Bishop Bewick Catholic Education Trust

Policy Title:	**Health & Safety Policy and Procedures**
Date of Approval:	**December 2025**
Approved by:	**Trust Board**
Date of next review:	**December 2026**
Applies to:	**All school & Trust settings**

BBCET Change log:

Version	Author	Date	Approved by	Change
1	COO	Nov 2023	Trust Board	Original
1.1	HOG/COO	Mar 2024	COO	Minor amends/typos
1.2	EM	Jan 2025		Minor amendments
1.3	CFO	May 2025	Trust Board	Additional clarification on roles (as advised by the external audit of H&S in Spring 2025).
1.4	CFO	Nov 2025	Trust Board	Revised guidance on training expectations in Appendix 2.

School name:	**St Oswald's Catholic Primary School**
Date adopted by Local Governing Committee:	**26th February 2026**

This policy should be read within the context of with BBCET's overarching Health and Safety Policy Statement The Headteacher is responsible for all Health and Safety on the school site. Please complete the mandatory

boxes below of key postholders to whom responsibilities have been delegated.	
Key postholder	**Named person**
Health and Safety Manager	Paul Marley (Headteacher)
Typically, the delegated H&S Manager postholder will hold one of the following roles in school: • Director of Site (or other Senior Leadership Role) • School Business Manager/Office Manager • Facilities Manager Where a Headteacher chooses not to delegate this role, they should enter their name in the H&S Manager box.	
List of First Aiders	Amy Sheperia Clare Wood

Information for Operational Use:
This policy should be adopted by all schools in the Bishop Bewick Catholic Education Trust and may be supplemented by additional school level guidance, including the following annexes which are approved by the Trust Board:

- Asbestos Management
- Control of Infections
- Fire Safety Management
- First Aid
- Managing Contractors
- Wellbeing

Schools must not amend this policy, unless highlighted in yellow.

Distribution of copies:
Copies of the policy and amendments will be made available to the Headteacher; H&S Manager, Health and Safety Representatives (Unions); School Staff.

Health and Safety Policy and Procedures (school-level)

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1. Statement of Intent

The school acknowledges the Health and Safety at Work etc. Act 1974, the subsequent and associated Regulations and Approved Codes of Practice, provide the minimum standard for securing the health, safety and welfare of all employees at work.

The Trust's overarching Health and Safety Policy Statement sets the expectation that every school will operate under a BBCET school-level H&S policy (this policy) and its associated annexes. BBCET schools must adopt and tailor this policy to their school's location and specific needs. In doing so, the school and its LGC recognise and accept their responsibilities and accountability for the health, safety and welfare at work for all employees, whether on school premises or carrying out school business elsewhere. This responsibility extends to other persons who may be affected by the work of the school, including visitors and students.

The school recognises that ensuring the Health and Safety of staff, students and visitors is essential to the success of the school and are committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work-related ill-health.
- Meeting our legal responsibilities under health and safety legislation as a minimum
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing adequate information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation and has been consulted with staff and their safety representatives (Trade Union and/or Health and Safety Representatives).

Health and Safety procedures will be adopted, and responsibilities will be appropriately assigned to ensure the aims of this policy are met. All Directors, Governors, staff and students will play their part in its implementation.

Throughout this document, by 'Director' we mean Director/Trustee of BBCET and by 'Governor' we mean a member of the school's Local Governing Committee.

2. Roles and Responsibilities

2.1 Introduction

2.1.1. To achieve compliance with the Statement of Intent, the management team will have additional responsibilities assigned to them as detailed in this part of the policy.

2.2 Chair of the BBCET Board

2.2.1. To ensure the work of the organisation is conducted in accordance with the policy and procedures for health and safety and with due regard for any statutory provisions set out in legislation.

2.3 BBCET Executive Leadership Group

2.3.1. The Executive group takes overall responsibility for BBCET's health and safety performance and in particular is required to ensure that:

a) decision making is in line with the policy and procedures for health and safety and any statutory provisions set out in legislation.

b) adequate resources are made available for health and safety.

c) the Trust appoints a competent person with appropriate skills, knowledge and experience to be able to help us identify hazards and put sensible controls in place to protect people harm.

d) systems and processes are developed and maintained across the Trust that all schools must use in order to ensure health and safety performance is continually reviewed and managed.

e) suitable action plans for improving health and safety are developed and implemented.

f) the appraisal framework is used to measure the performance of school leaders against health and safety targets and objectives.

g) a BBCET health and safety audit programme is implemented and progress of remedial actions are monitored.

2.3.2 Whilst the Chief Executive Officer is ultimately responsible for ensuring the above Health and Safety arrangements are in place across the Trust this is exercised through, and supported by, a number of roles in the central BBCET team.

2.4 Central BBCET Trust roles supporting Health and Safety management

2.4.1 The Trust's Chief Operating Officer, Director of Finance & Operations (CFO), Estate Manager and Communications & Compliance officer will provide support and guidance to schools in order to help ensure activities across the Trust are conducted safely and in compliance with legislation and best practice.

2.5 Local Governing Committees

2.5.1. While the trust has overall responsibilities as the employer, the Local Governing Committee has been delegated responsibility for ensuring that:

a) Their school maintains a school specific Health & Safety policy detailing the organisational arrangements to implement the BBCET policy incorporating any school specific needs and responsibilities.

b) Clear procedures are evidenced to assess any significant risks are fully implemented and ensure that safe working practices are adopted.

c) Sufficient funds are set aside with which to operate safe working practices in line with the Trust's Finance and Resources recommendations.

d) Health and safety performance is monitored, failures in Health and Safety Policy or implementation recognised, and procedures revised as necessary.

