the Trust Compliance Officer.

### **3.27 Safety Training**

All staff will be trained in safe working practices and procedures appropriate to their role. Training needs will be identified prior to or during the induction period and at individual reviews or at departmental meetings where changing curriculum needs are discussed. Training will take place on or off site according to the methods and content required.

### **3.28 Working Environment**

#### **3.28.1 Work Areas**

- Working areas must be kept clean and tidy.
- Any spillage must be cleaned up immediately.
- Waste materials and rubbish must be removed routinely.
- All combustible waste materials must be discarded in sealed metal containers.

#### **3.28.2 Circulation Areas**

- Circulation areas must be kept clear from obstructions at all times.
- If a circulation area becomes wet, it should be clearly marked with warning signs and/or covered with non-slip material.
- Trailing cables are a trip hazard and should not be left in any circulation area or classroom.

#### **3.28.3 Tool and Equipment Maintenance**

- School machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the head of department to determine who is authorised to use specific tools and equipment.
- It is the responsibility of all members of staff to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.
- All tools must be properly and safely stored when not in use.
- No tool should be used without the manufacturers recommended shields, guards or attachments.
- Approved personal protective equipment must be properly used where appropriate.
- Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
- Members of staff, students, visitors and contractors are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

### **3.29 Smoking**

Smoking including the smoking of e-cigarettes prohibited in all areas of the schools.

### **3.30 Snow and Ice Clearance**

Reasonable effort will be made to maintain the clear access paths in a safe condition throughout the day. Further guidance can be found at [www.bradford.gov.uk/hands](http://www.bradford.gov.uk/hands)

### **3.31 Violence and Aggression**

Violence can include physical, verbal, sexual, racial or threatening behaviour by a colleague, student, parent/guardian or member of the public. Strict guidelines apply to these sorts of incidents and they must be reported to the Senior Leadership or a member of the Safety Team immediately.

If a student carries out a physical assault on a member of staff, the student will be removed from the class or school until the matter is resolved. An incident Form should be completed. If a member of staff suffers actual bodily harm they should secure a medical statement about the injuries. Trade Unions should be informed where appropriate.

Please also refer to Section 36.0 Visitors.

### **3.32 Vehicles**

Users of Trust school car parks must obey the signs and speed limits to ensure the safety of staff, students and visitors.

School Minibuses and other vehicles e.g. ride on mowers etc. must be used in accordance with school policies, procedures and relevant risk assessments.

### **3.33 Site Security**

All members of staff are expected to take reasonable measures to ensure the security of school equipment being used and to preserve the security of the site e.g. locking away valuable equipment, closing and locking windows and doors where necessary, setting alarms where fitted etc.

Missing or believed stolen equipment will be reported immediately to a senior staff member.

CCTV is used to monitor events and identify incidents taking place – see local school CCTV Policy.

### **3.34 Visitors/Contractors and Intruders**

#### **3.34.1 Visitors**

During core school hours, that will vary at each site, (term time only) all visitors will have restricted access to the school and should report to the main reception, where they will be issued with a visitor badge and be asked to sign in. Visitor badges are issued and should be displayed by visitors at all times to indicate their lawful presence at the school. All visitors and Contractors must sign out on their departure.

Outside of these hours and in school holidays school staff, students and visitors must sign and out using the visitor/signing books in reception. Contractors working in the building are also required to sign in and out either at Reception or the Site Office, depending on local school arrangements.

Leaders of school groups and community groups using the school out of school hours must register at reception; they are responsible for the number of people in their group. It is the leader's responsibility to keep a register of their group.

Trust staff should be aware of the schools' procedures and actively question all persons on site if they are unbadged/unknown. All visitors will be made aware of the Fire Evacuation Procedure when signing in. Also refer to the Trust Child Protection and Safeguarding Policy.

