Bradford Diocesan Academies Trust

HEALTH & SAFETY POLICY & PROCEDURES

Issued: August 2019
Reviewed: September 2026
Due for Review: September 2027

Bradford Diocesan Academies Trust

Contents

Inclusion Statement 1
Introduction 1
Policy Reviews 1
Legislation and Guidance 1
Health and Safety Policy Statement 3
Key Legal Duties 4
Legal Responsibilities of the Trust as Employer 4
Legal Liability of Trustees and Governors 4
Corporate Manslaughter and Corporate Homicide Act 2007 4
Health and Safety Responsibilities 5
Trust Management Structure for Health and Safety 5
Board of Trustees 5
Chief Executive Officer 6
Deputy Chief Operating Officer 6
Headteacher / Principal 6
Academy Business Leader 7
Local Governing Body 8
Link Governor for Health and Safety 8
Heads of Department/Faculty Leaders/Subject Leaders 9
Site Manager / Caretaker 9
All Employees 9
SG Safety Group Limited 10
Health and Safety Committee 10
Health and Safety Arrangements 11
1. Accident, Incident and Ill Health Recording, Reporting and Investigation 11
Recording 11
RIDDOR Reporting 11
Investigation 11
2. Asbestos Management 11
Surveying and the Asbestos Register 12
Asbestos Management Plan 12
Training and Information 12
Incidents Involving Asbestos 12
3. Communication and Consultation 12
4. Control of Contractors 13
Selection and Competence Assessment 13
CDM 2015 Duties as Client 13

Contractor Management On Site 13
Permits to Work 13
5. Display Screen Equipment 13
6. Driving for Work and Minibuses 14
General Driving 14
Minibuses 14
7. Drugs and Alcohol 15
8. Electrical Safety 15
9. Emergency Planning and Critical Incident 15
10. Fire Safety 15
11. First Aid 16
12. Gas Installations and Appliances 16
13. Hazardous Substances (COSHH) 17
14. Health, Safety and Welfare Facilities 17
15. Home Working 17
16. Legionella and Water Safety 18
Risk Assessment and Written Scheme 18
Day to Day Control Measures 18
Records and Monitoring 18
17. Lone Working 18
18. Manual Handling 18
19. New and Expectant Mothers 19
20. Noise 19
21. Occupational Health 19
22. Off Site Working 19
23. Permits to Work 20
24. Personal Protective Equipment 20
25. Personal Safety and Violence 20
26. Risk Assessment 20
Identify Risks 21
Measure Risks 21
Manage Risks 21
Monitor Risks 21
Report Risks 21
27. Slips, Trips and Falls 22
28. Smoking 23
29. Stress and Wellbeing 23
30. Training 23
31. Vibration 24
32. Visitors 24

33. Waste Management 25
34. Work at Height 25
35. Work Equipment 25
36. Workplace Transport 25
37. Working Time 26
38. Winter Conditions 26
39. Young Persons and Work Experience 26
Active Monitoring 27
Reactive Monitoring 27
Annual Reviews 27
Amendment Record 28
Health and Safety Rules 29
Health and Safety Contacts 30

Inclusion Statement

As part of our focus on diversity and inclusion, BDAT pledges that our policies will seek to promote equality, fairness, and respect for all staff and students. Our policies reflect the BDAT values of inclusion, compassion, aspiration, resilience, and excellence. By working closely with a range of stakeholders, such as our school, union, and HR colleagues, we have ensured that BDAT's policies do not unlawfully discriminate against anybody.

Introduction

This Health and Safety Policy has been developed by Bradford Diocesan Academies Trust (BDAT) in conjunction with Safety Group Limited. It has been signed off for implementation by the Board of Trustees.

Safety Group Limited have been appointed by BDAT as the external competent person, as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. Safety Group Limited's scope of works covers health and safety advice, policy support, audit and review.

BDAT is a multi-academy trust providing education across Bradford and its surrounding communities. The Trust operates 21 academies, ranging from primary schools to secondary colleges, each serving diverse communities across the district. The Trust also operates a central office.

As the employer for all academies, BDAT holds overall legal accountability for health, safety and welfare under the Health and Safety at Work etc. Act 1974. Day to day management is delegated to headteachers and their leadership teams with oversight from the Local Governing Bodies, but this delegation does not transfer legal accountability away from the Trust.

