



BELLE VUE
GIRLS' ACADEMY

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Health and Safety Policy

Reviewed by	Approved by	Date of Approval	Next Review Date
MH	LGB	Feb 2023	Feb 2025

Introduction

This Health and Safety Policy has been developed by the Academy Business Leader and has been signed off for implementation by the Headteacher and Board of Governors as a means of providing focus and direction for Health and Safety Management.

The Policy provides the framework for setting and reviewing objectives and targets from management perspective. It also lays down the procedures for implementing these policies, which are to be followed by all employees.

The Belle Vue Girls' Academy Policy will be documented, maintained and communicated to all employees and other interested parties. The policy will be re-enforced and implemented through the day-to-day actions of managers.

The policy will be reviewed to ensure its continued relevance and suitability as part of the ongoing management review activities. As a minimum, the document will be reviewed and updated every two years. The review will cover all sections of the policy and procedures documents to ensure that:

- The responsibilities reflect the current staffing of Belle Vue Girls Academy
- The organisational arrangements stay the same; and
- The document reflects changes to legislation.

The policy will also be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

The policy is available to all employees and other interested and relevant parties and partners upon request.

Belle Vue Girls' Academy Health & Safety Policy Statement

Belle Vue Girls' Academy will comply with relevant Health and Safety Acts and Regulations, together with industry standards and best practice relevant to the academy's operations.

Occupational health and safety policies and arrangements will be proportionate to the level of safety and health risks arising from school activities.

Belle Vue Girls' Academy accepts the duty to prevent injury and ill health to employees, visitors, contractors and temporary workers, as well as any members of the public who might be affected by academy operations.

This policy will be communicated to all employees and stakeholders who may be affected by Belle Vue Girls' Academy operations. In order to ensure that information about how risk will be managed reaches those exposed to risk, health and safety policies and procedures have been developed for our activities. All relevant information is available from the Academy Business Leader.

The key health and safety objective is to minimise the number of instances of occupational accidents and achieve an accident-free workplace

All employees will be provided with relevant equipment, information, training and supervision.

Each individual is responsible for taking reasonable care of their own and other people's welfare and to report any situation that may pose a threat to the well-being of any other person.

Finances and resources reasonable to implement this policy will be made available.

All significant work-related injuries, incidents and near misses will be reported, investigated and recorded. Accident and investigation records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Belle Vue Girls' Academy is committed to continual improvement in performance related to the way that safety and health risks are managed. Our Health and Safety Policy will be continually monitored and updated every two years, or when there are changes in the nature and scale of Belle Vue Girls' Academy operations.

The specific arrangements for the implementation of the Policy and the personnel responsible are detailed in our Health and Safety Policy.

Health and Safety Responsibilities

Bradford Diocesan Academies Trust

BDAT are responsible for providing an Academy wide policy which will provide guidance on the areas which should be identified in this school specific policy.

Governors

The Governors are responsible for ensuring that a health & safety policy is available. They make sure that all risks are properly managed and resourced (that is, where necessary, adequate funding is made available to reduce the risk) and that he/she has the support of other Governors to carry out his/her duties.

The Governors have given Health and Safety duties to the Leadership Team while keeping overall responsibility.

Head Teacher and Leadership Team

The Leadership Team has accepted the duties from the Governors and will carry out these duties by making sure that:

- Health & safety performance is reviewed regularly.
- The health & safety policy statement reflects current board priorities.
- The management systems allow health & safety performance to be reported effectively.
- They are kept informed about significant health & safety failures and the outcome of the investigations into their causes.
- The team addresses the health & safety implications of all its decisions.
- Adequate funds are made available to meet the requirements of the policy.
- The appropriate insurance cover is provided and maintained.
- There is time at all meetings, including Leadership Team meetings, to discuss health & safety

Managers

The manager's health & safety responsibilities are to make sure that:

- Any health & safety objectives highlighted through risk assessment are met and standards are monitored within their area of responsibility.
- Employees in their area of responsibility are provided with a working environment that is, as far as possible, safe and without risk to health, with adequate facilities and arrangements for welfare at work.
- Training, supervision, instruction and information is provided to employees in health & safety procedures and policies, as necessary.
- Immediate and appropriate steps are taken to investigate and deal with any risks to

health & safety arising from work activities in their area of responsibility.

- Any health & safety issues are brought to the immediate attention of senior management, as necessary.
- All accidents and near misses are properly recorded and reported and an investigation is carried out to identify the causes.
- Safe access to and from the workplace is maintained at all times.
- All employees receive adequate and appropriate health & safety training in their tasks.

Throughout this policy, 'management' means the person in charge of the work area, no matter what their actual title. Also, the responsibilities outlined above should apply no matter whether the area of control is a department, division, team and so on.

Employees

The employees' health & safety responsibilities are to make sure that they:

- Understand the health & safety policy and appreciate their responsibilities.
- Do not put themselves or other people at risk through their actions or failure to act.
- Warn new employees about known dangers.
- Act responsibly at all times.
- Do not abuse the welfare facilities.
- Co-operate on all aspects of health, safety, and welfare.
- Follow the requirements of the health & safety policy.
- Tell management about any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any task or tasks.
- Work in line with the information and training provided by the line manager.
- Do not misuse or interfere with anything that has been provided for health & safety reasons.