2.6 Headteacher

2.6.1 To be accountable to the Governing Committee and BBCET for the effective implementation of this policy.

2.6.2 Ensure the policy's objectives are fully met by

a) Planning as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.

b) Providing final authority on matters concerning health and safety at work.

c) Following guidance from the BBCET Executive Leadership Group and those officers referred to in section 2.4 in relation to health and safety systems and procedures.

d) Making decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks appropriately.

e) Delegating specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Health and Safety Manager, ensuring that necessary information, instruction or training is identified and organised.

f) Taking an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare.

g) Ensuring all BBCET procedures and systems regarding Health and Safety are adopted, including promptly updating health and safety compliance and actions in the prescribed systems.

2.7 Manager/Officer Responsible for Health and Safety (H&S Manager)

2.7.1 The school's delegated H&S Manager (see front cover) working in conjunction with the school's Health and Safety Committee, the BBCET Director of Finance & Operations and Estate Manager and will advise Headteacher on health and safety policy.

2.7.2 The delegated H&S Manager achieves this by ensuring that:

a) This policy is communicated and made available to all relevant persons.

b) Appropriate information on significant risks is given to visitors and contractors.

c) Appropriate consultation arrangements are in place for staff and their safety representatives.

d) All staff are provided with adequate information, instruction and training on health and safety issues.

e) Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their duties and responsibilities and have sufficient experience, knowledge and training to undertake them.

f) Risk assessments of the premises and working practices are undertaken.

g) Safe systems of work are in place as identified from risk assessments.

h) Emergency procedures are in place.

i) Machinery and equipment are inspected and tested to ensure it remains in a safe condition.

j) Records are kept of all relevant health and safety activities, e.g., assessments, inspections, accidents, etc.

k) Arrangements are in place to inspect the premises and monitor performance.

l) Accidents are investigated, and any remedial actions required are taken or requested promptly.

m) The activities of contractors are adequately monitored and controlled.

n) A report to the Governors on the health and safety performance of the school is completed and reviewed termly.

o) Ensuring all BBCET procedures and systems regarding Health and Safety are adopted.

2.8 Staff Holding Posts/Positions of Special Responsibility

2.8.1 This includes the Senior Leadership Team, the office manager/Secretary, and Facilities Manager/Senior Caretaker. They must:

a) Apply the school's Health and Safety Policy to their department or area of responsibility and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements in their areas of responsibility.

b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.

c) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to Headteacher and the delegated H&S Manager.

d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.

e) Resolve health, safety and welfare problems that members of staff refer to them and refer to Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.

f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe and record these inspections where required.

g) Ensure the provision of sufficient information, instruction, training, and supervision to enable employees and students to manage risks, avoid hazards and contribute positively to their health and safety.

h) Ensure all accidents, incidents and near misses are recorded and investigated appropriately.

i) Include Health and Safety performance in the annual report for Headteacher.

2.9 All Teaching staff

2.9.1 Class teachers are responsible for:

a) Exercise adequate supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.

b) Follow the health and safety procedures applicable to their area of work.

c) Give clear oral and written health and safety instructions and warnings to students as often as necessary.

d) Ensure the use of personal protective equipment and guards where necessary.

e) Make recommendations to their Headteacher or Curriculum Lead on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.

g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the premises without prior authorisation.

h) Regularly check their classrooms for potential hazards and report any observed to the delegated H&S Manager.

i) Report all accidents, defects and dangerous occurrences to Headteacher or delegated H&S Manager.

2.10 Kitchen/Catering Manager

2.10.1 The Kitchen/Catering Manager is responsible for the safe operation of the catering facilities and must:

a) Be familiar with the school Health and Safety Policy and other associated policies.

b) Prepare risk assessments for all catering activities.

c) Ensure that all kitchen staff are instructed and informed to work following policies, risk assessments, and procedures in place.

d) Inform the delegated H&S Manager or the Headteacher of any potential hazards or defects.

e) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

2.10.2 Ensure that non-catering staff do not use the catering facilities and equipment without the prior agreement of Headteacher.

2.11 Health and Safety Committee

2.11.1 The school's Health and Safety Committee provides a forum for joint employer/employee discussions of Health and Safety matters. This Committee will meet once per term as a minimum. All employees are encouraged to bring health and safety concerns to this Committee either directly or through their safety representative

2.11.2 The Committee will review all health, safety, fire safety and security matters, including a review of policy at least annually.

2.11.3 The Committee will advise Headteacher and/or the manager responsible for health and safety, of any current issues.

2.11.4 The Health and Safety Committee will comprise of (e.g., the Headteacher, Finance Manager, Site Manager, Staff Representatives from various areas, etc.)

2.11.5 Safety Representatives, whether appointed by a recognised trade union or elected by the workforce, are automatically members of this Committee.

2.12 All staff

2.12.1 All employees have a statutory duty to ensure that they:

a) observe the School's Health and Safety Policy and health and safety systems and procedures;

b) take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;

c) observe the laid down systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;

d) co-operate with their employer or any other duty holder so far as is necessary to enable any duty or requirement imposed on the employer to be performed or complied with;

e) use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use;

f) make use of safety aids, appliances, equipment and protective clothing provided;

g) report and seek advice, without delay, on any unsafe conditions, defects in plant or equipment or any shortcomings in health and safety arrangements;

h) do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare- to do so may result in disciplinary action;

i) notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities;

j) do not interfere with any plant or equipment which has been involved in an accident, or has been taken out of use pending an investigation;

k) familiarise themselves with the action to take in the event of fire or another emergency;

l) seek health & safety advice, where necessary, through the BBCET Estates Manager.

