



Health and Safety Policy Includes Risk Assessment Policy

Part of the Finance/HR/H&S Suite of Policies

GB Committee Responsible:	Board of Directors
Reviewed by:	Paola Boyadjian /Kieran Robinson
Review Date:	10 th June 2024
Approved by Finance Committee:	18 th June 2024
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Statement of Intent

Introduction

It is the policy of Bentley Wood High School to conduct its operations in such a manner as to ensure the health, safety and welfare of all its staff, students, contractors, visitors and others while working and studying on its premises and outside the school on associated activities.

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height

This policy complies with our funding agreement and articles of association.

Monitoring and Evaluation

- Health and safety termly inspection visits undertaken by Health and Safety Governor
- Health and safety as a standing agenda item on Finance and Site Committee
- Annual health and safety report to Governing Body/Trust Board
- Annual health and safety audit completed by external appointed contractor and presented to Governors

Signed

Signed

Bentley Wood High School Health and Safety Policy

1. Introduction

The Bentley Wood Trust Board will take steps to meet their responsibilities under the Health and Safety at Work Act 1974 and other health and safety legislation as mentioned above.

The school will, as far as reasonably practicable:

- provide adequate resources to maintain health and safety
- provide adequate control of the health and safety risks arising from school and contractor activities
- carry out risk assessments and review them as necessary
- ensure that the school and its systems of work are safe and with the lowest achievable levels of risk to health
- provide staff with any instruction, information, Personal Protective Equipment, training and supervision as is necessary to ensure their safety and health, and that of the students and anybody else who might be affected by their actions
- seek and act on specialist advice where necessary
- provide adequate welfare facilities for staff and students
- ensure safe handling, use, storage and transport of articles and substances
- provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate)
- ensure all employees are competent to do their tasks
- make arrangements within the school for the reporting and investigation where appropriate of all accident/violent incidents/near misses
- make effective arrangements for fire evacuation, first-aid and other emergency situations
- provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / external areas / steps / doorways / fire escape routes and security arrangements
- consult with staff and students on matters affecting their health and safety

This statement includes a description of the organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the Arrangements section.

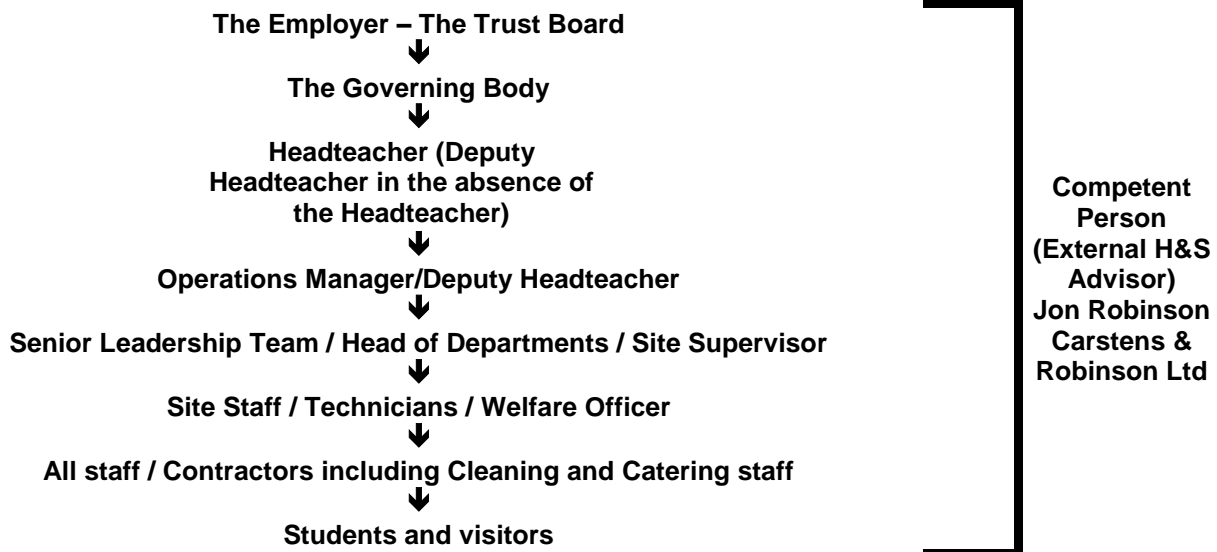
To ensure that this policy and our arrangements are effective, the Trust Board will:

- review them at least annually, or if there is a significant organisational change within the school or any significant incident leading to an actual injury or near miss
- make any changes known to staff

2. Organisation

Overall and ultimate responsibility for health and safety in schools is that of the employer i.e. the Trust Board. Day-to-Day responsibility for ensuring this policy is put into practice is delegated to the Headteacher. The Local Governing Bodies of academies within The Bentley Wood Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Headteacher and senior management group of the academy and relevant staff of the trust to support good health and safety management.

Illustration of Employee Responsibilities



2.1 Responsibilities of the Governors and the Trust Board

In the discharge of its duty the Trust Board and the Governing Body, in consultation with the Headteacher, will: -

- make itself familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the **Management of Health and Safety at Work Regulations 1999** (as amended 2006)
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- at a minimum annually assess the effectiveness of this policy and ensure that any necessary changes are made
- identify and evaluate all risks relating to: -
 - accidents
 - health
 - school-sponsored activities (including work experience).
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students, and others
- create and monitor the management structure

In particular, the Trust Board and the Governing Body undertakes to provide: -

- a safe place for staff and students to work including safe means of entry and exit
- plant, equipment and systems of work which are safe
- safe arrangements for the handling, storage and transport of articles and substances
- safe and healthy working conditions which take account of all appropriate:
 - statutory requirements
 - codes of practice whether statutory or advisory
 - guidance whether statutory or advisory
- supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, students and others, then the Trust Board through the Governing Body will ensure, within the financial resources

available, that such training is provided. Students will receive such training as is considered appropriate to the school-related activities, which they are carrying out. All training will be regularly updated

- necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- adequate welfare facilities
- appropriate resources within the school's budget for the implementation of this policy

Governors and the Trust Board have a responsibility to: -

- receive from the Headteacher, or any other nominated member of staff, reports on health and safety matters, and ensuring that any appropriate and necessary action is taken promptly
- seek specialist advice on health and safety matters which the school may not feel competent to deal with
- appoint a governor health and safety representative who visits school, at a minimum, each term to conduct health and safety inspections to ensure the policy is being implemented and all legal requirements are fully met. The health and safety governor representative reports to the Finance and Site committee
- obtain an annual appraisal of the safety performance of the school
- promote high standards of health and safety within the school

So far as is reasonably practicable, the Governing Body and the Trust Board, through the Headteacher will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed- term contracts to receive comprehensive information on:

- this policy
- all other relevant health and safety matters
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk

2.2 Responsibilities of the Headteacher

As well as the general duties which all members of staff have (see 2.5), the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for all staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school. The Headteacher will take all reasonably practicable steps to achieve this and through the Head of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Headteacher will: -

- ensure, at all times, the health, safety and welfare of staff, students and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
- ensure safe working conditions for the health, safety and welfare of staff, students and others using the school premises and facilities
- ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery, equipment and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
- ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body
- consult with members of staff, including school planning board on health, safety and welfare issues
- arrange systems of risk assessment to allow the prompt identification of potential hazards

- carry out periodic reviews and safety audits on the findings of the risk assessment
- identify the training needs of staff and students and ensure within the financial resources available that all members of staff and students having identified training needs receive adequate and appropriate training and instruction in health and safety matters
- encourage staff, students and others to promote health and safety
- ensure termly health and safety training is delivered to all staff
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay
- encourage all employees to suggest ways and means of reducing risks
- collate accident and incident information and when necessary, carry out accident and incident investigations
- monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, students and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
- monitor first aid and welfare provision
- ensure all students are adequately supervised when not in lessons
- monitor the management structure, along with the Governors
- report to Governors and the Trust Board any hazards which require their attention, or budgetary approval

2.3 Responsibilities of Competent Person (Carstens & Robinson)

The Competent person will be:

- Appropriately qualified. Appropriate qualifications include the National Examination Board in Occupational Safety & Health (NEBOSH) Certificate or Diploma. Copies of qualifications will be maintained by the School Business Manager.
- Have experience of the risks associated within the Education Sector.
- Remain up to date with new and impending legislation by attending relevant courses, subscribing to health and safety publications or accessing appropriate websites i.e. Health & Safety Executive (HSE.gov.uk)
- Ensure the school is aware of all relevant legislation/approved codes of practice and monitor during the annual audit to confirm they remains legally compliant e.g. fire risk assessments, statutory inspections and asbestos surveys are carried out.
- Ensure the school has an effective Health & Safety Policy in place including a statement of intent, organisation and procedures showing how risks are managed.
- Ensure key personnel understand the requirements of the Health & Safety Policy and their duties and responsibilities.
- Assist the school in developing a register of all required risk assessments and recommend these are completed by appropriately trained persons.
- Carry out regular reviews of the Health & Safety Policy to ensure it remains fit for purpose.
- Carry out regular audits of the procedures within the Health & Safety Policy to ensure that the school remains compliant.