This policy is the overarching Trust level document. Each academy must amend this policy to make a site-specific Health and Safety Policy that reflects their individual premises, activities and risk profile. This policy should be read alongside the BDAT Scheme of Delegation.

The policy will be reviewed at annually and revised when there are changes to legislation, staffing, premises or the nature of Trust activities.

Policy Reviews

This Health and Safety Policy will be reviewed annually by the Deputy Chief Operating Officer in conjunction with Safety Group Limited.

Legislation and Guidance

The following legislation and guidance documents are relevant to BDAT's health and safety obligations. Full copies of relevant legislation are available at www.legislation.gov.uk. HSE guidance can be accessed at www.hse.gov.uk. Safety Group maintains summaries of key legislation at safetygroupuk.com.

Legislation / Regulation	Relevance to BDAT
Health and Safety at Work etc. Act 1974	Primary duty of care. Employer duty to ensure health, safety and welfare of all employees and others.
Management of Health and Safety at Work Regulations 1999	Risk assessment, competent person appointment, emergency procedures, health surveillance.
Regulatory Reform (Fire Safety) Order 2005	Fire risk assessment, fire safety management, means of escape, staff training.
Control of Asbestos Regulations 2012	Duty to manage asbestos, survey, register, management plan, worker training.
Workplace (Health, Safety and Welfare) Regulations 1992	Premises standards including temperature, ventilation, lighting and welfare facilities.
Control of Substances Hazardous to Health Regulations 2002 (COSHH)	Risk assessment and control of hazardous substances including cleaning materials and laboratory chemicals.
Manual Handling Operations Regulations 1992	Risk assessment and control of manual handling tasks.
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	Reporting of specified injuries, dangerous occurrences and occupational diseases to HSE.
Electricity at Work Regulations 1989	Fixed wiring inspections, PAT testing and safe systems for electrical work.
L8 Approved Code of Practice and HSG274	Legionella risk assessment, written scheme of control and temperature monitoring.
Health and Safety (Display Screen Equipment) Regulations 1992	DSE user assessment, information, training and eye test provision.
Health and Safety (First Aid) Regulations 1981	Adequate first aid personnel, equipment and facilities.
Provision and Use of Work Equipment Regulations 1998 (PUWER)	Safe work equipment, inspection, maintenance and user training.
Work at Height Regulations 2005	Planning, equipment selection and supervision for all work at height activities.
Construction (Design and Management) Regulations 2015 (CDM)	Client, Principal Designer and Principal Contractor duties for all construction work.
Control of Noise at Work Regulations 2005	Risk assessment and control of noise exposure, audiometric testing where required.
Control of Vibration at Work Regulations 2005	Risk assessment and control of hand arm and whole body vibration.
Corporate Manslaughter and Corporate Homicide Act 2007	Criminal liability of organisations for gross breaches of duty of care causing death.
Academy Trust Handbook (DfE/ESFA)	Governance, financial and operational requirements for academy trusts.
Keeping Children Safe in Education (DfE)	Safeguarding and child protection duties, which overlap with health and safety obligations.

Bradford Diocesan Academies Trust

Health and Safety Policy Statement

Bradford Diocesan Academies Trust is committed to the health, safety and wellbeing of all employees, pupils, governors, visitors, contractors and members of the public who may be affected by our activities across all academies.

As the employer and occupier of all academy premises, BDAT accepts its legal duties under the Health and Safety at Work etc. Act 1974 and all associated legislation. Managing health and safety effectively is both a moral obligation and a business critical function. Our commitment is led from the highest level of the organisation.

In order to discharge these responsibilities, BDAT and its academies will:

- Implement, maintain and regularly review this Health and Safety Policy across all academies.
- Carry out and regularly review suitable and sufficient risk assessments proportionate to identified risks.
- Communicate health and safety obligations clearly to all employees, governors and stakeholders.
- Comply fully with all relevant legislation, codes of practice, regulations and approved guidance.
- Eliminate risks to health and safety through selection and design of materials, premises, equipment and processes wherever reasonably practicable, and minimise residual risks through appropriate controls.
- Ensure that emergency procedures are in place at all locations.
- Maintain our premises, plant and equipment to a safe standard.
- Only engage competent contractors and monitor their activities on site.
- Provide adequate resources to control health and safety risks arising from our activities.
- Provide appropriate training and ensure all employees are competent to carry out their roles safely.
- Provide clear organisational structures that define health and safety responsibilities at Trust and academy level.
- Regularly monitor performance and pursue a programme of continuous improvement.
- Ensure that the specific hazards associated with an educational setting, including asbestos, Legionella, fire, contractor management, pupil safety and curriculum activities, are proactively managed.