- Report any accident or near miss, however small, to their manager and fill in the accident book.

Contractors

- Contractors must follow all the requirements of this policy. They must also provide copies of their safety policies and any other documents relating to health & safety that Belle Vue Girls' Academy may ask for. If they fail to do so, they may be asked to leave the site and they may be charged fees.
- All work must be carried out in line with the regulations relating to the work activity and take account of the safety of others on the site and the general public.
- Their employer must inspect scaffolding used by contractor's employees (even when scaffold has been put up for other contractors) or a competent person appointed by their employer, to make sure that it is put up and maintained in line with the regulations and codes of practice (Work at Height Regulations 2005).
- All plant or equipment brought on to site by contractors must be safe and in good working condition. It must also be fitted with any necessary guards and safety devices, and have any necessary certificates available for checking. The subcontractor must give the Site Manager information and assessments on noise levels of plant, equipment or operations before work starts.
- All electrical equipment must meet the latest British Standards for industrial use and be in good condition.
- Subcontractors must report any injury or damage caused by their employees to the Academy Business Leader.
- Subcontractor's employees must follow any safety instructions that the Site Manager gives them.
- Any material or substance brought on site, which has health risks, must be used and stored in line with regulations and current recommendations. Contractors must carry a risk assessment on any substance or process that could harm health and give the risk-assessment report to the Site Manager before works start

- Contractors must keep workplaces tidy and clear away all rubbish, waste materials and so on as work proceeds.
- Contractors carrying out high-risk activities must give us a detailed method statement. The method statement must be agreed with the Academy Business Leader before work starts and copies must be available on site so that everyone can keep to the agreed method statement. In addition, for activities such as roof work, live electrical work, and hot work, a permit to work system must be used and the Belle Vue Girls' Academy Business Leader will manage this.
- Subcontractors whose work includes a design function will give those designs to the main contractor to send to the planning supervisor. The design team must have enough time to consider the designs before work starts. The details of the design work must be included as part of the health & safety file.
- The Contractors, senior representatives must go to any safety meeting that the main contractor or planning supervisor asks them to go to. These meetings will be the main way of transferring information.
- The Contractors must make sure that they follow Belle Vue Girls' Academy contractor safety procedures.

Drivers of vehicles supplied by Belle Vue Girls Academy

Driver's health & safety responsibilities are to make sure that:

- Checks are carried out on their vehicles each day to make sure that they are safe and roadworthy.
- They always follow the road traffic regulations.
- Vehicle maintenance is carried out as required by the manufacturer's instructions.
- They report all faults on vehicles (and any equipment) and carry out any extra maintenance as necessary.
- They do not drive any vehicle unless they have been fully trained and instructed in how it works.
- They follow the requirements of the safety policy.
- They tell management about any medical condition or legal problem that affects their driving licence, or about any possible prosecutions.
- They tell management about any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out a particular task or tasks.

Competent Persons

Academy Business Leader

The Academy Business Leader fulfills the role of Competent Person and is responsible for co-ordinating health and safety activities and for acting as the primary source of health and safety advice. The role of the Competent Person may include:

- Co-coordinating Belle Vue Girls' Academy's risk assessment programme.
- Administering the accident investigation and reporting procedure.
- Liaising with Enforcement Authorities, BDAT, insurers and other external bodies.
- Submitting reports as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- Co-coordinating the health and safety inspection programme.
- Identifying health and safety training needs.
- Providing or sourcing health and safety training.
- Providing health and safety induction training to new employees.
- Identifying the implications of changes in legislation or HSE guidance.
- Preparing and submitting progress reports on an annual health and safety action programme.
- Sourcing additional specialist health and safety assistance when necessary.
- Displaying the Health and Safety Law poster, a copy of Belle Vue Girls Academy's Health and Safety Policy Statement, Employer's Liability Certificate, Health and Safety Responsibility Chart, and Fire and Accident Reporting Procedure.
- Ensuring the site(s) has adequate fire marshals and first aiders at all times.
- Completing the Induction Checklist for new starters and long-term temporary employees.
- Coordinating display screen assessments for new employees or whenever there has been a significant change in the workstation.
- Keeping and maintaining the Health and Safety Policy Manual and updating with any new procedures when given.
- Ensuring that any actions arising from the health and safety audits are addressed.
- Recording any hazardous substances and materials and carry out workplace assessments where appropriate.

Fire Marshals include all Heads of Department and Nominated Staff

Fire Marshals will:

- Participate in all required fire marshal training.
- Know who works in their allotted area.
- Ensure that all pupils in their area are familiar with their assembly points, and nearest escape routes.

First Aiders

All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under a training course approved by the HSE.

It is the responsibility of all first aiders to maintain a valid certificate of competence and to advise their manager when it is due to expire. The first aider will also keep a record of training and qualifications. The list of first aiders and their locations are displayed on notice boards.