2.4 Responsibilities of Head of Departments / Leaders / Senior Leadership Group

In addition to the general duties which all members of staff have (see 2.5), they will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and area of responsibility.

They will take a direct interest in the school's health and safety policy and in helping other members of staff, students and others to comply with its requirements.

As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented throughout their department
- health and safety regulations, rules, procedures and codes of practice are being applied effectively

- staff, students and others under jurisdiction are instructed in safe working practices
- new staff working within their department are given instruction in safe working practices
- regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary as per schedule
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others
- subject/activity specific risk assessments are available in line with recognised best practice are prepared and regularly reviewed as per risk assessment policy
- responsible for ensuring actions and additional controls arising from risk assessments are completed within stated timescales
- all machinery and equipment in the department in which they work is in good and safe working order and is routinely checked prior to each use
- all reasonably practicable steps are taken to prevent the unauthorised or improper use of all machinery and equipment in the department in which they work
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- they monitor the standard of health and safety throughout the department in which they work, encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
- all signage used meets the statutory requirements
- all health and safety information is communicated to the relevant persons
- they and the areas they lead follow approved codes/subject industry guidance from advisory bodies, such as CLEAPSS/AfPE/DATA, to ensure best practice in health and safety is followed

2.5 Responsibilities of All Staff

Under the Health and Safety at Work Act etc 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. Employees should note that their duty to act responsibly on health and safety issues is required by the Health and Safety at Work Act and is more than a locally agreed policy. They should: -

- take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. All staff ensure a positive health and safety culture is encouraged and developed within the school

All school employees have a responsibility to: -

- take reasonable care for the health and safety of themselves and others in undertaking their work
- co-operate with the Governors, The Trust Board and Senior Leadership Group on all matters relating to health and safety
- not intentionally interfere with, or misuse, any equipment or fittings provided in the interest for health, safety and welfare
- report any serious or immediate danger to a member of Senior Leadership Group or Site Supervisor
- report any shortcomings in the arrangements for health and safety immediately to their line manager
- ensure that they only use equipment or machinery, which they are competent to use or have been trained to use
- check every work area at the start of each day and ongoing, and any hazards dealt with

immediately. Where a hazard cannot be adequately removed, the Operations Manager/Site Team/Headteacher should be informed, the area secured, and alternative arrangements made for accommodating the affected students and staff

In particular, all members of staff will:

- comply with the health and safety policy and all safety regulations as laid down by the Governing Body and the Trust Board at all times
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students
- be responsible for making a visual check of all equipment and machinery before allowing it to be used including used by students, and ensure it is in good and safe working order and is adequately guarded prior to use
- not make unauthorised or improper use of plant, machinery and equipment
- use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- in the event of an emergency ensure they follow emergency procedures and ensure students are safe
- take an active interest in promoting health and safety and suggest ways of reducing risks
- encourage and develop an understanding of risk education and awareness among students
- carry out safety briefings; refer to specific risk assessments, especially before any hazardous or high-risk activities or lessons
- seek information on any special safety measures that must be adopted in their own areas of responsibility and ensuring that they are adhered to
- report all accidents and incidents in line with the reporting procedure
- report all defects in condition of premises, facilities or equipment and any health and safety concerns immediately to their line manager or site supervisor
- inform the Headteacher or Operations Manager if something happens that might affect their ability to work, e.g. suffering an injury, penalty points on a driving licence or becoming pregnant

2.6 Staff with Specific Health and Safety Roles

Staff are listed on health and safety noticeboard in staffroom.

Operations Manager

- guides and supports departments and teachers to ensure robust health and safety practices are adhered to at all times.
- Leads on all operational and curriculum based risk assessments.
- regularly briefs and communicates with staff on health and safety matters.
- lead person for incident/accident investigation. Investigates and documents all serious incidents as delegated by Headteacher
- responsible for awarding, checking competency, managing, monitoring and auditing all lead for health and safety.
- compliance contracts and maintenance service agreements carried out on the premises
- develop and implement relevant action plans based on risk assessments, outcomes of meetings, emergency arrangements and to review existing health and safety policies and procedures in the school, and ensure all staff, pupils and contactors adhere to
- responsible for emergency procedures, evacuation and invacuation of the school premises
- ensures that the school asbestos register and the asbestos management plan is maintained and available as required
- ensure periodic safety inspections of the school are carried out
- ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and other agencies where necessary, in order to inform the development of the overall health and safety strategy

- lead for school minibuses
- supports all staff on development of risk assessments across the school
- lead on review of all risk assessments in school and ensures actions are completed within specified timescale
- audits and ensures that all equipment checks are completed and recorded with any actions completed
- Supports the EVC with review of high risk educational visits liaises with staff for feedback on health and safety related issues

Linked SLG for Health and Safety

- Supports the Operations Manager when required
- responsibilities as Educational Visits Coordinator (EVC)

Site Supervisor (in absence is delegated to other members of premises team)

- ensure all contractors complete a permit to work, read asbestos register and complete a site induction
- oversees day to day premises health and safety including statutory inspections and checks
- manages external contractors on site and ensure contractors working in the school, report to him/her before work commences in order to ascertain work details and agree safety procedures.
- whenever contractors are due to enter the school to undertake maintenance, service or works contracts that affect the fabric of the building ensures a permit to work is fully completed and, and RAMS are approved prior to any works commencing
- responsible for coordinating all contractual work and maintenance carried out on school premises, including health and safety matters concerned with other contractors
- in conjunction with the Operations Manager/Headteacher ensure that strict procedures are laid down for building work, such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or re-modelling schemes
- resolves any defects and hazards that are brought to his notice or escalates to Operations Manager /Headteacher as necessary
- ensures that all site staff and cleaning staff are equally aware of the school's health and safety policy and that they are equally aware of any arrangements of the policy that affects their work activities, e.g. storage arrangements, materials, equipment and hazardous substances
- ensures the methodical system of servicing, inspecting, maintaining, checking and auditing compliance agreements in the school

Senior Welfare Officer & Welfare Officer

- is the first point of call when someone is injured or becomes ill
- maintains adequate resources and first aid equipment, including at a minimum termly checks
- ensures all administrations of first aid are recorded
- check all first aid boxes are complete and in date once a term
- Review all trips on Evolve and liaise with the member of staff leading the trip to ensure they are aware of all medical conditions and have associated medical packs
- ensure all medication is in date or replaced when it expires
- records all reportable accidents/incidents
- maintains student medical records
- administers medicines and first aid provision
- ensures that an ambulance or other professional medical help is summoned when appropriate
- ensures that all first aiders are able to access medical information where it may influence their care of the student

2.7 All Students

All students must:

- follow instructions and co-operate with teachers and school staff on health and safety

matters

- not interfere with anything provided to safeguard their own health and safety
- all students will receive teaching about health and safety and annually included as a weekly topic within 'wise thoughts'
- take reasonable care of their own and each other's health and safety
- report all health and safety concerns to a member of staff
- not use any equipment without supervision

2.8 Hirers and Others

The Headteacher, Saturday Manager, Finance Manager or Site Staff will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the premises are hired to persons outside the employ of the Trust Board, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Trust Board and that they will not without the prior consent of the Trust Board: -

- introduce equipment for use on the school premises.
- alter fixed installations.
- remove fire and safety notices or equipment.

take any action that may create hazards for persons using the premises or the staff or students of the school. Where school facilities are hired out, the health and safety responsibilities of the hirer and the school will be made clear. The hirer will be provided with health and safety information including what to do in the event of an emergency. Checks will be made on activities being carried out by the hirer with a focus on reducing any potential risk to school students and staff, or damage to school property. Whilst provider / event organiser risk assessments may be requested they will only be considered based on the impact to school facilities or other school users. Responsibility for the activities rests with the provider / event organiser.