This policy will be reviewed at annually and revised as necessary to reflect changes in business activities, legislation or guidance. Any significant changes will be communicated to all employees.

Key Legal Duties

Legal Responsibilities of the Trust as Employer

As a multi academy trust, BDAT is the employer for all academies. The key employer responsibilities under health and safety legislation are to:

- Produce and maintain a written Health and Safety Policy.
- Assess risks to employees, pupils and others who could be affected by work activities.
- Arrange for effective planning, organisation, control, monitoring and review of preventive and protective measures.
- Ensure access to competent health and safety advice.
- Consult employees about their risks at work and the preventive and protective measures in place.
- Provide and maintain safe plant, equipment and systems of work.
- Ensure the safe use, handling, storage and transport of articles and substances.
- Provide appropriate information, instruction, training and supervision.

Legal Liability of Trustees and Governors

Trustees and Local Governors may, in certain circumstances, incur personal legal liability in addition to the Trust's corporate obligations.

- Under Section 37 of the Health and Safety at Work etc. Act 1974, where a health and safety offence by an organisation is committed with the consent or connivance of, or attributable to the neglect of, a Trustee, Governor or senior officer, that individual may be personally prosecuted.
- Those found guilty may face penalties including unlimited fines, and in serious cases imprisonment. Academy Trustees (as company directors) may also be subject to disqualification under the Company Directors Disqualification Act 1986.
- In rare and serious circumstances, individuals (including Trustees and Governors) could also be liable for the common law offence of gross negligence manslaughter where a gross breach of duty of care results in death.

Corporate Manslaughter and Corporate Homicide Act 2007

The Corporate Manslaughter Act 2007 creates an offence where the way an organisation manages its activities causes a death amounting to a gross breach of a duty of care. Key elements are:

- A substantial failure must have been at a senior management level.
- Organisations found guilty are subject to unlimited fines, publicity orders and remedial orders.
- The police will carry out investigations and will involve HSE where gross management failings are identified.

The Trust must ensure that its health and safety management systems are robust, documented and demonstrably effective. Senior managers must understand their duties and be able to show that they have taken all reasonable steps to manage risks.

Health and Safety Responsibilities

Whilst BDAT can delegate responsibility for health and safety policy delivery to school leaders, the Trust retains overall accountability. School leaders can delegate responsibility for health and safety policy delivery to suitable persons, but school leaders retain accountability within their remit.

Trust Management Structure for Health and Safety

Role	Accountable and Responsible For
BDAT Board of Trustees	Overall legal accountability for health and safety across all 21 academies. Strategic oversight, policy approval and resource allocation.
Chief Executive Officer (CEO)	Executive leadership of health and safety across the Trust. Ensuring policy is implemented, resourced and reviewed.
Deputy Chief Operating Officer (dCOO)	Operational management of premises health and safety. Asbestos, Legionella, fire, electrical and contractor management across the estate.
Headteacher / Principal (each academy)	Day to day health and safety management at academy level. Risk assessments, staff training, incident reporting and policy implementation.
Academy Business Leader	Supporting the Headteacher with health and safety administration, compliance records, contractor control and RIDDOR reporting.
Local Governing Body	Academy level health and safety oversight. Ensuring local compliance and reviewing the annual health and safety report.
Head of Department / Faculty Leader / Subject Leader	Health and safety within their department or faculty. Curriculum risk assessments and staff supervision.
Site Manager / Caretaker	Premises safety. Statutory compliance checks. Contractor supervision. Asbestos and Legionella day to day management.
All Employees	Personal responsibility for their own safety and the safety of others. Compliance with policy and instructions. Reporting hazards and incidents.
Safety Group Limited (Competent Person)	External competent person as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. Health and safety advice, policy support, audit and review.

Board of Trustees

The Board of Trustees is responsible for setting the strategic direction for health and safety across BDAT. Trustees will:

- Approve and review the Trust Health and Safety Policy at annually.
- Ensure sufficient financial and human resources are allocated to manage health and safety effectively across all academies.
- Receive and consider the annual health and safety performance report.