One key overarching message for all staff to appreciate is that Health and safety is not there to constrain learning or to entangle staff in bureaucracy and excessive paperwork. It is to recognise and manage the risks that staff, students and visitors may be exposed to and thereby ensure these risks are removed, or reduced to tolerable levels. Getting health and safety right is about managing risk sensibly – not trying to eliminate it altogether. Efforts should therefore be concentrated on the real risks that exist in a task or process and should involve all staff in the process of finding practical and sensible solutions.

2.13 Contractors and visitors

2.13.1. All visitors (including contractors) must report to reception and sign in on arrival.

2.13.2. Visitors and contractors must report any injuries to their host as soon as possible.

2.13.3. When the premises are used for purposes not under the authority of the Headteacher (e.g., outsourced school meals) then, *subject to the explicit agreement of the Trust COO*, the principal person in charge of the activities on-site for the contractor, will have responsibility for safe practices in the areas under their control.

2.13.4. All contractors who work on the premises are required to identify and control any risk arising from their activities and inform Headteacher of any risks that may affect the premises, staff, students and visitors.

2.13.5. All contractors must be aware of this health and safety policy, other relevant policies and emergency procedures and comply with these at all times.

2.13.6. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, Headteacher or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

2.14 Students

2.14.1 Students, in accordance with their age and aptitude, are expected to:

a) Exercise personal responsibility for the health and safety of themselves and others.

b) Observe standards of dress consistent with safety and/or hygiene.

c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

2.14.2 Schools will have Pastoral systems and Behavioural Management arrangements to ensure and support this.

2.14.3 Staff will ensure that they;

a) actively promote sensible, safe behaviour to students;

b) shall address dangerous or risky behaviour displayed by students and that it shall be dealt with in the school rules;

c) Students will only be allowed into or stay in classrooms under adult supervision;

d) provide appropriate supervision of cloakrooms and toilet access will be in place at busy times;

3. Arrangements

3.1 Introduction

3.1.1. The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

3.1.2. The list provides a summary of all the key Health and Safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available and listed at Appendix 1.

3.2 Accident and Incident Reporting

3.2.1 All staff are required to ensure that all accidents are reported as outlined in the Staff Handbook and in accordance with the BBCET prescribed system and processes and to the Headteacher (or designated responsible person) who will ensure that the accident is investigated and reported to the BBCET Estate Manager, Governing Committee and the Health and Safety Executive as appropriate.

3.2.2 Accident reporting and investigation guidance, and Accident Investigation forms on the BBCET appointed Health & Safety Advisors portal are to be completed as appropriate.

3.2.3 All contractors must ensure that accidents involving their personnel are reported to the delegated H&S Manager as well as their own reporting chain. The delegated H&S Manager will investigate and report this to the Headteacher.

3.2.4 All incidents or near misses – i.e., something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps are taken to prevent a more serious reoccurrence.

3.2.5 Any practice or condition that is likely to have an adverse effect on health and safety of personnel, or damage to equipment or property, is to be reported to the delegated H&S Manager or when necessary, the Headteacher. Such reports are to be recorded by the delegated H&S Manager.

3.2.6 All RIDDOR reportable incidents should be notified to the BBCET Estate Manager.

3.3 **Asbestos** – Where no Asbestos is present refer to paragraph i)

3.3.1 The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations 2012 and must be read in conjunction with the Policy Annex (Asbestos Management) and school Asbestos Management Plan. It requires the person who has the duty (i.e., the 'duty holder') to:

a) take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in.

b) presume materials contain asbestos unless there is strong evidence that they do not

c) make, and keep up-to-date, a record of the location and condition of the asbestos- containing materials - or materials which are presumed to contain asbestos

d) assess the risk of anyone being exposed to fibres from the materials identified and prepare a plan that sets out in detail how the risks from these materials will be managed

e) periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date

f) provide information on the location and condition of the materials to anyone who is liable to work on or disturb them

g) Where damage to asbestos material has occurred, the area must be evacuated and secured. The delegated H&S Manager will immediately notify the BBCET Estate Manager and/or licensed Asbestos contractor by telephone.

h) In line with Health & Safety Executive guidance the "duty holder" is the BBCET as employer. This role will be delivered practically through the day-to-day management of the Headteacher and the delegated H&S Manager.

i) The above may not apply whereby following professional advice there is no Asbestos present on site.

3.4 Contractors

3.4.1 All contractors should be vetted via CHAS accreditation or a Pre-Qualification Questionnaire form to ensure they are competent to undertake proposed works.

3.4.2 The delegated H&S Manager is responsible for the selection and management of contractors in accordance with the school's Managing Contractors' Policy and the Contractors on Site risk assessment. The main purpose of this Policy is to ensure that any contracted work is managed to a high standard by implementing the following processes:

a) Effective planning of the contracted work or services;

b) Selection of competent contractors;

c) Ensuring safe working on-site;

d) Maintaining effective cooperation and communication;

e) Monitoring and review.

3.4.3 The Policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation and has been consulted with staff and their safety representatives (Trade Union and/or Health and Safety Representatives).

3.4.4 The Policy will apply primarily to high-risk contracts, e.g., window cleaning, premises maintenance and construction work. However, the requirement to select competent contractors extends to all services.