All hirers sign hirers agreement confirming agreement prior to event.

2.9 Contractors

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the **Health and Safety at Work Act 1974** and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such actions as is necessary to prevent persons in his or her care from risk of injury.

The Trust Board draws the attention of all users of the school premises (including hirers and contractors) to the **Health and Safety at Work Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

3. Communication and Consultation with Staff on Health and Safety Matters

The Trust Board, through the Finance and Site Committee and Headteacher, will make arrangements for Health & Safety information to be communicated to Staff via appropriate communication within school – meetings / briefings / bulletins / teachtalks / staff training / health and safety noticeboard in staffroom.

Staff will be consulted on health and safety policy and issues via the school Collaborative Committee. Other appropriate mediums as required will also be used.

4. Monitoring and Review

In consultation with the Trust Board (where appropriate) and taking into account the requirements of

this statement the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in school.

From time to time the Department for Education (DfE), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Headteachers and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Headteacher considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Trust Board that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

The Trust Board will review this policy statement annually and update, modify or amend it, as it considers necessary to ensure the health, safety and welfare of staff and students.

5. Emergency Plans

The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss.

This sequence will determine the priorities of the emergency plan.

The plan will be agreed by the Trust Board and be regularly rehearsed by staff and students. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Trust Board through the Governing Body.

6. Fire Safety Arrangement

See Appendix A – Record of Fire Safety Management Arrangements

- local fire brigade has up to date copies of school plans including locations of dangerous substances including radiation. The Site Supervisor is responsible for ensuring they are aware of any changes
- specific staff receive training and refresher training on the use of the evacuation chair

7. First Aid

In addition to meeting the statutory requirement placed upon them to provide first aid for employees the Trust Board accept their responsibilities towards non-employees. In order to provide first aid for students and visitors, the Trust Board delegate this to the school. The Operations Manager will assess, in addition to the Appointed Person (Senior Welfare Officer and Welfare Officer how many employees with a Emergency First Aid at Work certificate are required. The Trust Board acknowledge that unless first aid cover is part of a member staff's contract of employment, those who agree to become First Aiders do so on a voluntary basis.

In compliance with The School Premises (England) Regulations 2012 the Trust Board ensures that a room is available and suitable for medical treatment. Bentley Wood meets this requirement by having both a medical room and therapy room.

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents. Adequate and appropriate first aid provision will form part of the arrangements for all out- of-school activities.

Supplies of first aid material is held at various locations throughout the school and maintained by Senior Welfare Officer and Welfare Officer. These locations will be determined by the Operations Manager in consultation with key staff. To ensure all staff will be advised of the location of first aid kits

and staff who are trained in First Aid are shown on notices in every room in the school. The School Welfare Officer responsible for checking this.

A record will be made of each occasion any member of staff, student or other person receives first aid treatment either on the school premises or as part of a school-related activity. To report, record and, where appropriate, investigate all accidents. The School Welfare Officer will be responsible for all record keeping on first aid.

We follow national guidance published by the UK Health Security Agency when responding to infection control issues.

8. Incident Reporting and Investigation Procedures

The Trust Board through the Governing Body will implement the procedures for reporting:

- All accidents to employees;
- All incidents of violence and aggression towards staff.

The Trust Board is aware of its statutory duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) in respect of reporting the following to the Health and Safety Executive as it applies to employees.

- an accident that involves an employee being incapacitated from work for more than seven consecutive days (excluding the day of the accident but including non-working days).
- an accident which requires admittance to hospital for in excess of 24 hours
- death of an employee
- major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine

For non-employees and students an accident will only be reported under RIDDOR:

- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury; or
- it is an accident in school which requires immediate emergency medical treatment at hospital.

For each instance where the Headteacher/ Operations Manager considers an accident to a member of staff, visitor or student is reportable under RIDDOR the advice of the school's Health and Safety Advisors will be sought.

- staff must report all accidents, incidents, dangerous occurrences, violent incidents and near misses to the Operations Manager. Accidents to be reported on the online reporting system by Senior Welfare Officer and Welfare Officer. Where this will be recorded electronically and the matter looked into by the Health and Safety Executive, who will send a receipt email confirming they have received the report
- "near misses" must be reported. These are incidents that occur but where no injury or damage is sustained. Remedial action taken promptly after a near miss can prevent a serious accident occurring later
- faulty systems of work, plant equipment, fitting etc., must be reported and attended to as soon as possible. Faulty equipment etc. must be taken out of use immediately and must be clearly labelled to that effect
- the Headteacher must arrange for accidents and incidents to be investigated, and take remedial steps to avoid similar instances recurring. Any investigation should be in proportion to the incident
- any death or major injury to students or staff must be reported immediately by the Headteacher to the Health and Safety Executive and the schools Health and Safety Advisors
- all accident/incidents will be reported to each meeting of the Governors' Finance and Site Committee
- governor termly health and safety visits will review, check and report back to governor's investigation and reporting of accidents

See for incident reporting and investigation guidance for detailed procedures located at: - Admin\Health & Safety\Incident investigation and follow up\ Incident reporting and investigation guidance.docx

9. Lone Working / Personal Safety

Lone working may include:

- Early or Late working
- Working at weekends or in holiday periods
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

All staff should:

- notify the Headteacher, or whoever has been delegated as responsible for the site, and obtain his/her permission on each occasion when lone working will occur. When working on the premises during school holidays, all persons on site must sign in and out at reception. Site staff will check the log before locking up and setting the alarms.
- take all appropriate steps to keep themselves safe when working alone. This will include:
 - keep doors locked for security (but ensuring that fire escapes are not locked)
 - not carrying out hazardous work (including working at height, with noxious chemicals etc.)
 - ensure help can be summoned (phone, walkie-talkie)
- try to notify a partner, friend or colleague of their whereabouts and the estimated time of return
- key holders attending empty premises where there has been an incident or suspected crime will be completed by appointed Key Holding Service. This ensures site staff do not enter the school alone following an alarm activation.
- ensure that they do not put themselves or others at risk
- report any incidents or situations where they have felt “uncomfortable”
- If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

See Security of Site and Employees Risk Assessment

10. Health and Safety Training and Competence

The Headteacher is ultimately responsible for drawing the following health and safety matters to the attention of all staff or delegating responsibility to named members of staff. This is delegated operationally to the Operations Manager and Deputy Headteacher for SLG Health and Safety Lead and Professional Development.

Full training records for all staff relating to health and safety are available in the Operations Manager’s Office. All training is logged and checked monthly to ensure training is valid and all renewals are completed before certification expires.

The Operations Manager and Site Supervisor are trained in IOSH Managing Safely. Copies of all

training records and training needs matrix for individual roles can be found at: -

Admin (L)\Health & Safety\Training. This includes mandatory induction for all staff or volunteers upon joining Bentley Wood.

11. Plant, Machinery and Equipment

All staff are required to visually check all equipment prior to use.

All equipment in school is checked by relevant person either site staff, IT staff or technicians for their area of responsibility as per schedule. A signed record of these monthly, termly or annual checks are maintained with any defects/actions listed. The Operations Manager is responsible for ensuring these are logged and completed for curriculum areas.

All plant, machinery and equipment is externally maintained and/or inspected by a range of different contractors. All equipment will be inspected by a competent person. A full record of checks and compliance certificates are located at: - Admin (L)\Health & Safety

The Operations Manager has the responsibility for ensuring the school meets its statutory and best practice maintenance requirements. Examples of these include school lifts, fume cupboards in science, D&T and PE equipment, electrical equipment, gas boilers and so forth.