- Ensure that the health and safety implications of all significant decisions are considered before they are taken.
- Ensure that the Trust has access to competent health and safety advice.
- Undertake appropriate health and safety awareness training relevant to their position as Trustees.
- Understand their personal legal liability under Section 37 of the Health and Safety at Work Act 1974 and the Corporate Manslaughter Act 2007.

Chief Executive Officer

The CEO is the most senior person with executive responsibility for health and safety across BDAT. The CEO will ensure that:

- The Trust Health and Safety Policy is implemented, monitored, communicated effectively and reviewed as required.
- Health and safety objectives are embedded within Trust business planning.
- Adequate financial, personnel and physical resources are provided to implement this policy.
- Competent persons are appointed to provide health and safety assistance at Trust and academy level.
- A programme of premises maintenance is in place across all 21 academies.
- Statutory examinations and inspections are planned, completed and recorded.
- Accidents, incidents and near misses are investigated and reported in accordance with RIDDOR.
- The Trust's health and safety performance is reported to the Board of Trustees annually.
- Headteachers are supported in discharging their day to day health and safety responsibilities.

Deputy Chief Operating Officer

The dCOO has operational responsibility for the physical health and safety of the BDAT estate. This includes:

- Managing the Trust wide programme of statutory compliance across all sites, covering asbestos, Legionella, fire, electrical, gas and water.
- Maintaining central records of all statutory testing, inspection and certification.
- Ensuring that asbestos registers, management plans and refurbishment surveys are in place and current for all applicable buildings.
- Managing the Trust's Legionella programme including written schemes, temperature monitoring records and specialist contractor engagement.
- Overseeing contractor control at Trust level and maintaining the approved contractor list.
- Supporting academy Site Managers and Premises Officers with compliance and training.
- Receiving and reviewing all RIDDOR reports from academies at the time of reporting.
- Reporting significant health and safety incidents and compliance concerns to the CEO and Board.
- Holding as a minimum: NEBOSH qualification.

Headteacher / Principal

Each Headteacher or Principal is the accountable person for health and safety within their academy, acting under BDAT's scheme of delegation. The Headteacher will ensure that:

- A site specific Health and Safety Policy is developed, maintained and reviewed annually using this policy as a template.

- A suitable competent person is appointed or the Trust wide competent person (dCOO) is utilised to support health and safety decision making.
- Risk assessments are in place for all significant hazards and activities, reviewed at least annually and following any significant change.
- A fire risk assessment is in place, reviewed annually, and carried out by a suitably qualified third party assessor.
- Fire drills are conducted at least once per term and records are maintained.
- All statutory compliance requirements are met, including asbestos management, Legionella control, electrical testing and gas safety.
- All staff receive appropriate health and safety induction, training and refresher training.
- All accidents and near misses are recorded. RIDDOR reportable incidents are reported to HSE and notified to the dCOO
- Contractors are controlled in accordance with the BDAT Contractor Control Policy.
- A Critical Incident and Business Continuity Plan is in place and reviewed annually.
- Health and safety performance is reported to the Local Governing Body at each full Local Governing Body meeting.
- A Deputy is nominated to assume delegated operational responsibility for the above. This will typically be the Academy Business Leader.
- Appropriate health and safety training is attended.

Academy Business Leader

The Academy Business Leader acts as the Headteacher's delegated lead for the day to day coordination and administration of health and safety matters within the academy. The Academy Business Leader will:

- Support the Headteacher in implementing and monitoring the academy's Health and Safety Policy and associated procedures.
- Maintain the academy's health and safety management system, ensuring that records, certificates, inspection reports and compliance documentation are current and readily available for inspection.
- Maintain a health and safety action plan and monitor progress against outstanding actions arising from audits, inspections, risk assessments and compliance visits.
- Coordinate the completion, review and storage of risk assessments and ensure staff have access to relevant assessments and safe systems of work.
- Monitor statutory compliance requirements and work with the Site Manager, Headteacher and Trust colleagues to ensure inspections, testing and servicing are completed within required timescales.
- Support the management of asbestos, Legionella, fire safety, electrical safety and other premises compliance arrangements in accordance with Trust procedures.
- Administer the academy accident and incident reporting system and ensure accident records are maintained.
- Assess accidents and incidents against RIDDOR criteria and submit reports to the Health and Safety Executive where required, informing the dCOO at the time of reporting.
- Investigate accidents, incidents and near misses as directed by the Headteacher and ensure corrective actions are implemented.
- Coordinate health and safety training records and maintain an academy training matrix to ensure mandatory training remains current.
- Ensure contractors are appropriately inducted, monitored and managed.
- Operate and maintain the permits to work system for high risk activities undertaken on site.