All information of a personal nature obtained in the course of first aid duties will be treated as confidential. First aiders will:

- Act in accordance with their training at all times.
- Summon further medical help where necessary.
- Look after the casualty until recovery has taken place or further medical assistance has arrived.
- Ensure own safety at all times.
- Record all treatments for which they are responsible, with specific details of the injury or other reason for treatment.
- Ensure that the first-aid room (if applicable) is kept tidy and well-stocked.
- Keep their manager informed of annual leave dates (If applicable), wherever possible.
- Confirm monthly injury accident figures to the Academy Business Leader

Risk Assessment Policy

See Belle Vue Girls' Risk Assessment Policy

We have a programme in place for the completion of general and specific risk assessments as required by legislation. Risk assessments are led by persons who have appropriate training and experience with input from individuals with experience of the work activities being assessed. They include both activities undertaken at our own premises and risks associated with offsite and itinerant activities such as work at the premises of others, travel and driving.

The responsibility for risk assessments within each department is delegated from the Head to the Heads of Departments. The Heads of department can then in turn ask individuals within the department to assist e.g. manage all personal protective equipment. Note: Teachers with no managerial responsibilities can't be forced to take on these responsibilities. They can volunteer and training would be provided.

The extent to which we undertake the assessments internally depends on the competency required

Progress on the program of risk assessments, and the outcome of assessments are subject to consultation with employees via the health and safety meetings, staff meetings, email and other consultation systems.

The significant findings of risk assessments are communicated to staff involved in relevant activities via a folder of assessments within each department.

Risk assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

Records of risk assessments are retained for at least 5 years and master copies are retained by the Academy Business Leader. Note that whilst there is no requirement to retain copies of risk assessments which have been superseded, it is useful to retain them for future reference for example, in case they are needed to defend a legal action

Accident and Reporting Policy

See Belle Vue Girls' Academy First Aid Policy

It is our policy that all injury accidents, however minor, are recorded within the accident book

All accidents and incidents involving time off work are investigated to determine the causes and any actions necessary to prevent a recurrence. Where the accident caused, or had the potential to cause, serious injury, the investigation is conducted by the Academy Business Leader.

If an employee informs a manager of ill health which the employee believes to be work related, it is investigated in a similar way as other untoward incidents, with occupational health advice being obtained as necessary.

The Academy Business Leader is responsible for recording and reporting incidents which fall within the recording and/ or reporting requirements of the Reporting of Injuries, Diseases and

Dangerous Occurrences Regulations 2013 (RIDDOR). All such incidents and any other incidents of a similarly serious nature are also reported to our insurers.

All accident records and associated information are filed confidentially and retained for 5 years.

Accident trends, learning points and the outcome of investigations of serious incidents are discussed at Governors meetings / Senior leadership team meetings. These discussions will only include such information which would enable the identification of individual accident victims. This information could also be made available to Trades Union Safety Representatives on request and discussed at health and safety committee meetings. Safety Representatives may also review RIDDOR reports subject to permission being given by the accident victim.

Should accident rates or trends increase this policy will come under review for its suitability and changes could be implemented.

Asbestos Policy

As a result of a specialist survey, we have identified locations where asbestos containing materials are present within the building's structure. Some of these materials are left in situ, have been made safe by encapsulation or specialised painting methods, are clearly labelled and closely managed to prevent the accidental release of fibres.

A risk assessment has been undertaken of remaining ACMs and an asbestos management plan, produced as a result. A record of the location of ACMs, details of those which have been removed, the risk assessment and the management plan is held by the Academy Business Leader.

The condition of materials is reviewed through ongoing vigilance of our Site team. Any member of staff who thinks they may have disturbed ACM's are to adopt the following procedure:

1. Immediately stop what you are doing and evacuate the immediate area.
2. Contact the Site Team and inform them of the situation.
3. Take a register of any personnel that were in the vicinity and ensure this is added to the accident book. The book must then be marked on the front with ASBESTOS INCIDENT WITHIN.

The risk assessment and management plan are reviewed at least annually and updated when there are changes in the matters to which they relate.

Any person whose work may disturb the ACMs, is notified of the location of the materials and made aware that no work may be carried out in the immediate vicinity without a permit to work. Note that a permit to work is best practice rather than being a legal requirement, but implementing a permit to work system for work on or near ACMs will help employers to comply with the law.

Work on ACMs is only carried out by licensed contractors whose credentials have been checked with the HSE's database.

In the unlikely and unfortunate event that asbestos materials are accidentally disturbed, our critical incident plan will be immediately implemented.

Control of Contractors Policy

See Belle Vue Girls' Contractor Policy

We recognise that when we engage contractors to work on our premises, we have obligations to plan, monitor and control their work for the safety of everyone who could be affected by their activities. The contracting organisation also holds similar responsibilities and it is therefore our policy to work together with our carefully selected competent contractors to ensure that our workplace remains safe and without risk to health.

The majority of contract work falls within the definition of 'construction' and as a client we recognise our responsibilities under the Construction (Design and Management) Regulations 2015 (CDM) for:

- checking the competence of all appointees including contractors
- ensuring there are suitable management arrangements for the project including the provision of welfare facilities for use by contractors/staff
- allowing sufficient time and resources for all stages of the project
- providing pre-construction information to designers and contractors.