3.5 Control of Infections

3.5.1 The Headteacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.

3.5.2 Staff are responsible for complying with the Control of Infections Policy.

3.5.3 To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary. Use barrier creams before commencing work, it provides a barrier between the skin and harmful chemicals, oils and dirt. Do not put oily or chemically soiled rags in pockets.

3.5.4 Always change clothing if it has become contaminated with chemicals, flammable liquids or oils. This applies to both employees and students. Instructions and rinsing aids are kept within the Science Department for chemical spillage / contamination.

3.6 Curriculum Safety (including off-site learning activities)-

3.6.1 All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students.

3.6.2 The risk assessments must be made known to all teaching and support staff and reviewed regularly.

3.6.3 Guidance from CLEAPSS, AfPE and other lead bodies should be adopted as appropriate.

3.7 Display Screen Equipment

3.7.1 In accordance with Health and Safety (Display Screen Equipment – DSE) Regulations 1992, the delegated H&S Manager is responsible for ensuring that DSE assessments are completed for workers who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more).

3.7.2 Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

3.7.3 The delegated H&S Manager will review the DSE assessments completed by staff to ensure appropriate actions are undertaken to support the employee. They will review each DSE assessment regularly to assess whether further action might be required and determine if any changes in the individual circumstances have occurred that might necessitate additional support.

3.8 Educational Visits and Journeys

3.8.1 Headteacher is responsible for appointing an Educational Visits Coordinator (EVC) and providing them with suitable training and the necessary resources for them to complete their duties.

3.8.2 Headteacher and the EVC are responsible for ensuring that all school outings are managed in accordance with the school guidance for Educational Visits

3.8.3 Staff involved in Educational Visits should be familiar with the school's guidance on managing Educational Visits.

3.8.4 All personnel arranging or actively participating in School visits or out of school activities must follow the procedures and guidance issued by their Educational Visits Coordinator and outlined in the staff handbook. These follow Local Authority guidance.

3.9 Electrical Safety

3.9.1 Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment. Any such work required should be referred to the delegated H&S Manager to determine the appropriate course of action.

3.9.2 The delegated H&S Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person, and any identified remedial work is undertaken without delay.

3.9.3 The delegated H&S Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health and Safety Executive.

3.9.4 All staff must be familiar with school procedures and report any problems to the delegated H&S Manager. Staff must not bring electrical equipment into school without the permission of Headteacher.

3.10 Fire Precautions and Emergency Procedures

3.10.1 The Headteacher is responsible for ensuring:

a) That a Fire Risk Assessment is completed and reviewed annually.

b) The school emergency plan and evacuation procedures are regularly reviewed.

c) All staff complete Fire Safety Awareness.

d) A Fire drill is completed every term.

e) The preparation of Personal Emergency Evacuation Plan (PEEP) for staff and/or students with special needs.

3.10.2 The delegated H&S Manager is responsible for:

a) The maintenance and inspection of fire safety systems and reporting significant findings to the Headteacher.

b) The maintenance of exit/escape routes and signage.

c) Supervision of contractors undertaking hot work.

3.10.3 All staff must be familiar with the school Fire Risk Assessment, the emergency evacuation plan and the Fire Management Policy (see annex)/Staff handbook.

3.11 First Aid

3.11.1 The names of the qualified First Aiders (as listed on the front page of this policy) should be displayed in the relevant staff areas around school.

3.11.2 First Aid supplies are the responsibility of the person named in the First Aid Policy (see annex) to ensure that stocks of supplies are kept up to date.

3.11.3 All staff must be familiar with the arrangements for First Aid provision and the First Aid Policy (see annex) and Medical Conditions Policy.

3.12 Gas/Heating Systems

3.12.1 If gas appliances such as boilers, cookers and those in science labs are not properly installed and maintained, there is a danger of fire, explosion, gas leaks and carbon monoxide (CO) poisoning. The delegated H&S Manager will ensure the School complies with the relevant regulations to help ensure worker and public safety, using a Gas Safe registered engineer.

3.13 Hazardous Substances

3.13.1 The delegated H&S Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

3.13.2 Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

3.13.3 All staff are reminded that no hazardous substances should be used without the permission of Headteacher. A member of staff who has completed COSHH Risk Assessment training will complete an assessment for any authorised products.

3.13.4 Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older students under supervision.

3.13.5 Substances used in D&T, Art, and Science should be assessed as per COSHH requirements and used in accordance with the generic assessments and guidance provided by CLEAPSS.

3.14 Housekeeping

3.14.1 Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below:

a) Keep corridors and passageways unobstructed.

b) Ensure shelves in storerooms are stacked neatly and not overloaded

c) Keep floors clean (use of "Caution wet floor" signs)

d) Do not obstruct emergency exits

3.15 Inclusion

3.15.1 The School complies with the Trust policy for Inclusion, and all teaching and support staff should be familiar with this policy and supporting guidance.

3.15.2 The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with SEN.

3.15.3 All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

3.15.4 The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety and health of any student with SEN. No student should be excluded from an activity on the grounds of health and safety unless this is unavoidable due to the risk level identified by a risk assessment process.

3.15.5 Where it is considered essential to exclude a student from all or part of activity this exclusion must be authorised by Headteacher.

3.16 Lettings/shared use of premises/use of Premises outside normal hours

3.16.1 The Headteacher is responsible for ensuring that any use of the premises outside normal hours is managed in accordance with this policy, the Fire Management Policy and the lettings terms and conditions agreement.

3.16.2 The delegated H&S Manager is responsible for managing the arrangements for lettings, e.g., staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on the use of facilities and equipment.