12. All portable electrical appliances will subject to regular Portable Appliance Testing (PAT) in accordance with a fixed schedule. Lower risk items e.g. IT equipment will be tested less frequently than higher risk items e.g. kettles, corded power tools etc.

The use of extension leads and adapters will be reduced as much as possible. Where they must be used, they will not be overloaded or daisy chained.

Staff are discouraged from bringing in personal electrical into the workplace. However, it is impractical to prevent the use of items such as mobile phone chargers. Items such as these that are brought into school must be in good condition and manufacturer original items. Personal electrical equipment with heating elements (e.g. kettles, toasters, and other cooking equipment) should not be brought into the school under any circumstances.

All electrical circuits will be inspected and tested every 5 years by competent contractors and all remedial actions will be taken within in recommended deadlines.

13. All gas equipment will be subject to regular maintenance and inspection by competent and qualified persons e.g. Gas Safe registered. Equipment includes boilers / plant, kitchen appliances, science and food technology spaces, flues, and gas supply pipework and fixtures. There will be suitable ventilation in all rooms where gas appliances are installed. Where identified remedial repairs will be carried out promptly and by competent persons. Key staff will be briefed on emergency arrangements if there is a suspected or confirmed gas leak. Science and food technology labs are fitted with isolating devices so that use is controlled by teachers and emergency shut off devices are fitted.

14. Flammable and Hazardous Substances

Inventories of flammable and hazardous substances and risk assessments for their use are maintained by:

Science Department	Head of Science
D&T Department	Head of Art, Design and Technology
Art Department	Head of Art, Design and Technology
Site	Site Supervisor
Kitchen	Catering Manager (external contractor)
Cleaning	Cleaning Supervisor (external contractor)

These persons ensure the safe use of these chemicals or substances in the areas they are responsible for and ensure that adequate warning notices are properly displayed especially in storage areas.

Chemical data sheets are available within each department for all substances.

Site staff and technicians all receive Control of Substances Harmful and Hazardous to Health (COSHH) training. Records of training are available.

Relevant safety information is given on the posters/notices displayed in cleaning and site stores, the staffroom and kitchen. All staff should ensure that they are familiar with the risk assessments for each substance they use and follow the control measures given.

15. Manual Handling of Loads

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance from the Site Team. On induction and periodically as a refresher, staff are provided with information on safe handling techniques.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that there are staff who are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- **Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help**
- **Take the more direct route that is clear from obstruction and is as flat as possible**
- **Ensure the area where you plan to offload the load is clear**
- **When lifting, bend your knees and keep your back straight, feet apart and angled out.**
- **Ensure the load is held close to the body and firmly.**
- **Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable**
- manual handling activities will be eliminated where it is reasonably practical to do so. Where it is not reasonably practical to do so a risk assessment must be made and the risk reduced as far as is reasonably practicable
- whenever possible, handling equipment (sack barrows, trolleys etc.) will be used to reduce risks arising from lifting and carrying
- students should never move heavy equipment or loads
- lifting equipment (i.e. stair-climber) is inspected as per LOLER requirements. This is arranged by the Operations Manager
- manual handling training is organised for the site team and other colleagues depending on the requirements of their role.

Activities where the load is quite small, but the activity is of a highly repetitive nature, are included in these arrangements – it is not only large load which give rise to risk

People (students or adults) should not be lifted or moved, unless it is necessary to do so to remove them from danger. Where somebody is unable to get up themselves during an emergency, medical assistance should be sought through the normal first aid arrangements. If person handling is required, then it is only done by trained persons.

16. Vehicle Movements

- all delivery vehicles will be asked to avoid calling at the beginning and end of the school day and at break/lunchtime whenever possible. It is recognised that it is not possible for the school to totally control their arrival times but every effort will be made to minimise vehicle movements at times when students will be liable to be accessing the canteen via the car park. This is particularly pertinent at break and lunch times. The Site Team are called to monitor the safe movement of vehicles where it is necessary for them to come onto site during these times.
- there are occasions when contractors need to bring vehicles onto the school site.
- the speed of vehicles using the front car park will be restricted to 10mph but reduced further to 5mph in lane between Woodys and cottages
- students are not permitted to bring vehicles onto the school site
- parents/carers are reminded that they must not enter the school site to deliver or collect their children unless they have been issued a pass. This may be if the child they are transporting has mobility needs. For school events and out of hours meetings where gates are open access is allowed to parents/carers
- supervision arrangements for students are in place at the start/end of day in addition to break and lunchtimes

- A Traffic on Site risk assessment is in place.
- parents/carers are actively and continuously advised to utilise drop off point at Clamp Hill

17. Smoking

The site operates a strict no smoking policy anywhere within the school site at all times. This includes E-cigarettes and vapes. Hirers and contractors are made fully aware of this requirement through the completion of the permit to work and Hirers agreement as relevant

18. Educational Visits and Off-Site Journeys

All school visits and journeys are run according to current best practice and advice as set out in the DfE Guide “Health and Safety: advice for schools” and in the School Educational Visits Policy.

All visits and journeys follow the detailed health and safety requirements detailed within the School Visits and Journeys Policy including the Minibus Policy. Within the policy it states clearly individual responsibilities and management for different category trips including the approval process, planning and the activity.

The policy can be found at: [Admin Share -> Policies -> Current School Policies](#)

19. Asbestos

The school’s asbestos survey, priority risk assessment and management plan have been updated in February 2024 by an approved asbestos consultancy carrying out a re-inspection and are available. A site specific asbestos management plan is in place and associated actions.

The school’s Authorising Officers are:

- Site Supervisor
- Operations Manager

The authorising officers should ensure:

- the asbestos log is maintained
- all work on the fabric of the building or fixed equipment is entered in the Permission to Work Log and signed by those undertaking the work. Work is not to commence until the asbestos register has been reviewed and where the presence of asbestos cannot be ruled out, a refurbishment survey completed
- an annual visual inspection of asbestos-containing materials on site is conducted and recorded in the Asbestos Log
- the Asbestos Log/Survey/management plan is kept in the Site Team office. An electronic copy is available to contractors in planning works
- any damage to materials known or suspected to contain asbestos should be reported to the Operations Manager and Site Supervisor who will seek specialist advice
- any contractor who is suspected of carrying out unauthorised work on the fabric of the building should be reported to Site Supervisor
- under no circumstances must staff carry out work however minor to the fabric of the building unless it has been authorised by an Authorising Officer.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

All site and operations staff are trained in asbestos awareness and copies of certificates are retained.

20. Legionella

The school has a current legionella risk assessment completed by an external contractor. The Site Supervisor and Operations Manager are responsible for ensuring all actions are completed.

The school has a rigorous schedule of testing, checking and flushing. An external contractor is

appointed to conduct monthly, termly and annual checks and testing. The site team complete weekly flushing in addition to rarely used outlets. All records of all tests and checks are recorded.

The Operations Manager and site team are trained in basic legionella awareness and copies of certificates are retained.

21. Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Supervisor retains ladders for working at height
- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons
- all working at height activities which present a significant risk to the health and safety of staff will be identified to Site Supervisor or a member of the site team
- working at height activities will be eliminated where it is reasonably practical to do so. Where it is not reasonably practical to do so a risk assessment must be made and the risk reduced as far as is reasonably practicable
- written risk assessments will be provided to relevant staff who must follow the instructions given when carrying out the task
- when using scaffold tower the risk assessment must be followed and only used where there is a PASMA trained and competent person present

22. Display Screen Equipment (DSE)

- staff who regularly use display screen equipment have a risk assessment completed by trained members of staff, this will then be ongoing for new staff
- all actions arising from the individual risk assessments will be completed

23. Minibus

- the management and health and safety of the school minibus is detailed fully within the School Visits and Journeys Policy including the Minibus Policy
- the Operations Manager has responsibility for the day to day management of the minibus.
- the Site Staff have responsibility for completing and recording weekly inspections.

24. Welfare / working environment

The Trust Board commits to provide adequate welfare facilities for staff. The work environment including but not limited to temperature, lighting, noise and facilities are well maintained. Staff are responsible for raising any issues/defects/concerns to the Site Team/Operations Manager /Headteacher as appropriate.