We also have obligations to control contract works under other legislation including the management of Health and Safety at Work Regulations 1999.

We recognise that larger projects falling within the requirements of Part 3 of the CDM regulations are notifiable to the Health and Safety Executive and involve additional responsibilities. This policy is not intended to cover the detailed health and safety arrangements for such projects which would be determined on a case-by-case basis and for which responsibility would be shared with the Principal Contractor and CDM Coordinator.

This policy sets out our approach to managing contractors involved in projects which are not notifiable under the CDM regulations but also includes how we identify those larger scale projects which are notifiable.

Overview of Procedures for Control

When planning work to be undertaken by contractors we ensure that a single person has overall responsibility for planning and coordinating the work. This individual is normally our Academy Business Leader.

This individual undertakes a thorough evaluation of the work required to evaluate the scale of the project.

If it is likely that the project will exceed 30 working days with more than 20 workers on site at a time or more than 500 person days of construction work, and therefore falls within the additional requirements described in Part 3 of the Construction (Design and Management

Regulations (notifiable projects), he/she undertakes the following actions:

- ensures that the Head Teacher and Academy Business Leader is promptly made aware
- coordinates arrangements for the appointment of a competent Principle Designer (PD) and Principal Contractor, taking into account guidance on competency set out within the Approved Code of Practice to the Regulations
- personally takes responsibility for ensuring that the work does not begin until there is an adequate construction phase plan in place and suitable welfare facilities for workers.

For notifiable projects the remainder of this policy does not apply, as health and safety arrangements will be determined specifically for the needs of the project and the majority of the detailed arrangements will be the responsibility of the Principal Contractor.

In the case of non-notifiable contract works, the individual responsible for coordinating the work on our behalf will:

- define the work that has to be done including the task, the place of work and associated issues
- consider the hazards that are likely to be introduced by the work and any risks arising from our business affecting the contractors
- determine whether it is reasonably practicable to segregate the contractors' work from the other activities taking place on site either by scheduling the work out of hours or by physical separation
- identify potential contractors and evaluate their competence to carry out the work safely
- ensure that any design or specification work undertaken by our organisation on our behalf is undertaken by competent persons who are able to eliminate hazards and control risks within the design and meet their obligations under the Regulations
- obtain and provide essential health and safety information about the site, the activities, the work (including any residual risks identified by designers/specifiers) and safety rules, to enable the contractors to take these matters into account in their tender
- discuss detailed work plans with the successful bidder and review their risk assessment and method statement for the work
- ensure that health and safety requirements are included in the contract
- undertake or review risk assessments for the workplace to determine any new or changed risk controls to be introduced for the duration of the work and after it is completed
- ensure that a responsible person is appointed to meet the contractors representatives, ensure that they sign in/out and brief them with essential health, safety and emergency information
- if the work is particularly hazardous ensure that there are arrangements for issuing permits to work; Note that whilst not legally required in most cases, permits to work are good practice and enable the client to provide a higher degree of control where there is a risk of death or serious injury

- monitor the execution of the work to ensure that it is being carried out safely
- lead a contract review to ensure that any problems are identified and recurrence is prevented by changes to procedures etc.

Further details about these arrangements are given in the remainder of this document.

Competence Assessment

We select contractors based on technical competence, experience, and suitability for the work to be done. In particular our assessment process involves a review of requested information from the contractor including:

- Track record of experience in similar contracts
- Membership of reputable trade bodies or approved contractor schemes
- Legally required registrations (e.g. Gas Safe Register)
- Health and safety policies and practices
- Recent health and safety performance (number of accidents etc.)
- Qualifications, training and skills of their staff and manager
- Selection procedures for sub-contractors
- Example safety method statements and risk assessments for similar work
- Supervision arrangements
- Arrangements for consulting their workforce
- References from previous clients.

We ensure contractors competencies, insurances, risk assessments and safe systems of work are checked prior to the commencement of work.

We also review the HSE's notices and prosecution database (www.hse.gov.uk/enforce/index.htm) to determine if the potential contractor has been subject to any formal legal sanction.

Any claim that a contractor is a member of a trade or professional body or an approved contractor scheme is verified directly with the body to ensure the membership is current and covers the work being offered.

Essential Information Provided to Contractors

To enable contractors to take account of all issues affecting health and safety within their tender, we provide essential health and safety information including:

- For any design or specification work already undertaken, any information about risks which could not be eliminated at the design stage
- Any restrictions on the time or location in which the work is done
- Access, parking and road traffic rules