#### **3.34.2 Contractors**

Contractors will be vetted and will be required to complete Access Control/Permit to Work/Hot Work documents as necessary. The contractor should provide the local school with a risk assessment identifying the potential risks to students, staff and visitors. Where possible local schools will arrange work to take place outside school hours to minimise potential risks to students, staff and visitors.

### **3.34.3 Parent/Carer Access to School Premises**

Parent/Carer access to school premises will be by appointment, or by invitation to a school event and entry will be via the school Reception. Some Trust Schools may allow Parents/ Carers of younger pupils into the playground, or part of the playground, at the beginning and end of the school day. Schools will have an agreed approach on parental access and will make it known to parents.

### **3.34.4 Intruders**

Section 547 of the Education Act 1996 makes it a criminal offence for a person who is on school premises without lawful authority to cause or permit a nuisance or disturbance. A person lawfully on school premises as a visitor ceases to be so where s/he refuses to comply with a request to leave or his/her behaviour is such as to terminate that implied permission to be on the premises.

Section 547 applies to school premises including the school playground, school playing fields, and other school premises for outdoor recreation.

### **3.34.5 Removal of persons suspected of committing an offence**

Where school staff consider Section 547 of the Education Act 1996 to apply, the member of staff should first ask the offender to leave the premises. Where the intruder refuses to leave or where is any risk of violence the police should be called without delay.

The removal may be effected by a police officer or a person authorised by the “appropriate authority”.

See also Section 3.31 Violence or Aggression.

### **3.35 Work Equipment**

It is the policy of Beckfoot Trust to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998 (PUWER).

Beckfoot Trust will endeavour to ensure that all equipment used in the school is safe and suitable for the purpose for which it is used.

All staff will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment, which could pose a risk to the wellbeing of persons in or around the school, will be restricted to authorised persons and a suitable notice exhibited.

All work equipment will be maintained in good working order and repair.

All staff will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

Also see Section 3.28 Work Environment.

### **3.36 Workplace Inspections**

Regular inspections of Trust schools will be conducted as part of local procedures and through Trust Compliance Officer Visits and audits of higher risk areas.



### **3.37 Young People at Work**

Special care needs to be taken when involving young people in the work environment as their lack of maturity and experience may lead them to have a lower awareness of risk than older staff.

For this reason, Beckfoot Trust has strict guidelines for the careful placement of Young Workers within the Trust and students on work experience with carefully completed risk assessments and detailed supervision.

### **3.38 Safety Rules**

All staff should be aware of, respect and adhere to the rules and procedures contained in this policy statement.

- All staff shall immediately report any unsafe practices or conditions to the relevant authority if necessary stopping any activity until the hazard is risk assessed.
- Any person under the influence of alcohol or any other intoxicating drug, which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the premises.
- Students with long hair must not operate machinery without their hair being tied back. Ties should not be worn unless tucked in.
- Earrings larger than 10mm in diameter must not be worn in any part of the school.
- Horseplay, practical joking or any other acts that might jeopardise the health and safety of any other person are forbidden.
- Any person whose level of alertness and/or ability are reduced due to illness or fatigue will not be allowed in the school if this might jeopardise the health and safety of that person or any other person.
- Any person shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by an authorised member of staff.
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard or other staff or students.
- No member of staff should undertake an activity that appears to be unsafe.
- No member of staff should undertake an activity until he or she has received adequate safety instruction and is authorised to carry out the task.
- All injuries must be reported in line with the Trust Incident Reporting Procedure (Local school version).
- Members of staff should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their Line Manager or the Head teacher.
- Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
- No member of staff or student should use chemicals without the knowledge required to work with those chemicals safely.
- Suitable clothing and footwear will be worn at all times.
- Personal protective equipment shall be worn wherever appropriate.
- All members of staff are expected to participate in departmental meetings where matters of safety are being discussed and undertake any training where requested.

**Please also refer to the Trust Code of Conduct Policy, Trust Staff Discipline, Conduct and Grievance Policy, Trust Child Protection and Safeguarding Policy and other Trust and Local School Policies and Procedures and safe systems of work guidelines.**