3.17 Lone Working

3.17.1 Lone workers can be defined as anyone who works by themselves without close or direct supervision.

3.17.2 Premises and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after regular hours or during holiday times.

3.17.3 Where any lone working activities are identified, they must be supported with a Risk Assessment.

3.17.4 Any member of staff working after hours must notify Headteacher and delegated H&S Manager of their location and intended time of departure.

3.17.5 Lone workers should not undertake any activities which present a significant risk of injury.

3.18 Maintenance and Inspection of Equipment

3.18.1 The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the delegated H&S Manager.

3.18.2 Where Heads of Department hold budgets for maintenance, they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair.

3.18.3 All defects in hand tools, power tools or any other equipment must be reported immediately to the line manager in that area, who in turn will appraise the Headteacher of the details. The equipment concerned is to be withdrawn from service without delay, clearly marked and isolated in an area where it cannot be re-issued for further use until repair has been affected or it has been disposed of. Staff must not attempt to repair the equipment themselves.

3.19 Managing Medicines and Drugs

3.19.1 See the BBCET Medical Conditions Policy.

3.20 Manual Handling and Lifting

3.20.1 The delegated H&S Manager will ensure that any significant manual handling tasks are risk assessed, and these tasks eliminated where possible.

3.20.2 No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the delegated H&S Manager for assistance.

3.20.3 Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

3.20.4 Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

3.21 Monitoring and Auditing

3.21.1 It is vital that all systems and processes are monitored and reviewed regularly to ensure they remain appropriate and effective in managing health and safety. Health and safety management must be seen by all staff as an exercise in continuous review and improvement and not a finite task. The School expects all staff with a health and safety role to regularly review those aspects they are responsible for to ensure they remain in line with legislation and best practice.

3.21.2 This overarching policy will be reviewed at least annually, but more frequently if legislative or technological changes demand it, or if appropriate to do so in response to a particular event.

3.21.3 The School strives to achieve best practice in regard to health and safety. It is therefore open to all external scrutiny and advice regarding health and safety arrangements and will fully cooperate with all professional audits. Such audits may come from a range of parties including:

a) An annual visit and "self assessment" audit of systems and processes conducted by the School's Health and safety governor. This will be comprised of two parts: a desktop audit of paperwork and processes combined with a physical audit of the premises and processes.

b) An audit conducted by the Trust's appointed Health and safety advisor. This will be undertaken not less than every 2 years and will be conducted over at least one full day of site visit.

c) External parties and regulating authorities may require/demand scrutiny of our systems and processes such as insurance companies, the fire and rescue service, regulating authorities e.g., water board etc.

d) All external audit reports will be reported transparently to the Health and Safety group and Governors by the delegated H&S Manager if recommendations in those reports demand discussion at the group (in the judgement of the Headteacher), otherwise the recommendations will be acted upon promptly. Progress against any action plan resulting from such an audit will be reported to, and monitored by, such groups.

3.22 New and Expectant Mothers

3.22.1 Expectant mothers must tell their employer about the pregnancy at least 15 weeks before the beginning of the week the baby is due and complete the relevant MAT B1 form (Maternity Certificate).

3.22.2 The Headteacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy (see annex).

3.22.3 The relevant manager should review the relevant risk assessments with the relevant staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother.

3.22.4 The school should consider these risks when completing the risk assessment:

a) Working with hazardous substances
b) Stressful environments
c) Movement around the site (including stairs and distances between classrooms etc.)
d) Doing duties that involve physical effort which might be too arduous;
e) Standing for long periods
f) Inherent risks in certain departments, e.g., PE, Science
g) Manual Handling
h) Working in a confined working space
i) Using an unsuitable workstation
j) Infectious diseases
k) The provision of appropriate sanitary and rest facilities.

3.23 Noise

3.23.1 In areas where high noise factors exist for any length of time and where noise cannot be controlled at source all personnel are to wear ear protection. These areas are to be designated with the approved warning signs. If staff believe they operate within an area of high, or persistent, noise then they should report any concern they have to the delegated H&S Manager who will arrange a noise test to be conducted.

3.24 PE and Playground Equipment

3.24.1 The Head of Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.

3.24.2 The delegated H&S Manager is responsible for ensuring playground equipment is inspected at least annually by a competent person and regularly by the Premises team.

3.24.3 Risk assessments have been completed for all playground and PE activities, and all staff must be familiar with these.

3.24.4 Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

3.24.5 All PE equipment must be visually checked before lessons and returned to the designated storage area after use.

3.24.6 Students must not use the PE or playground equipment unless supervised.

3.24.7 Any faulty equipment must be taken out of use and reported to site staff.

3.25 Personal Protective Equipment (PPE)

3.25.1 Where the need for PPE has been identified in risk assessments, it is Headteacher responsibility to ensure adequate supplies of suitable PPE.

3.25.2 Where a need for PPE is identified by risk assessment, staff and students should wear PPE as per instructed on the risk assessment.

3.25.3 Any staff member or student who refuses to use the PPE will be subject to disciplinary action.

3.25.4 PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager in the first instance, if issues arise, these should be brought to the attention of the Headteacher.

3.26 Risk Assessments

3.26.1 It is the Headteacher's responsibility to ensure that potential hazards are identified, and risk assessments are completed for all significant risks arising from the school undertakings.

3.26.2 The Headteacher is responsible for ensuring the responsibility for completing risk assessments is delegated to the person responsible for that area.