- information about other people who could be present in the premises, or could be at risk in the vicinity [including more vulnerable persons such as children, the elderly, the disabled and those with special educational needs- amend as applicable]
- restrictions which will apply to the storage of goods, materials, skips, site huts and storage containers
- Rules regarding the storage of waste awaiting collection, and where applicable for removal of waste from site
- Smoking restrictions
- Rules about work on the electrical installation and the use of electrical equipment
- Requirements for work on the gas system
- general rules about the need to maintain escape routes and access to fire equipment plus any specific rules in relation to the project
- Rules requiring the use of personal protective equipment when required as a result of the hazards of the work [and as required within designated hearing protection/head protection/safety footwear/hi viz areas –
- any particular hazards within the premises such as the presence of asbestos within work areas likely to be used by the contractors, fragile roofs, overhead or underground services, confined spaces, reversing vehicles at loading bays etc., anticipated hazards from the work activities undertaken or other contractors, machinery or hazardous substances
- restrictions on the introduction of certain high hazard equipment or processes except where agreed in advance and subject to a permit to work, e.g. radioactive sources, cartridge tools, hot work, lifting equipment
- Restrictions and rules about the use of hazardous substances or generation of noise
- rules about work at height including roof work, scaffolds, mobile elevating work platforms and suspended access equipment when applicable
- Restrictions on the use of our facilities eg toilets, washing facilities, restaurants and equipment eg fork lift trucks
- Requirements for Supervision and quality assurance
- Restrictions or rules on the use of sub-contractors
- The need for contractors to provide their own first aid arrangements/ the availability of our first aid facilities and personnel
- Any specific qualifications required for particular parts of the job
- Security clearance arrangements
- Requirements to report all accidents and incidents to the Client representative
- The contact details of our representative responsible for coordinating the work who can be contacted for further information.

Receiving Information from Contractors

Once the contractor is selected, detailed work plans are discussed and the contractor's risk assessment and method statement is reviewed.

Any risks created by the contractor affecting other persons on the premises are taken account of in our own risk management arrangements for the duration of the project.

Authorisation/Permits

Contractors representatives are required to sign in on arrival and out on leaving. I.D badges are provided and must be worn at all times during term time. During holiday periods where there could be large numbers of contractors on site the site foreman for each group will be inducted and he will be responsible for keeping registers of who is on site at any time. They will also be responsible for the registering of personnel in the event of an emergency.

Each representative is briefed on essential health and safety requirements and is required to sign that they understand our health and safety rules for contractors.

For particularly hazardous work, a Permit to Work is required. This includes:

- Hot work
- confined space work
- Work with asbestos containing materials
- Work on pitched roofs
- Work on live electrical equipment.

Our representative identifies work which will require a permit and completes the document with details of the work to be undertaken, foreseeable hazards, the precautions to be implemented by the contractors and the start and finish time of the permit. Both parties sign to indicate that particular work methods and precautions have been agreed.

Contractor's representatives are required to keep a copy of their permit at the place of work which may be inspected by our managers. At the end of the permitted time, the permit is closed by sign off from both parties to indicate that the work is finished and the work area is safe.

Contracts

In the conditions of contract we stipulate that the contractor and all of their employees must:

- adhere to the contractor's safety rules which we have issued
- comply with their own method statements or where this is not practicable for any reason, to agree changes with our client representative in advance
- comply with all health and safety laws applicable to the work undertaken.

Briefing

As described within the Authorisation/Permits section above, on arrival at our site, contractor's representatives are questioned and briefed by a Site Team Member/ Academy Business Leader in relation to the following matters:

- parking arrangements
- any hazards that the contractor may create for other building users eg use of chemicals or flammable liquids, obstructing access, power tools
- any hazards arising from our own activities on that day which may affect him/her
- a reminder [of the locations of any known asbestos containing materials/that there is no known asbestos containing materials in the building] but if he/ she suspects anything to stop work and ask
- agreed safe working method to protect the contractor and others
- the importance of the contractor not doing any work which has not been previously agreed
- the fire procedure including: raising the alarm, sound of the alarm, assembly point, exit routes, identity of fire marshals, location of extinguishers – for use if trained
- Smoking rules
- The need for the contractor to report any accidents or hazards
- Arrangements for waste removal if necessary
- Toilet location and any other welfare facilities for their use
- The need to sign in on arrival and sign out before leaving
- Specific activities requiring a permit to work and how this will be issued and by whom, before the contractor commences work.

Monitoring

All work by contractors is monitored periodically to:

- review progress
- check quality of workmanship
- check that the workers on site are those expected and who have signed in
- identify any problems or unanticipated risks at an early stage
- check that work is restricted to the areas anticipated and not creating additional risks by spreading beyond the agreed area or involving unauthorised work
- check that method statements are being followed, that the contractors are complying with site rules and that they are generally working in a safe manner

The degree of monitoring depends on the type of work involved for example, [regular contract work activities such as window cleaning are checked a few times per year,

whereas building alterations might be checked several times in a day.

Where monitoring detects poor standards, this is addressed with the contracting company concerned and, if necessary, monitoring frequency is then increased. Where appropriate, work is stopped whilst a solution is found.

Contract Review

On completion of works the Principal Designer ensures that we receive a Health and safety file containing required certification, operating instructions, product guarantees and other necessary health and safety information. He also ensures that ongoing inspection and maintenance requirements of new equipment are identified and scheduled.

He also leads a contract review process to evaluate satisfaction with the contractor's work and identify any other concerns which may have arisen. The review covers in particular:

- Quality of the work
- Compliance with health and safety rules and with the method statement
- Effectiveness of communications
- decision whether to add or delete the organisation from the preferred contractor list-delete if not applicable
- Any improvements required to the policy and procedures for control of contractors

This process takes place on completion of the work or, in the case of contracts for regular work, takes place at least annually.