- Undertake and record termly health and safety inspections with the Site Manager and report findings to the Headteacher.
- Prepare health and safety reports for the Headteacher, Local Governing Body and Trust as required.
- Act as the primary point of contact for health and safety audits, inspections and visits from external advisers, regulators or the Trust.
- Attend appropriate health and safety training and maintain sufficient competence to fulfil the responsibilities of the role.

Local Governing Body

The Local Governing Body provides strategic oversight and scrutiny of health and safety arrangements within the academy on behalf of the Trust. Local Governors are not responsible for the day to day management of health and safety but must seek assurance that effective arrangements are in place. The Local Governing Body will:

- Support the Trust's commitment to providing a safe and healthy environment for pupils, staff, visitors and contractors.
- Review, challenge and scrutinise the academy's health and safety performance through regular reports from the Headteacher and Academy Business Leader.
- Ensure that health and safety is considered when making decisions about academy activities, premises and resources.
- Approve and review the academy's site-specific Health and Safety Policy on an annual basis.
- Receive reports on significant accidents, incidents, near misses, enforcement action, complaints and health and safety audits.
- Monitor progress against health and safety action plans arising from audits, inspections, risk assessments and compliance reviews.
- Seek assurance that statutory compliance requirements relating to fire safety, asbestos, Legionella, electrical safety, gas safety and other key risk areas are being effectively managed.
- Ensure that appropriate resources are being allocated to address significant health and safety risks and compliance requirements.
- Escalate significant concerns, unresolved risks or resource issues to the Trust through established governance arrangements.
- Complete appropriate health and safety awareness training relevant to their role.

Link Governor for Health and Safety

The Local Governing Body will appoint a designated Health and Safety Link Governor who will:

- Meet formally with the Academy Business Leader at least every six months to review health and safety performance, compliance status and outstanding audit actions.
- Undertake, where practicable, a six-monthly health and safety monitoring visit alongside the Academy Business Leader and/or Headteacher.
- Review accident trends, audit findings, statutory compliance reports and significant risk management issues.
- Provide constructive challenge and support regarding the academy's management of health and safety.
- Report findings, concerns and recommendations to the next full Local Governing Body meeting.

- Act as the primary governor contact for health and safety matters while recognising that operational management remains the responsibility of academy leaders.
- Seek assurance that actions arising from audits, inspections and incidents are completed within reasonable timescales.

Heads of Department/Faculty Leaders/Subject Leaders

Heads of Department, Faculty Leaders and Subject Leaders are responsible for health and safety within their curriculum areas. They will:

- Ensure that curriculum specific risk assessments are in place and reviewed, particularly in Science, Design and Technology, Art, Physical Education and Food Technology.
- Ensure all staff in their department are aware of relevant risk assessments and safe systems of work.
- Maintain COSHH assessments for all hazardous substances used in their department.
- Ensure that work equipment within their areas is fit for purpose, maintained and subject to pre use checks.
- Apply specialist health and safety guidance relevant to their subject area. This includes CLEAPSS for Science and Design and Technology, and AfPE for Physical Education.
- Report all accidents, incidents and near misses to the Headteacher or Academy Business Leader.
- Conduct regular departmental health and safety inspections and record findings.

Site Manager / Caretaker

The Site Manager or Caretaker at each academy is the operational lead for premises health and safety. Their responsibilities include:

- Day to day implementation of the written Legionella scheme of control. This includes temperature monitoring, flushing of infrequently used outlets and recording all results.
- Maintaining the asbestos register and ensuring that contractors are made aware of asbestos locations before any work on the building fabric commences.
- Overseeing contractor sign in and sign out, briefing contractors on site safety rules and monitoring contractor work.
- Conducting and recording routine safety inspections of the site, including fire escape routes, emergency lighting, fire extinguishers and fire doors.
- Ensuring statutory plant inspections are scheduled and carried out, including electrical EICR, gas safety, lifts and pressure systems.
- Reporting defects and hazards to the Headteacher and Academy Business Leader promptly.

All Employees

Every employee has a legal duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. All employees must:

- Understand and comply with this Health and Safety Policy and all associated procedures.
- Not intentionally or recklessly interfere with anything provided for health and safety purposes.
- Report all accidents, near misses, incidents and hazards to their line manager immediately.
- Attend all required health and safety training.