The school recognises the importance of promoting positive staff health and wellbeing. Staff have access to a confidential counselling service with no referral needed. In addition, there is external occupational health provision to provide professional advice on managing health in the workplace.

A school wide management of stress risk assessment has been completed in line with the HSE's six stress management standards.

The occupational health service also helps staff returning to work from longer periods of absence and the school is committed to supporting this process.

25. The risk control measures in place within the school provide a safe place of work for all staff including new and expectant mothers. As a result, risk assessments are not required by default for new and expectant mothers. However, where requested by the individual, or where a specific concern has been identified a new and expectant mother risk assessment will be completed. This will be regularly reviewed throughout

the pregnancy. Any adjustments to work areas, routines or roles will be made on a case-by-case basis. Appropriate facilities will be made available for pregnant and breastfeeding employees to rest.

26. Security/Access

- all staff and students have a responsibility for the safety and security of the site, premises, equipment and persons
- the site is controlled by electronic access system for doors and gates which are maintained and inspected
- CCTV system is installed and maintained
- all buildings are fitted with intruder alarms which if activated are alerted to a receiving centre. Alarms are fully maintained
- annual security assessment is completed and site staff liaise with local police to conduct site checks
- security checks are completed and recorded including checks of the perimeter fencing
- reception control access to the site supported by site staff and senior managers
- panic button is available in reception
- all external lighting is checked for defects and checks are recorded

27. Work equipment

All work equipment will be selected so that it is suitable for the intended use. It will be safe for use and be maintained in a safe condition. All protective devices and controls will be checked regularly and prior to operation. Equipment will only be used only by people who have received adequate information, instruction, and training. Equipment will only be used in accordance with suppliers' specific requirements and only for its intended purpose. Defective equipment is to be reported and taken out of use until it can be repaired.

28. Personal protective equipment (PPE)

Where identified by risk assessment as an additional control measure following other collective control measures then specific PPE will be identified and provided for staff to use. PPE will be provided free of charge. All PPE to be used will be in line with relevant standards. Staff will be issued with PPE suitable for their individual use, and where possible a choice of suitable PPE will be offered. There will be processes in place for storing and cleaning PPE, reporting defects, or obtaining replacements. Where PPE must be worn then appropriate signage will be used to identify these areas. Consideration will be given to ensuring that additional risks are not encountered when using PPE. Staff and others will be trained in the correct use of PPE. Use of PPE will be regularly monitored to ensure that it is worn correctly. A PPE register is maintained which shows which equipment has been issued and when it is due to be replaced.

29. Health and Safety Inspections

In addition to the statutory and best practice external inspections of plant, machinery and equipment the Trust Board and School commits to the minimum inspections below: -

- the Governing Body Health and Safety Representative, School Health and Safety Representative and the Operations Manager will undertake a premises inspection at least once per year
- a written report will be prepared after each inspection. The report will be given to the Headteacher and presented to the governing body
- in addition to the above the school will appoint a competent person to advise on health and safety matters throughout the year.
- The competent person will conduct an annual health and safety inspection which will be presented to the governing body
- Biannual external health and safety inspections of Science and Design Technology
- Biannual internal health and safety inspections of Science and Design Technology
- Annual inspections of PE equipment by a specialist external company

Responsibility for actions detailed in the safety inspection reports will be delegated to relevant staff by the Operations Manager, the Headteacher will check that the actions have been completed.

30. Selection, Monitoring and Management of Contractors

The school will ensure the selection, monitoring and management of contractors is managed with both parties ensuring their responsibilities under health and safety law are fulfilled. The school will:

- Identify and plan the works to be carried out
- Select suitable contractors and ensure they have sufficient competence, skills, knowledge and relevant experience
- Require suitable and sufficient risk assessments and method statements to be completed
- Provide information to staff, students and parents on how works may impact them
- Provide a site induction for contractors including asbestos, emergency procedures, safeguarding and site rules
- Monitor contractors to ensure that agreed measures are put in place and any issues are resolved
- Review works to identify any learning points for future works

31. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

32. Violence at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from students, visitors or other staff.

33. Related Policies

- Risk Assessment
- Supporting Students with Medical Conditions
- School Visits and Journeys Policy including the Minibus Policy
- Child Protection Policy and Procedures (Safeguarding)
- Business Continuity Plan
- Accessibility Plan
- Behaviour for Learning
- Staff Wellbeing/Stress Management Policy

Appendix A

Record of Fire Safety Management Arrangements

1. Information	
Employer:	The Bentley Wood Trust
School:	Bentley Wood High School
Address of premises:	Clamp Hill, Stanmore
Completed by:	Paola Boyadjian & Kieran Robinson
Date completed:	14 th June 2024
Next review due:	June 2025
Responsibilities for fire safety:	
Responsible person:	Headteacher – Naseema Akbar
Delegated management:	Operations Manager – Paola Boyadjian & Site Supervisor – Ayub Siddiqui
Day to day duties:	Site Supervisor – Ayub Siddiqui
Competent person(s):	Jon Robinson (Carstens & Robinson)
2. Fire Strategy	
Outline the key features of the building fire strategy to:	
Safeguard life	The main strategy for the school is the preservation of life and all staff, pupils and visitors are advised to evacuate the building in the event of a fire being discovered.
Protect property	
Avoid business interruption	
Identify:	
High hazard areas	Plant Rooms, Server Room, IT Suites, Music Suite, Chemical Store in Science, Stage lighting in the Drama Studio and in the main hall, COSHH cabinets, School Kitchen (Woody's) and Technology Rooms, (inc Kiln Room and Food Tech room).
Business critical areas	
Describe contingency arrangements for recovery in the event of a fire:	
A Business Continuity Plan is in place which deals with either the partial or full loss of the site due to Fire or Explosion. This is reviewed by the Finance & Premises Committee on an annual basis and stored on Sharepoint .	

3. Prevention of fire

Describe building-specific arrangements in respect of the following:

Fire prevention generally	Bentley Wood is a no smoking site.
Smoking	PAT Testing is undertaken for Electrical equipment on an annual basis and a five year electrical test completed for all fixed wiring. Any recommendations for remedial work are implemented.
Electrical safety	
Security against arson	
Storage and use of flammable liquids and gases	
Housekeeping	
Storage and removal of waste	<p>External and internal gates are in place to limit access to the site.</p> <p>Flammable liquids are stored in secure areas: Cleaners Cupboards COSHH cupboards Chemical Store Cupboard</p> <p>The school is cleaned daily with rubbish taken to a storage area away from the main school building.</p> <p>Duct work in the kitchen is cleaned once a year by a specialist contractor.</p> <p>The Operations Manager takes regular walks around the site to identify any hazards such as a pile up of paper and identifies actions to improve housekeeping and fire safety.</p> <p>Spaces under stairwells are kept clear at all times, and are not used for storage.</p> <p>The main bins are stored away from the building.</p>
Use of portable heaters	Portable heaters are used on occasion, but are PAT tested and switched off at the end of the school day. These are checked by the Site Team as part of the lockup procedure.
Fire prevention in catering facilities	Emergency gas shut off valves are in place in the Kitchen area, together with fire blankets and fire extinguishers. There are fire shutters in place at the food serving points between the kitchen and the canteen area. These are checked annually.
Fire properties of furniture, furnishings and sets	<p>Furniture and equipment purchased for the school is from reputable suppliers to ensure fire safety.</p> <p>Curtains on the main stage are sprayed with fire retardant treatment.</p>

4. Fire protection measures

Describe the following measures, where applicable:

Provision of exits and escape routes	Some classrooms on the ground floor have doors leading directly outside.
Protection of means of escape	
Special measures (if any) for evacuation of people with special needs	All fire exit and exit routes are clearly marked, with signs in each room directing people in the direction of the nearest fire exit.
Fire detection and alarm system	Clear guidance is provided to staff and students regarding fire evacuation procedures. Fire drills are carried out once a term, with feedback gathered from staff and action points raised. Termly training given to staff, and to all new staff as part of their induction.
Escape lighting	
Fire safety signs	