3.26.3 Heads of Department will undertake risk assessments for their specialist areas.

3.26.4 The delegated H&S Manager will undertake risk assessments for maintenance and cleaning.

3.26.5 The EVC will ensure that risk assessments are completed by all staff who organise and lead Educational Visits.

3.26.6 All line managers should ensure that staff are made aware of the risk assessments which are applicable to them by ensuring the staff sign a register (which may be electronic) to confirm they have received, read and understood those risk assessments.

3.26.7 All risk assessments are to be reviewed at least annually, or more frequently if any event or change in circumstances demands it. After each review, any additional control measures identified should contain clear action owners and dates of completion and all staff involved should again sign to acknowledge their awareness of the change.

3.27 Security

3.27.1 The delegated H&S Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

3.27.2 The delegated H&S Manager is also responsible for the security of the site after normal school hours use and lettings.

3.27.3 The numbers on security pads will be changed at regular intervals, and these changes notified to relevant staff. Staff are reminded that these numbers should not be divulged to any student or parent.

3.27.4 Staff must query any visitor on the premises who is not wearing a visitor badge and escort them back to reception.

3.27.5 If an intruder becomes aggressive staff should seek assistance.

3.27.6 Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held virtually or by phone, if this is not possible, then these should take place in an area where more than one member of staff is present. The Headteacher should be notified in advance of these meetings where possible.

3.27.7 Incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to Headteacher, and the requirements set on section 3.36 should be followed.

3.28 Site Maintenance

3.28.1 The delegated H&S Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

3.28.2 The Premises/Site team will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to Headteacher.

3.28.3 All staff are responsible for reporting any damage or unsafe condition to the delegated H&S Manager immediately in writing. When the matter is urgent, this should be communicated by the relevant channel.

3.29 Smoking

3.29.1 Smoking is not permitted on the school site as this is against the law. Any employee or student found in breach of this will face disciplinary action.

3.30 Stress and Wellbeing

3.30.1 The school recognises that work-related stress is a management issue and acknowledges the importance of identifying and reducing workplace stressors and promote wellbeing. The school will endeavour to reduce job related stress through actions such as:

a) Remaining true to our Aims as a Catholic school at all times

b) Communicating openly with all staff in a friendly and efficient manner

c) Consulting with employees as early and as much as possible on the decisions that affect their jobs

d) Use of a Staff wellbeing group that meets termly.

e) Regular use of a staff survey to bring widespread issues into the open and encourage open and frank dialogue

f) Ensuring workload is suitable to employees' abilities and resources

g) Referrals to occupational health support where appropriate

h) Offering flexible working arrangements and granting requests for leave wherever possible

i) Celebrating success and good work performance

j) Cultivating a friendly social climate - providing opportunities for social interaction among employees.

k) Encouraging staff to share resources and plans, and facilitate this by making time for teams to meet

l) Devoting an aspect of a training event to work-life balance and wellbeing and, following on from this, ask staff to commit to one small change they can stick to every day that will make a difference to their wellbeing

3.30.2 All employees must ensure that they read and understand the Wellbeing policy.

3.31 Swimming

3.31.1 External venues used by the school are visited by the leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility Normal Operating Procedures.

3.31.2 Deep and shallow ends are clearly marked and ideally divided by a rope wherever possible. Lifesaving devices and at least one lifeguard is located around the poolside.

3.31.3 All teachers and students are made aware of facility Emergency Evacuation Procedures. This is refreshed following any change in teachers or students.

3.32 Traffic Management

3.32.1 As far as is reasonably practicable, no persons having reason to enter the School premises will have their health, safety or welfare compromised by the movement of site traffic.

a) entrances and exits will be clearly sign posted.
b) internal roads will have adequate traffic management systems, pavements and walkways will be protected by bollards, fences or painted line delineation.
c) home to school transport must conform with the LA contractual arrangements and documented arrival and collection arrangements
d) fire and emergency vehicle access must be maintained at all times
e) where possible the School will provide reasonable and adequate parking provision for fire and emergency vehicles, disabled visitors, visitors and staff

f) parents should not enter the School premises with their vehicles to deposit or collect pupils (this contravenes existing Education Committee policy)
g) students should not bring or park their cars on the School premises
h) delivery and collection vehicles are not permitted to enter, move around or leave the site at specified times when students may be moving around the site.

3.33 Training and Development

3.33.1 The Headteacher is responsible for ensuring that staff Health and Safety training needs are completed and provide any identified training.

3.33.2 All new staff will receive specific information and training as part of their induction process. Access to e-learning on the BBCET appointed Health & Safety Advisor platform will be targeted to relevant personnel and a list of available courses can be found at Appendix 2.

3.33.3 All staff will receive Health and Safety, Fire Safety awareness training on an annual basis.

3.33.4 Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

3.33.5 All Heads of departments and line managers will receive an annual report on their team (from the School's HR & Governance manager) detailing the training record of all staff in their team. They will be responsible for ensuring training needs are appropriately assessed, delivered and maintained. This will always be delivered by a "competent person" whether they are an in-house expert, or a training provider. This must also include training on individual and specific tasks/processes that are required in the employee's role e.g., storage and handling of specific chemicals for a science technician, or appropriate trampolining instruction for PE teachers who need it.

3.34 Trees

3.34.1 All trees on school grounds should be subject to appropriate management.

3.34.2 A competent person (Qualifications agreed by BBCET's H&S team), Arboriculturalist, will be sought to provide regular tree surveys, providing a report including a map of the site and the tagging of trees surveyed, current status and an action plan if required.

3.34.3 A risk assessment for trees should be completed in conjunction with the competent person.

3.34.4 Any necessary actions resulting from the risk assessment process are to be implemented to ensure risks are reduced to as low as reasonably practicable.