- Use equipment, machinery and substances only for the purposes and in the manner for which they have been trained.
- Wear personal protective equipment as instructed and store it correctly.
- Inform their manager of any health condition that may affect their ability to work safely.
- Co-operate with management on all matters relating to health and safety.

SG Safety Group Limited

Safety Group Limited is appointed as the competent person for BDAT in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999. Safety Group will:

- Support BDAT in the development, review and maintenance of this Health and Safety Policy.
- Provide advice on all aspects of health and safety legislation and best practice relevant to BDAT's activities.
- Assist with the identification of health and safety training needs and provide or source training.
- Conduct health and safety audits and site inspections across BDAT academies and provide written reports with prioritised recommendations.
- Provide crisis support in the event of a serious accident or incident, including liaison with enforcement authorities.
- Keep the Trust informed of changes to legislation and guidance that affect BDAT's operations.
- Be available by telephone for health and safety advice. Contact: 01138 314022 or info@safetygroupuk.com.

Health and Safety Committee

It is good practice for each academy to establish its own Health and Safety Committee. The Committee should:

- Ensure regular communication and consultation with staff on health and safety issues.
- Review accident and incident statistics and identify trends requiring action.
- Monitor health and safety standards across the academy.
- Review the outcomes of health and safety inspections and audits and agree action plans.
- Review the implications of changes to health and safety legislation.
- Ensure employees are aware of significant changes to the health and safety policy.

This section sets out BDAT's arrangements for managing specific health and safety hazards and activities. These arrangements apply across all academies. Where referenced, each academy must also have site specific procedures in place.

1. Accident, Incident and Ill Health Recording, Reporting and Investigation

All injuries, however minor, sustained by employees, pupils, contractors or visitors on academy premises or during academy activities must be recorded.

Recording

- All accidents and incidents must be entered in the academy accident book or electronic equivalent at the time of occurrence.
- Records must be accurate, factual and comprehensive.
- Records are retained for a minimum of five years. Incidents involving potential asbestos exposure are retained for 40 years.

RIDDOR Reporting

- The Academy Business Leader is responsible for identifying and reporting incidents that fall within the requirements of RIDDOR 2013.
- Reportable events include specified injuries to workers, over seven-day incapacitation injuries, injuries to non-workers requiring hospital treatment, dangerous occurrences and occupational diseases.
- All RIDDOR reports must be sent to the dCOO at the time of reporting for central review.
- Reports are made to the HSE online at riddor.hse.gov.uk or by telephone on 0345 300 9923.

Investigation

- All accidents and incidents resulting in time off work or with potential to cause serious injury must be investigated.
- Investigations should identify root causes and implement corrective actions to prevent recurrence.
- Findings and actions are reported to the Local Governing Body and, for serious incidents, to the BDAT Trust Board.

2. Asbestos Management

Duty Holder
BDAT Trust is the dutyholder for asbestos under Regulation 4 of the Control of Asbestos Regulations 2012. The dCOO holds operational responsibility. Headteachers are the responsible person at academy level.

Asbestos containing materials (ACMs) may be present in BDAT buildings constructed before the year 2000. Failure to manage asbestos is a criminal offence and can cause serious injury or death.

Surveying and the Asbestos Register

- Any academy built or refurbished before 2000 must have a current management survey conducted by a UKAS accredited asbestos surveying contractor.
- The resulting asbestos register must be maintained centrally by the dCOO and held on site at each academy.
- The register must be made available to any contractor before they undertake work on the building fabric.
- A refurbishment and demolition (R&D) survey must be commissioned from a UKAS accredited contractor before any work that involves disturbance of the building fabric. This survey covers the specific area of works only.

Asbestos Management Plan

Each academy where ACMs are present must have a written Asbestos Management Plan containing:

- The current asbestos register.
- The management strategy for each identified ACM.
- Emergency procedures in the event of suspected ACM disturbance.
- A programme for re-inspection of ACMs, typically annually.
- Records of training and competent persons.

Training and Information

- All site staff who may encounter or disturb ACMs in the course of their work must hold Asbestos Awareness training, renewed annually.
- Contractors must be briefed on the location of known ACMs before commencing work and must acknowledge this in writing.
- Any suspected disturbance of ACMs must result in immediate work stoppage, area isolation and notification to the Headteacher and dCOO.