Firefighting equipment	Fire Alarm points are situated throughout the school. These are checked on rotation during the Site Team's weekly fire alarm tests.
Fire suppression systems	
Smoke control systems	
Lightning protection systems	
Facilities for the fire brigade	<p>PEEPs are in place for students with special needs or mobility issues.</p> <p>Fire compartmentalisation issues are being addressed through a project due to start in August 2024 following a successful CIF bid for funds. Fire doors are checked annually as part of the Fire Risk Assessment Review, and weekly by the site team during the testing of the fire alarm. Remedial work is actioned very quickly. Fire doors in the main building are due to be replaced as part of the CIF project.</p> <p>Fire extinguishers are located around the school although staff are advised to evacuate the building rather than trying to deal with any fires.</p> <p>There are no sprinkler systems in the school.</p> <p>There is a smoke alarm system in the school, with heat detectors in relevant areas, e.g the Kiln Room</p> <p>A lightning protection system is in place and checked on an annual basis.</p> <p>Fire Brigade access to the school is through either of the two gates – Clamp Hill or Bridges Road. There is a Emergency Access switch so the Fire Brigade can get in at any time.</p> <p>The fire hydrant is located in the car park near the main entrance to the school. This is checked annually.</p> <p>See the school's emergency evacuation procedures for more details.</p>
Describe the following procedures: <i>(The description may take the form, at least in part, of a set of plans)</i>	
Action on discovering a fire	<p>Details of the Fire Evacuation procedure are contained in the Staff Handbook which is provided to all new staff and is also available on SharePoint with the link shared daily to all staff in the daily bulletin. Fire Evacuation records are held by the site team and recorded in the Fire Log Book.</p> <p>In the event of a fire being discovered, the nearest Fire point should be activated, and all staff and visitors should evacuate the building and make their way to the top playground.</p> <p>Trained fire marshals will ensure their allocated areas of the school are clear and fire doors closed before confirming with the lead fire marshal and then making their way to the assembly point. 4 members of staff are trained to evacuate students with mobility issues using the evac chairs.</p> <p>The Site Team will ascertain where the fire is located and advise the Admin Team who will be in contact the Fire Brigade.</p> <p>There is a separate fire alarm for the sports hall. If this sounds, staff and students in this area are to evacuate to the field near the Clamp Hill entrance.</p>
Action on hearing alert/evacuate signals	
Action by those with special responsibilities	
Evacuation of people with special needs	
Any special arrangements for the evacuation and re-occupation of areas where exams are taking place (where relevant)	

5. Training, information and fire drills

Describe the arrangements for:

General staff training	All staff receive Health & Safety training at the beginning of the Academic year. This includes a refresher on the Fire Evacuation procedure and the sound of the Fire Alarm bell.
Fire warden / marshal training	
Training of others with special responsibilities (including those designated to assist disabled people)	
Information for visitors	
Fire drills	<p>Fire marshals undertake training, this is renewed every 3 years. Termly Fire Drills are undertaken, any recommendations for improvements forwarded to individual staff or advised during Staff Briefings and the weekly bulletin. A fire marshals meeting is held annually to ensure that everyone is clear of their duties and to get feedback from any recent drills.</p> <p>4 members of staff are trained in using the 2 evac chairs located on the main stairwells. These chairs are maintained annually, with bi-annual internal checks also carried out and recorded.</p> <p>Visitors are provided with information regarding Fire arrangements when they first visit the school and will be directed to the assembly point in the netball court in the event of a fire or drill. They will be checked off the Visitor system by a member of staff in the event of a fire.</p>

6. Testing and servicing of fire protection

Describe the arrangements for:

Routine testing (frequency and responsibility)	Fire Alarms are tested on a weekly basis by the Site Team and on a six-monthly basis by Trinity. Any faults identified are repaired as soon as possible. Emergency lighting, fire extinguishers, lightning protection, fire shutters, are all tested annually by external contractors (Emergency lighting 6 months) as well as in-house inspections / checks which are recorded in the Site Team's 'Purple Folder'.
Periodic servicing (frequency and responsibility)	
Response to faults	

7. Fire safety inspections and audits

Describe the arrangements for:

Daily checks	Carstens & Robinson undertake an annual Health & Safety Audit including a review of Fire Safety.
Formal inspections	
Periodic audits	

8. Fire safety during contractors' operations

Describe the arrangements for:

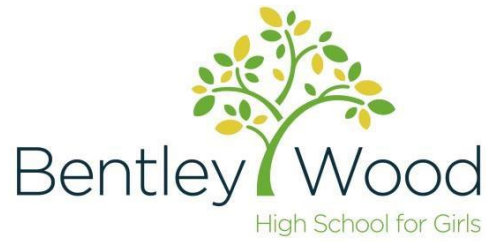
Induction and information for contractors	Permits to Work are completed for all works in the School. Records are held in the Main Office. No hot works are permitted without a completed hot works permit. Contractors are given a copy of the school's emergency evacuation procedures before the start of a large project, day contractors are given a copy of the Safeguarding and H&S leaflet when completing the permit to work which gives them information on what they need to do in the event of a fire.
Fire precautions during construction and similar activities	
Hot works permits	
Maintenance of existing fire precautions during contracts	

9. Documentation and records

Provide information on the type and location of the following records:	
Fire risk assessment	Fire Risk Assessment: SharePoint Log Books Site Office Testing & Inspection Records: Site_Office Maintenance Records: SharePoint Information for the Fire Brigade: Operations Office (Chemical list)
Logbooks	
Emergency packs	
Testing and inspection records	
Maintenance records	
Information for fire brigade	
Any other relevant records	

10. Any other information

Provide any other relevant information not covered above here:



RISK ASSESSMENT POLICY

GB Committee Responsible:	Board of Directors
Reviewed by:	Paola Boyadjian /Kieran Robinson
Review Date:	10 th June 2024
Approved by Finance Committee:	18 th June 2024
Ratified by Board of Directors	11 th July 2024
Next Review Date:	June 2025

Risk Assessment Policy

Introduction

The school and the Trust Board are committed to promoting the safety and welfare of all members of the school community. Priority lies in ensuring that all operations within the school environment, both educational and support, are delivered in a safe manner that complies fully not just with the law but also with best practice. It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our students to be educated to cope safely with risk.

Health and safety legislation *Regulation 3 of the Management of Health and Safety at Work Regulations 1999*, requires **every employer to carry out a “suitable and sufficient” risk assessment, but the way this is done must be appropriate and proportionate.**

A risk assessment is nothing more than a careful examination of what could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. It should identify **practical actions that protect people from harm and injury** and for most school assessments short bullet points work well.

A documented risk assessment is not required for every activity; neither does the law require that we eliminate all risk but to protect people as far as is ‘reasonably practicable’.

Therefore, school arrangements for risk assessment should be proportionate to the level of risk involved with more consideration being given to significant risks (those with the potential to cause real harm) which need to be formally documented, rather than undertake excessive paper-based risk assessments of very low risk activities.

It is the responsibility of the Headteacher to ensure risk assessments are conducted. The actual assessment process may be delegated to other members of staff however, each assessment must be approved by the Headteacher. Risk assessments will be checked and monitored termly by SLG and Trust Board through Governors to ensure that significant risks are being adequately controlled.

Risk Assessment Register

A risk register is maintained. Current version can be found at: - [Admin Share -> Health & Safety -> Risk Assessments](#)

What is a Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation:

Hazard	something with the potential to cause harm
Hazardous event	for a hazard to cause harm, a hazardous event must happen
Risk	evaluation of the probability (or likelihood) of the hazard occurring
Risk assessment	resulting assessment of the severity of the outcome (for example, loss of life, destruction of property)
Risk control measures	measures and procedures that are put in place in order to minimise the consequences of unfettered risk (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance)

Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (fire) and strategic hazards (reputation, loss of students, impact on development),

financial hazards (falling student rolls), compliance hazards (Child Protection issues) and environmental hazards (asbestos, legionella).

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

What areas require risk assessments?