3.34.5 A regime for the on-going care, inspection and maintenance of trees shall be established.

3.35 Use of vehicles

3.35.1 Only those persons authorised, and in possession of the appropriate licence/assessment, including class D1 for minibus, are to drive School vehicles or their own cars on School business.

3.35.2 A copy of authorised drivers' licences should be provided to the Admin team annually in September prior to insurance renewal alongside an explicit acknowledgement of their responsibilities as a driver on a "Driver declaration" form.

3.35.3 All drivers are to be aware of the Minibus Driving risk assessment and the contents therein.

3.35.4 All school vehicles will be serviced and maintained in accordance with manufacturers recommendations and national requirements.

3.35.5 A pre-journey vehicle inspection must be undertaken and documented prior to every journey. This is to be returned to the Admin office.

3.35.6 Drivers are to ensure that the maximum passenger occupancy is not exceeded in any circumstances.

3.35.7 Where private vehicles are used to complete school business, drivers are to ensure they have their vehicle insured for business use.

3.36 Violence, Harassment and Aggression

3.36.1 Violence, threatening behaviour or abuse to staff will not be tolerated so all members of the school community, and all visitors can be confident that they are operating within a safe environment;

3.36.2 Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from students and others to staff;

3.36.3 Government guidance from the Department for Education, the Health and Safety executive and Unions are taken into account when risk assessments are completed;

3.36.4 Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault:

3.36.5 Individual student risk assessments or Care Plans will be completed when necessary;

3.36.6 Regular reviews to monitor the effectiveness of the control measures are completed;

3.36.7 The design of the school premises will take into consideration the risks of violence, aggression and harassment;

3.36.8 Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities;

3.36.9 Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Accident Reporting and Investigation procedure;

3.36.10 If a member of staff is subject of workplace harassment, aggression or violence, the school will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence;

3.36.11 To enhance the learning environment and achieve a safe and secure community, the school will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression

3.36.12 All staff leaving the School site to undertake duties must on every occasion make sure they sign out at reception when leaving and then then sign in again on return. They must ensure:

a) Someone in the School knows where they have gone and what time they are expected back;

b) The School has an up-to-date contact number for them.

3.37 Visitors

3.37.1 All visitors must sign in and out at the reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times whilst on the premises.

3.37.2 Visitors will be made aware of the emergency procedures and other safety information relevant to them.

3.37.3 Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area, e.g., asbestos, fragile roofs.

3.38 Water hygiene management (control of Legionnaire' disease)

3.38.1 The Headteacher will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the delegated H&S Manager and specialist external contractors

3.38.2 The school will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

3.38.3 Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective;

3.38.4 The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

3.39 Working at Height

3.39.1 The delegated H&S Manager is responsible for the purchase and maintenance of all ladders on the premises.

3.39.2 All ladders conform to BS/EN 131 standard.

3.39.3 The delegated H&S Manager is also responsible for completing risk assessments for all working at height tasks on the premises.

3.39.4 Staff are reminded that `working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place.

3.39.5 When working at height or using access equipment such as ladders, crawling boards, etc., the correct equipment is to be used for the job to be undertaken. Only trained personnel should use access equipment, e.g., site staff. Site Staff will assist should there be a need for working at height, e.g., in the hanging of displays etc.

3.39.6 Do not work at height when you are alone. If you are planning to use a step ladder, ask the delegated H&S Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

3.39.7 All ladders/steps must be appended to the ladder register and subject to regular and pre-use inspection.

3.39.8 Each ladder shall have affixed a ladder safety inspection label.

4. Conclusions

4.1 This Health and Safety policy reflects the school's serious intent to accept its responsibilities in all matters relating to Health and Safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

Further Guidance and Resources

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or the BBCET appointed Health & Safety Advisor portal. The following are some examples. The Health and Safety lead in the school will keep under review to ensure links are current.

- HSE

  https://www.hse.gov.uk/

- HSE - Sensible health and safety management in schools

  https://www.hse.gov.uk/services/education/sensible-leadership/index.htm

- Department for Education - Health and safety: responsibilities and duties for schools

  https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools

- National Education Union (NEU) – Health and Safety Advice

  https://neu.org.uk/health-and-safety-advice

Further Resources

- The Royal Society for the Prevention of Accidents (RoSPA) - Managing Safety in Schools and Colleges

  https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/managing-safety-schools-colleges.pdf

Appendix 1 – Document Library locations

	H&S Policy	Bespoke policy	Staff Handbook	Risk Assessment	Other
Accident reporting	Y		Y		
Asbestos	Y	Y	Y	Y	Asbestos Survey
Competent Person	Y				
Contractors	Y	Y		Y	Guidance documents
Control of infections	Y	Y			
COSHH	Y			Y	Assessments
Critical Incident	Y				Business Continuity Plan
Curriculum (include off site)	Y		Y		
Defective tools	Y			Y	
DSE	Y				Self assessments
Educational visits	Y		Y		
Electrical safety	Y			Y	
Fire prevention	Y	Y	Y	Y	FRA
First Aid	Y	Y	Y		
Gas/Heating	Y			Y	
Housekeeping	Y			Y	
Inclusion	Y		?		
Lettings	Y				
Lone working	Y			Y	
Machinery	Y			Y	
Managing medicines	Y	Y	Y		
Manual handling	Y			Y	
Monitoring & Auditing	Y				
Movement of students	Y				
New/Expectant mothers	Y			Y	
Noise	Y		Y		
PE & Playground	Y			Y	
PPE	Y				
RA's	Y			Y	
Safe working	Y				
Security	Y			Y	
Site maintenance	Y				
Skin infections	Y				
Smoking	Y		Y		
Stress/wellbeing	Y	Y	Y	Y	
Supervision of students	Y		Y		
Swimming	Y			Y	
Traffic management	Y			Y	
Training	Y				