Where the review indicates that the contractors standards are below those required, we would normally remove them from our approved list of contractors.

Communication and Consultation Policy

Belle Vue Girls Academy is committed to a partnership approach to risk management involving all managers and employees. In particular the Academy will consult with staff on:

- Any changes at the workplace that may substantially affect their health and safety, for example, changes in systems of work
- The arrangements for competent advice on health and safety matters
- The information to be given to employees about risks to health and safety and preventative measures
- The planning and organising of health and safety training
- The health and safety consequences of introducing new technology.

Critical Incident Plan

See Belle Vue Girls' Critical Incident Plan

Belle Vue Girls Academy has a plan to identify the action to be taken in the event of any critical incident. The plan reflects on the procedures for dealing with the incident and the issues which may arise following the critical incident. In developing the plan the safeguarding and welfare of the pupils and staff have been given priority and consideration has been given to the safety and integrity of the building and includes a plan for continuity of the school operations.

Disabled or Temporary Disabled Employees Policy

Where we employ persons with disabilities, or where existing employees become disabled, we ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from our workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice.

We ensure that the needs of disabled staff are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the particular employee, taking into account their abilities and disabilities. The risk assessment covers not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations such as responding to staff fire alarm.

We also develop a personal emergency evacuation plan (PEEP) to cover any emergency that may occur which may result in evacuation and that may affect the individual concerned. If members of the public or parents attend site they will be escorted by an individual responsible for their evacuation.

Relevant risk assessments [and the PEEP] will be reviewed at frequencies which take account of any change in the person's health condition

Electrical Safety Policy

All work on electrical equipment and installations is carried out by our qualified electricians or qualified contractors. We have undertaken risk assessments of their work activities and adopted safe systems of work based on best practice. Our Electricians are updated and provided with further information when there are changes to electrical installation standards. Other staff are clearly instructed that they are not permitted to undertake any electrical repairs.

Electrical standards are applied as set out within the Electricity at Work Regulations 1989 and for new works, the standards applied follow current requirements of BS7671 (the IEE

Regulations for Electrical Installations) and the current Building Regulations.

It is the Academy's policy that live working is prohibited although voltage detection testing is permitted where essential by qualified and experienced staff with appropriate controls and suitable equipment. In the unusual circumstance that live working cannot be avoided the use of a permit to work system will be employed.

Our own installation will be tested and inspected at least every 5 years by a competent electrician and improvements implemented as necessary for safety.

Our arrangements for the electrical safety of portable electrical equipment including are covered in the section of this policy on Work Equipment

Environmental Policy

At Belle Vue Girls Academy we understand that our work has to be undertaken with the minimum amount of environmental impact as possible. We ensure this by constantly assessing our environmental impact whether by written assessment or dynamic risk assessment.

We constantly assess if better technologies or products are available should we need to replace or repair items.

By constantly assessing these and choosing the best product for the role we will decrease our environmental impact.

Refer to Waste Management Policy for guidance on how we minimise our impact through waste management

Fire Safety Policy

See Belle Vue Girls' Academy Fire and Evacuation Policy

A separate fire safety policy is available. This takes into account the premises, fire safety engineering in place at the school, staffing levels, training requirements, fire risk assessments, maintenance and inspections. All fire risk assessments are undertaken by an accredited fire risk assessor from a third party accredited fire risk assessment scheme. All persons working on the fire safety equipment or systems are required to be competent to do so

First Aid Policy

See Belle Vue Girls' Academy First Aid Policy

We have undertaken an assessment of first aid needs to determine the numbers of first aiders and the first aid facilities required.

Hazardous Substance Policy

We use limited quantities of hazardous and dangerous substances including cleaning substances, paints, lubricants, glues, sealants. We also undertake activities which generate hazardous or dangerous substances such as e.g. weld fume, wood dusts.

All products in use which contain hazardous or dangerous substances are listed on an inventory and a current safety data sheet is obtained from the supplier. Trained COSHH assessors undertake risk assessments of the use of each substance and exposure to any hazardous by-products and we then apply the recommended risk control measures.

We ensure that risk assessments are undertaken prior to activities which involve the generation of, or exposure to, hazardous substances.

When storing hazardous and dangerous substances we check that the storage area is suitable and that only compatible substances are stored together. Substances are stored in fully labelled containers which include hazard warning labels where appropriate. All containers including aerosols are stored in a cool dry place, away from the sun and any flammable liquids are stored separately in a specially designed fire-resistant flammables store.

A bespoke external store is provided for the storage of gas cylinders including proper ventilation and warning signs.

Substances are locked away so far as is practicable so that they are only accessible to authorised persons who have been trained in their safe use. Employees are particularly reminded of the need for good personal hygiene and the prohibition of eating, drinking or smoking, when using such substances. Employees are also provided with any necessary personal protective equipment and instructions for its use, maintenance, storage and replacement.

The correct storage of substances and their correct use is monitored through regular audits.