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

- Asbestos Control
- Legionella
- Educational Visits and Trips
- Fire Safety
- Health and Safety

Risk assessments are also needed for many other areas, including:

Educational

Science

Food Technology

Computing

Sport, PE and Dance

Duke of Edinburgh's Award

Art and Design

Music (including minimising the risk of hearing loss)

Drama (including the theatre backstage, stage, props room and lighting box) School events

Work experience

The school makes use of model or generic risk assessments for educational activities and visits which are reviewed and adapted for each activity/event. We subscribe to the CLEAPSS Advisory Service, and we follow their advice regarding risk assessments for all science, food, design, and technology activities. The risk assessments cover both the lesson and preparation activities.

Pastoral

The focus of our pastoral care is to ensure that each student becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home. Our PSHE programmes and assemblies are directed towards promoting an increasing understanding as the student develops, of the risks that exist in both the real and the electronic worlds, and of sensible precautions that should be taken. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Support Areas

Catering and Cleaning - External providers onsite at Bentley Wood

Risk assessments and training cover all significant risks concerning catering and cleaning equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction training and refresher training cover risk assessments, protective equipment and safety notices. This is the responsibility of external providers to carry out but the school will monitor compliance by asking for copies of risk assessments and appropriate records, as well as carrying out spot checks to ensure that these processes are being followed.

Caretaking and Security

Risk assessments cover all significant risks. Particular emphasis in training is given to minimising fire risks and security risks by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

Maintenance

Risk assessments and training cover all significant risks including, manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, and the control of substances hazardous to health (COSHH). Induction training and refresher training include training on risk assessments, safe working practices, communication and health and safety notices and protective equipment. External contractors are required to ensure safe working practices including the use of appropriate PPE.

Grounds

Risk assessments and training cover all significant risks including manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction training and refresher training include training on risk assessments, protective equipment and safety notices. External Contractors are required to ensure safe working practices including the use of appropriate PPE.

Administrative Staff

Risk assessments are required for the display screen equipment used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

The school holds a risk register for activities which require a risk assessment as detailed above.

Conducting a Risk Assessment

The school uses the model Risk Assessment found in Appendix A of this document. The school's policy is not to carry out any high risk activity. Activities involving students are normally low risk. Some medium risk outward bound type activities are undertaken with students, for example on Trips i.e. PGL, Duke of Edinburgh's Award training. The school uses specialist/qualified instructors provided by the centres/schemes for these activities. The school always employ specialists to run higher-risk tasks. School staff may carry out medium rated activities only if they have been specifically trained for the activity. In the event that external specialists will be working with students without school staff present, they are required to have appropriate DBS checks.

Students are always:

- given a safety briefing before participating in medium/higher risk activities.
- expected to wear personal protective equipment provided and assessed as required for the activity.
- expected to follow instructions.

All members of staff are also expected to wear personal protective equipment for tasks that have been assessed as requiring its use. A register of PPE assigned to staff is kept by department leads.

Specialist Risk Assessments and High-Risk Activities

We always employ specialists to carry out high risk tasks at the school. The Operations Manager arranges for specialists to carry out risk assessments concerning the following:

- Fire
- Asbestos
- Legionella

Staff Responsibilities of All Staff

All members of staff are given an induction into the school's health and safety arrangements including risk assessments, and records are kept of all induction training. Specialist training is given to staff whose work requires it. Staff are, however, responsible for taking reasonable care of their own safety, together with that of students and visitors. Staff are responsible for

following risk assessments in their areas of work. Staff sign risk assessments which are relevant to them and a central record is maintained. Staff should produce risk assessments for all activities/events using template in Appendix A and categorise as per Risk Rating Matrix in Appendix B. Every Risk Assessment needs to be submitted to the Headteacher to be checked. Staff should raise with their line manager in the first instance if they need any support with Risk Assessments.

Head of Department Responsibility

Head of Department (HODs) are responsible for ensuring all curriculum risk assessments are completed as per this policy and reviewed as specified.

Trip Leaders Responsibility

Trip leaders must complete risk assessments for all trips and external activities. The risk assessment must be uploaded to evolve for approval by the EVC. Full approval for trips can only be granted by the EVC once this is complete and approved

Educational Visits Coordinator (EVC) Responsibility

Sign off and agree all risk assessments on evolve as per School visits and journeys policy

Operations Manager Responsibility

The Operations Manager is responsible for ensuring that risk assessments are completed for all curriculum, premises and maintenance areas in school. Is responsible for ensuring the Risk Register is complete and all risk assessments are reviewed as per the policy. Manage staff training records and arranging specific risk assessment training for key members of staff. Other than school trips risk assessments on Evolve, risk assessments will be checked and monitored by the Operations Manager to ensure that significant risks are being adequately controlled.

Headteacher Responsibility

It is the responsibility of the Headteacher to ensure risk assessments are conducted. The Headteacher is responsible for approving all risk assessments within school. Ensure staff are trained appropriately for their roles in regard to health and safety and managing risk.

Trust Board Responsibility

The Governors for Health and Safety attend school to complete a Health and Safety check. As a minimum once a term the Governors with responsibility for health and safety attends school to conduct checks including a review of risk assessment and department checks. The Trust Board through Governors will confirm all assessments are up to date, quality sample/sense check risk assessments and compare these against observed practice. This is for the purpose of planning for the future and assessing major risks to which the school is exposed. Health & Safety is a standard agenda item on the Governors Finance and Site committee meetings.

Five Steps to Risk Assessment Step 1 – Identify the Hazards

First you need to work out how people could be harmed.

In most cases these can simply be identified by observation of the task/workplace and consulting those staff involved in the activity. The focus should be on identifying **significant** hazards and not the trivial.

Step 2 – Identify who might be harmed and how

For each hazard be clear about who might be harmed e.g. staff, students, contractors, visitors etc. this will help identify the best way of managing the risk.

Remember that you may have a higher duty of care for some individuals with additional needs e.g. new and young workers, new or expectant mothers and people with disabilities/medical conditions who may be at particular risk.

Step 3 - Evaluate the risks and decide on precautions

Risk is usually evaluated by considering the likelihood of the harm occurring and the potential severity of the injury. This will help identify if the existing procedures and controls in place are adequate or if any additional actions need to be taken. i.e. whether you have done all that is reasonable to protect people from harm.

Involve staff in the writing of risk assessments, so that you can be sure that what you propose to do will work in practice. It will also ensure they understand the risk assessment and aid ownership of responsibility for their own health and safety and that of others.

Risk rating	Actions	
1-2 Possibility of minor injury only	No action	No further action but ensure controls are maintained.
3-6 Possibility of minor injury only	Monitor	Look to improve at next review or if there is a significant change.
8-12 Possibility of significant injury or over 3 day absence occurring	Action	Further controls must be implemented if reasonably practicable to do so
15-16 Possibility of fatality/serious injury occurring	Urgent action	Take immediate action and stop activity if necessary. You must identify further controls to reduce the risk rating and maintain controls rigorously.
20-25 Strong likelihood of fatality / serious injury occurring	Stop	The activity must not take place at all. Take immediate action You must identify further controls to reduce the risk rating prior to commencing activity

Within risk management the first option is look to eliminate the risk, if this is not possible then control is needed, see below list of priorities

Prevention and Control

1. Elimination (e.g. buying ready sawn timber rather than using circular saw).
2. Substitution by something less hazardous and risky.
3. Enclosure (enclose it in a way that eliminates or controls the risk).
4. Guarding/segregation of people.
5. Safe system of work that reduces the risk to an acceptable level.
6. Written procedures that are known and understood by those affected.
7. Adequate supervision.
8. Identification of Training needs.
9. Information/instruction (Sign's/handouts).
10. Personal Protective Equipment.

The above are listed in rank of order of effectiveness. Where people are involved, their level of competence needs to be taken into account.

Step 4 – Record and Implement the Findings

The level of detail in an assessment should be proportional to the risk. The purpose is not to detail each trivial hazard but to ensure that significant hazards are adequately assessed with the aim of informing safe working practices. In the majority of cases the use of simple bullet pointed controls would be sufficient.

Completed risk assessments should be signed off by the person completing the assessment and must be agreed by the Headteacher. These are then shared with other staff as appropriate to use. All staff using the Risk Assessment must sign the declaration and a central copy kept.