Trees	Y				Tree survey
Vehicles	Y				Driver declarations etc
Violence	Y				
Visitors	Y			Y	
Visits (off site)	Y			Y	
Water hygiene (Legionella)	Y				Water Risk Assessment
Working at height	Y			Y	Ladder register

Appendix 2 – Training Matrix

General Health & Safety Training Guidance

The training matrix below represents a guide of what is the minimum expectation for health and safety training. It is for the HT & H&S lead at each school to be able to assess the level of training required **and be able to demonstrate its effectiveness if questioned.** Advice can be sought from the BBCET Estates Manager or BBCET's appointed competent H&S adviser Judicium.

Course/Training	HT	H&S Lead	Site Staff	All other teachers & support staff	Frequency
Senior leaders [1]					
IOSH Managing Safely	Yes	Yes	*	No	Every 5 years
All staff					
H&S Basics	Yes	Yes	Yes	Yes	On appointment, then every 3 years (more frequently in the event of an incident)
Fire safety	Yes	Yes	Yes	Yes	
Stress Management	Yes	Yes	Yes	Yes	
Periodic H&S reminders with bespoke school context e.g. what to do in the event of an accident	Yes	Yes	Yes	Yes	Annually & more frequently in the event of an incident
Fire awareness (inc. Evacuation drills termly)	Yes	Yes	Yes	Yes	
Identified by role/tasks undertaken (renewed every 3 years unless otherwise stated)					
Working at height	*	Yes	Yes	*	
Manual handling	*	Yes	Yes	*	
Display screen equipment (DSE)	*	Yes	*	*	Annual Self-assessment for staff who use DSE >1hr at a time, or >50% the day
Emergency First Aid[6]	*	*	Yes	*	
Fire warden	Yes	Yes	Yes	*	
EVC training	Yes	Yes	*	*	
Accident investigation	Yes	Yes	*	*	
RIDDOR reporting	*	Yes	*	*	
Asbestos Training (3-4hrs)	*	Yes	Yes	No	Every 5 yrs
Asbestos awareness	*	Yes	Yes	No	Annually
COSHH assessment	No	No	Yes	No	
Electrical safety	No	No	Yes	No	
Machinery safety	No	No	Yes	No	
Managing contractors	*	Yes	Yes	No	
Water management	No	No	Yes	No	
Risk assessments (RA)	*	Yes	Yes	*	
PASMA Tower/Scaffold	No	No	Yes	No	Every 5 years

Department Specific Training

Course/Training	Art	Drama & Music	DT	Food Tech	PE	Science	Frequency
Undertaking departmental based risk assessments	Yes	Yes	Yes	Yes	Yes	Yes	3 yrs
COSHH Training	Yes	No	Yes	Yes	No	Yes	3 yrs
CLEAPPS Training	No	No	No	No	No	Yes	2 yrs
DATA Training	No	No	Yes	No	No	No	5 yrs (legal requirement)
Food safety level 1	No	No	No	Yes	No	No	3 yrs (legal requirement at least one in Dept has this)
Food safety level 2	No	No	No	Yes	No	No	3 yrs
PUWER Training	No	No	Yes	No	No	No	5 yrs (legal requirement)
RPS Training	No	No	No	No	No	Yes	5 yrs (legal requirement)

Training Matrix Colour Key to the tables above

Accredited E-learning courses available on this topic by BBCET H&S Advisor at no cost to school
Instructor led courses by BBCET H&S Advisor or similar provider (at cost)
Instructor led, not provided by BBCET H&S Advisor but recommended (at cost)
Training delivered through regular sharing of local policies, staff handbook guidance, face to face briefings, specific items on INSET days, email reminders, group toolbox talks etc.

Notes:

1. Those responsible for H&S management in school must be able to demonstrate a strong understanding of expectations and requirements. This training will enable them to ensure H&S arrangements and training needs are appropriately understood and assigned.

2. Training may be in the form of in person classroom based, e-learning or email/policy instruction. Any generic training should be supplemented with specific school context, policies & practice. School HTs and H&S leads are free to determine how they meet the training need and whether or not they use the free eLearning courses available from Judicium, but in any event they must be able to demonstrate it's effectiveness and how it meets legal expectations if questioned.

3. H&S lead to determine which members of staff in their school require training for items marked with the * symbol. Where staff undertake duties or tasks relating to these areas they must have the training before undertaking any associated task. All staff must be reminded at least annually that they must not undertake duties associated with these areas without training.

4. We do not expect teachers to be working at height, or undertaking any manual handling, therefore we do not anticipate teachers will need to do this training. It is recommended that all staff are advised periodically that they must not work at height or handle/carry items of an unusual shape, weight or load unless it is a recognised part of their job and they have received training.

5. All staff must take responsibility for their own health and safety and seek advice from the H&S lead in school before undertaking any such activity and placing themselves at risk. This expectation should be made clear to all staff at least annually.

6. Not all department staff are expected to complete First Aid training but there should be sufficient across school with consideration being given to out of school activities and the departments that have riskier activities e.g. PE, Art, DT, Food technology and Science.

7. The above list is not exhaustive as there may be additional training required depending on local school arrangements e.g. paediatric First Aid, Minibus driver training etc.