Where substances are surplus to requirements, these are disposed of via licensed waste contractors and a waste disposal note retained.

Spillage and emergency procedures are determined as part of the risk assessment process

Legionella Policy

Belle Vue Girls' Academy has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' and 'HSG274 Legionnaire's disease: Technical guidance'.

These arrangements include:

- Assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- appointment of the Head Teacher as 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any particular precautions specified in the risk assessment

- the maintenance of records of all applicable maintenance and testing which are held in the site office together with a copy of the risk assessment and details of the competent person who conducted it
- monitoring by a competent contractor to check the records and confirm that the precautions have been implemented.
- Any recommendations arising from monitoring or risk assessments are presented to the Academy Business Leader for action

All plumbing alterations are carried out by trained plumbers to ensure compliance with water regulations and byelaws.

Manual Handling Policy

Although every effort is made to reduce loads to a level where there is little risk of injury, we accept that this cannot always be achieved, particularly in relation to delivery activities which involve heavy lifting or pushing/pulling.

Specific manual handling risk assessments are undertaken by trained in-house manual handling assessors, to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments are implemented by managers, employees are instructed in the outcome and copies of the assessments are provided to all employees.

Equipment is provided where possible to minimise or simplify handling of heavier objects eg trolleys and sack trucks and we ensure that two persons are available where the risk assessment identifies the need. Safety footwear and suitable gloves are supplied to the site team and the Academy Business Leader is to monitor to ensure that it is used.

Employees involved in significant lifting are trained in the safe techniques to use and instructed to report to their line manager any health concerns that may make manual handling less safe for them.

New and expectant mothers, those with health conditions which place them at additional injury risk, and workers below the age of 18, are generally prohibited from carrying out manual handling activities. Where an individual in these categories, has duties which would ordinarily involve manual handling, their line manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

Records of manual handling assessments are retained for at least 5 years

Manual handling assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate

New and Expectant Mothers Policy

Our risk assessments have identified that some activities involve risks to new or expectant mothers at work ie use of chemicals, exposure to vibration, risk of specific infections, heavy lifting. As a result on notification of pregnancy employees are instructed that certain tasks cannot be carried out or they must ask a colleague to assist.

In the event that an employee notifies us that she is pregnant, and on return to work following birth, we undertake a specific risk assessment of her work taking into account HSE guidance and any particular information which the employee has provided. For employees involved in anything other than low risk office work, this risk assessment is undertaken with input from our Occupational Health Advisor.

Recommendations arising from the assessment are implemented promptly and the assessment is reviewed every 3 months.

We provide rest facilities for new and expectant mothers as detailed within the welfare section of this policy

Occupational Health Policy

Occupational Health advice is obtained for those requiring it through our Occupational Health Advisors Fusion HR.

Occupational Health records are retained confidentially for 40 years

Out of Hours and Lone Working Policy

See BDAT Lone Worker Policy

The Health and Safety Executive (HSE) defines lone workers as 'those who work by themselves without close or direct supervision.' In our business we have identified the following lone working situations:

- Those working alone in remote parts of the school site
- Persons working in the premises before or after normal hours
- Peripatetic workers and home-workers.

We have undertaken risk assessments of these lone working activities and put in place risk control measures including:

- Regular communication is mandatory whilst working out of hours
- Office staff working out of hours are to inform the site staff of their whereabouts and the time they intend to finish
- The building has a security sweep prior to lock down

As a result of the risk assessments, we have informed staff that the following tasks may not be undertaken as a lone worker:

- Work at height including steps and ladders
- Use of machinery
- Heavy manual lifting tasks
- Electrical work

Our staff are instructed that they must immediately leave any situation in which they feel uncomfortable or at risk and that such action has the support of management

Slips, Trips and Falls Policy

We have reviewed all of our premises for slip, trip and fall hazards and taken action to resolve the issues identified and recorded these in our risk assessments. Housekeeping standards and the condition of floors are reviewed formally on a termly basis as part of our workplace monitoring regime. The results of this monitoring are recorded and actioned.

The prevention of slip and trip accidents in the workplace relies on the involvement of all staff and everyone is encouraged to deal with hazards when noticed. Staff are instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.

We ensure that storage areas are of sufficient capacity, are well managed and are under the control of an identified person.

Steps and stairs are equipped with handrails. Step edges are kept in good condition External step edges are highlighted with yellow paint where necessary for visibility.

When specifying hard flooring, we ensure that it meets the surface roughness requirements suitable for the activities taking place and, as part of our risk assessment process we undertake assessments of the slip risk from hard floored areas in line with HSE guidance taking specific account of the use of the area.

Cleaning regimes are designed to ensure that dust, grease and other slip hazards are well controlled, with all hard flooring cleaned at least once per week. If there is a spillage, cleaning staff are responsible for ensuring that it is cleaned up promptly and any wet floor is clearly highlighted.

Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable.

Cleaning and site staff also remove waste on a daily basis to ensure that it does not accumulate and cause a trip hazard.

Where safety footwear is a requirement, this is provided free of charge by the school.