The school maintains a copy of completed risk assessments and these are available for all staff in Admin(L:)\Health & Safety\Risk Assessments. A central hard copy of all risk assessments is also available in the School Office. Departments will have hard copies of risk assessments for their areas for staff to access easily.

All actions identified within the Risk Assessments must be completed within the agreed timescale and recorded as completed with a date in the Risk Assessment.

Specific risk assessments relating to individual staff or students will be stored on the individuals file with individuals concerned also receiving a copy.

Step 5 – Review your risk assessment and update if necessary

Risk assessments will be reviewed regularly. At Bentley Wood this will be annually or as soon as any significant changes have occurred.

Risk assessments are also reviewed immediately after there has been an accident or incident in order to identify what went wrong and whether any additional controls are required.

Risk assessment reviews are signed off by the Headteacher and reviewed by Health & Safety Governors.

Measuring performance in managing risk can be achieved in a number of proactive ways:

- Teaching observations
- 1-2-1 / performance management
- Staff / Departmental meetings (A regular item on meeting agenda provides a brief opportunity to review practice in relation to accidents, near misses etc.)
- Inspection/audit by Head of department/Governors/Trust Board

Risk assessment in the curriculum

Teaching staff must be aware of relevant generic/model risk assessments and consider any significant health and safety issues such as class size, student behaviour, maturity, limitations of space, layout, equipment etc. as part of their planning and preparation, risk assessment is just another name for that process.

For most activities rather than create additional paper records, or a specific risk assessment this is generally best achieved by incorporating your assessment into materials normally used in teaching, annotating schemes of work, lesson plans, student worksheets etc.

For those curricular activities in areas of higher risk (Design and Technology, Science, PE, Art, Drama and Music) guidance and generic risk assessments are produced by advisory bodies such as CLEAPSS and AfPE.

Head of department should review courses against these and:

- **check any new practical activities against the model risk assessments.**

- **satisfy themselves that the 'model' risk assessment is appropriate to their work; and**
- **adapt the model to their own actual work situations.**

Simply referring to model assessments or other published schemes is insufficient, there must be some evidence that these assessments have been consulted and adapted if necessary to suit the school.

Where lessons/activities are not adequately covered by model assessments or are beyond the scheme of work then a specific and more detailed assessment must be conducted.

The school's approach to risk assessment within the curriculum could be evidenced by a range of documents highlighting any specific precautions or warnings from model risk assessments and demonstrating that risks have been adequately considered.

For example:

- Scheme of work;
- Lesson plans;
- Daily use texts such as student worksheets;
- Attendance registers (evidencing progression);
- Minutes of meetings;
- Medical information;
- CPD / professional records showing specific competency requirements;
- Lab / workshop rules;
- Departmental policy

Examples of how these documents can be used in practice is outlined below.

When revising/reviewing your scheme of work check practical activities against model risk assessments, in particular be aware of any changes in advice from advisory bodies e.g. CLEAPSS (DT and science re-issued annually, newsletters/website highlight updates), AfPE (Safe Practice in school sport is reissued every 3 years) etc.

Further guidance

Evidencing risk assessment through existing documents

Straightforward / routine activities

There may well be no significant risks which require documenting. e.g. cutting paper with scissors, food test tasting where no allergies are present etc.

Any specific risks / controls would be considered as part of the normal lesson planning process and documented as short bullet points if significant.

E.g. Relevant student information (SEND, medical etc.), a need to recap on safety issues etc.

Activities with more risk

Scheme of work references CLEAPSS and BS4163:2014 and key precautions / risk are highlighted as bullet points.

- Lesson plan considers any specific needs e.g. class size, SEND, student behaviour, maturity, limitations of space, layout, equipment etc. documented as short bullet points.
- Student worksheets include reference to relevant risks and safety precautions, students undertake risk assessment activity.
- Register evidences level of progression.
- Records kept of student competency and that they have been shown how to safely use relevant machinery.

- Workshop rules in place.
- Training records evidence staff have relevant DATA accreditation

Activities outside scheme of work and / or with no model risk assessment

More enhanced planning with consideration of location/environment, tasks being undertaken and individuals involved. Specific risk assessment required template included in Appendix A.

If you require any further assistance with completing risk assessments contact Operations Manager in the first instance. They are fully trained in the risk assessment process and can support where needed the completion of risk assessment. Risk assessments primarily need to be led by the competent persons from area, other staff cannot do this.

Relevant Links/Information Sources

Bentley Wood High School is a member of CLEAPSS who provide information, guidance for science, art and D&T. An extensive amount of guidance is available from their website at <http://www.cleapss.org.uk/>

Design & Technology

DATA risk assessment in secondary schools <http://www.data.org.uk/>

CLEAPSS <http://dt.cleapss.org.uk/>

BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments

Science

CLEAPSS <http://science.cleapss.org.uk/>

Safeguards in the school laboratory 11th edition, ASE 2006 <http://www.ase.org.uk/>

Topics in safety, <http://www.ase.org.uk/resources/health-and-safety-resources/revision-topics-in-safety/>

Art and design

CLEAPSS <http://dt.cleapss.org.uk/>

National Society for Education in Art & Design (NSEAD)

<https://www.nsead.org/>

Physical Education

Safe Practice in Physical Education and School Sport' BAALPE / AfPE

<http://www.afpe.org.uk/>

Specific national Governing body advice e.g. British Gymnastics

Offsite visits

Evolve <https://evolve.edufocus.co.uk/>

HSE guidance for school trips <http://www.hse.gov.uk/services/education/school-trips.htm>

Outdoor education

<https://oeapng.info/>

Risk Assessment of:	<i>brief outline of the task/activity/area</i>		
Establishment: Bentley Wood High School for Girls	Assessment By:	Date:	
Review Date : <i>usually annually or earlier if conditions change</i>	Headteacher Approval:	Date:	



Hazard identification		How are you controlling the risk?			Action Plan				
Hazard / Risk and hazardous event	Who might be harmed?	Standard Control Measures What are you already doing?	Severity	Likelihood	Risk	Additional Control Measures required. What further action is necessary?	Who is responsible for doing this?	When has this action got to be completed by?	Date Completed
<i>List the significant hazards you have identified and possible outcomes - electrocution, poisoning, etc.</i>	<i>Staff, students Visitors, contractors</i>	<i>Brief description of what you are already doing to reduce risk and/or reference to source information</i>				<i>Detail any further actions necessary</i>			

Declaration

- I confirm that I read and understand this risk assessment.
- I have been provided with appropriate information, training and equipment to carry out and safe system of work, including the associated risk assessment.
- I have had the opportunity to ask any questions and seek clarification on this risk assessment.

Name	Signature	Date

Reviews

Date of review:	Comments: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>	Headteacher signature:
Date of review:	Comments:	Headteacher signature:
Date of review:	Comments:	Headteacher signature:

Appendix B – Risk Rating Matrix

Likelihood	Description	Score
Very unlikely	Unforeseeable that an injury or incident could happen. A 1 in a million chance of a hazardous event happening.	1
Unlikely	An injury or incident could happen, although unlikely. A 1 in 100,000 chance of the hazardous event happening.	2
Fairly likely	An injury or incident may happen. A 1 in 10,000 chance of the hazardous event happening.	3
Likely	It is foreseeable that an injury or incident will happen. A 1 in 1000 chance of the hazardous event happening.	4
Very Likely	Imminent possibility of injury or accident. A 1 in 100 chance of the hazardous event happening.	5

Severity Consequence /	Description	Score
Insignificant	No injury	1
Minor	Injuries only requiring on site first aid	2
Moderate	Injuries that might require further medical attention and injuries that could lead up 3 days' absence	3
Major	Serious injury including broken limbs and injuries leading to over 7 days' absence	4
Catastrophic	Fatality	5

	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5

Risk rating	Actions	
1-2	No action	No further action but ensure controls are maintained.
3-6	Monitor	Look to improve at next review or if there is a significant change.
8-12	Action	Further controls must be implemented if reasonably practicable to do so
15-16	Urgent action	Take immediate action and stop activity if necessary, maintain controls rigorously.
20-25	Stop	Stop activity and take immediate action.