Suitable and sufficient lighting is provided for normal tasks, and emergency lighting is provided to aid escape in case of lighting failure. All lighting is routinely checked as part of our monthly workplace monitoring regime.

Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in our external areas

Smoking Policy

Smoking is not permitted within anywhere on our site and in company vehicles. Signs are displayed at entrances and in vehicles in accordance with statutory requirements. Smoking is also not permitted in any private vehicle when used on company business if it is being used to carry passengers.

All staff and sub-contractors are prohibited from smoking within any client premises or within any place where "no smoking" signs are displayed

Stress at Work Policy

See BDAT Stress Policy

Temporary Workers Policy

Temporary workers such as cover teachers are inducted by the Assistant Headteacher/Academy Business Leader. As a minimum this would include familiarisation of the building, information about risk assessments as well as an explanation of the emergency plans. In the event of emergencies temporary workers are to muster with their class.

As temporary workers present a proportionately higher risk than full members of staff greater instruction and supervision is required

Training Policy

A training matrix is maintained to keep employees up to date with training.

BVGA also provide in house Continuous Professional Development (CPD) for Teachers and Associate Staff

Visitors Policy

See Belle Vue Girls' visitors Policy

Visitors to our premises include couriers, clients, salespersons, contractors, members of the public (including children), members of the emergency services and regulatory staff.

Visitors are asked to sign in and out of our buildings and will be under the supervision of one of our members of staff if required and will comply with the Academy Safeguarding policy and arrangements.

Contractors undertaking work within the premises will be subject to our contractor control arrangements.

All visitors will be issued a pass.

Waste Management Policy

We provide several recycling bins which we administer daily. Card and paper are separated and placed in the large recycling receptacle

Hazardous waste is collected

Waste Transfer notices are stored with the invoice.

Welfare Facilities Policy

We have evaluated the welfare facilities required for our business to comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and have confirmed that the existing facilities meet or exceed the minimum requirements.

Well-equipped sanitary and washing facilities are provided in sufficient numbers for the staff using them.

Facilities are also provided for staff to obtain drinking water, for heating water and heating food.

Staff are able to rest and eat food at their desks should they wish however, staff rooms are available.

Lockers are provided for some staff due to the nature of their work. Accommodation for outdoor clothing is catered for with the provision of hooks.

We have accessible W.C's throughout the site

Workers under the Age of 18 Policy

Where young people/children are involved in work experience or employment we ensure that we comply with applicable employment and working hours legislation including restrictions on night working, additional rest breaks and the length of working days. We also undertake a specific risk assessment of the tasks which the young person/child is to be undertaking which takes into account their immaturity, inexperience and lack of risk awareness. The individual is provided with additional instruction and supervision as determined by the risk assessment.

There are certain tasks which we do not allow young workers to carry out:

- work involving exposure to hazardous substances or radiation
- The use of dangerous machinery (except during training)
- Construction work
- work involving hazardous exposure to noise or vibration

In the case of employment/work experience of children, we comply with legislation and local byelaws placing restrictions on the type of work permitted and ensure that the findings of the risk assessment are shared with their parent or legal guardian prior to the placement/work starting

Winter Conditions Policy

See Belle Vue Girls' Academy Critical Incident Plan

In the event of a failure of the heating the Site Manager will ascertain the cause of the failure and try to get the system working.

Where temperatures cannot be maintained in the occupied parts of the academy, the Headteacher will consider whether any of the following actions may be appropriate:

- o Take the affected areas out of use
- o Provide temporary heaters (N.B. this should be subject of a risk assessment)
- o Close the school (see Closure of Schools Section)
- o Keep parents informed throughout the incident

The academy will be closed in advance of/during a normal school day using the following system:

1. Closure authorised by the Headteacher
2. Headteacher to notify BDAT.
3. Notification of a closure using the Local Authority Website-BSO (Actioned by-Academy Business Leader)
4. Notify staff and parents using Sims InTouch (actioned by – Administration Manager)
5. Recording the closure on the home page of the school website (actioned by – Administration Manager)

Workplace Transport Policy

Our premises include visitor parking, staff car parks, driveway and a delivery area

We have undertaken a risk assessment to cover these activities and identified the risk control measures required.

The minibus is only used by people who are trained and are safe to do so. Operators are also formally authorised to use the equipment and keys are removed when the equipment is left unattended. We have training programmes to cover minibus driving and use the MIDAS scheme.

Records of training and authorisation for the use of vehicles are held with the Academy Business Leader.

All company vehicles are subject to a maintenance programme and the Academy Business Leader makes these arrangements and also ensures that vehicles for use on the highway are licensed, insured and MOT'd where applicable. All maintenance records are kept by the Academy Business Leader

Pre-use inspections are carried out by drivers and are recorded on the minibus check sheet provided in each minibus.

Defective vehicles are taken out of service whilst awaiting repair or replacement.

Safe methods of loading are exercised to ensure security of the load during transit and adherence with load limit rules

Working at Height Policy

Working at height may not be undertaken by any staff unless they have the requisite training for the items of work equipment and processes they may undertake. Regular training updates are provided for all working at height tasks. Staff are reminded that no working at height tasks are to be performed by lone workers