Incidents Involving Asbestos

- Any incident involving potential exposure to asbestos must be reported to the dCOO immediately.
- Medical advice must be sought for any person potentially exposed.
- All records relating to asbestos exposure incidents are retained for 40 years.

3. Communication and Consultation

BDAT is committed to consulting with employees on matters that affect their health and safety. Academies must consult on:

- Any changes to working practices that may substantially affect health and safety.
- The arrangements for competent health and safety advice.
- The planning and organisation of health and safety training.
- The introduction of new technology or processes.
- The significant findings of risk assessments.

Consultation may take place through Health and Safety Committees, staff meetings, email, intranet or directly with Safety Representatives. Records of consultation are maintained.

4. Control of Contractors

When academies engage contractors to carry out work on premises, BDAT has obligations as a client under the Construction (Design and Management) Regulations 2015 and the Management of Health and Safety at Work Regulations 1999. Poor management of contractors is a significant cause of serious accidents in educational settings.

Selection and Competence Assessment

- Contractors must be selected on the basis of competence, relevant experience and a demonstrable health and safety record.
- Pre selection checks must include evidence of relevant insurance, qualifications and training of operatives, risk assessments for similar work, and membership of relevant trade bodies.
- The HSE enforcement actions database at hse.gov.uk/enforce should be checked before engaging contractors.

CDM 2015 Duties as Client

- BDAT must appoint a Principal Designer and Principal Contractor in writing for any project involving more than one contractor.
- Where appointments are not made, the Principal Designer role defaults to the client, which is BDAT.
- Notification to HSE via F10 is required for projects exceeding 30 working days with more than 20 workers, or 500 person days of construction work.
- Pre construction information must be provided to designers and contractors, including the asbestos register and any known hazards on site.

Contractor Management On Site

- Contractors must sign in and out on arrival and departure.
- All contractors must receive a site briefing covering fire evacuation, asbestos register information, site rules, relevant hazards, permit to work requirements and contact details.
- ID badges must be worn during term time, adhering to local safeguarding arrangements.
- Contractor work must be monitored periodically throughout the project by the Academy Business Leader.

Permits to Work

A Permit to Work must be used for the following high risk activities:

- Hot work including welding, grinding and cutting.
- Work on or near asbestos containing materials.
- Confined space entry.
- Work on live electrical equipment.
- Roof work.
- Work involving excavations near underground services.

5. Display Screen Equipment

- A DSE workstation assessment must be conducted for all regular screen users, including those working from home.
- Assessments must be conducted at induction and whenever there is a significant change to the workstation or the employee's health.

- Assessments may be self-assessed provided the employee has received recognised training.
- Records of assessments are retained for a minimum of five years.
- Adjustable chairs, footrests and document holders must be provided where required.
- Employees who regularly use DSE are entitled to request an eye test. The academy will contribute the following to the cost of and eye test and corrective lenses specifically required for screen work.

Contribution towards Eye Test	Contribution towards Corrective Lenses
£30	£70

6. Driving for Work and Minibuses

General Driving

- All staff who drive for work purposes must have a valid licence for the vehicle type, valid insurance for business use and a roadworthy vehicle.
- Drivers must inform their manager of any health condition, medication, licence endorsement or change to their licence that may affect their ability to drive.
- Journeys should be planned. Drivers must not be placed under unreasonable time pressure.
- Driving whilst under the influence of alcohol or drugs is a gross misconduct offence.

Minibuses

- Minibuses may only be driven by staff who are legally entitled and properly insured to drive that vehicle. Licence entitlement requirements vary by vehicle weight and must be confirmed before authorisation.
- All minibus drivers must hold a current MIDAS certificate.
- All staff driving minibuses must hold the appropriate driving licence entitlement for the vehicle, determined by the Maximum Authorised Mass (MAM)
- A Category B (car) licence may be used only where:
  - The minibus does not exceed 3,500 kg MAM (or up to **4,250 kg where additional weight is due to specialist equipment for disabled passengers), and
  - All DVLA conditions are met (including age 21+, minimum 2 years driving experience, and no hire or reward).
- Where a minibus exceeds the above weight limits, drivers must hold a Category D1 licence.
- Staff who passed their driving test before 1 January 1997 may have D1 entitlement with restrictions and may drive heavier minibuses within those limits.
- Minibuses must have a valid MOT and appropriate insurance. A Section 19 permit disc must be displayed where applicable.
- Minibuses must be serviced annually by a licenced mechanic.
- Minibuses must be subject to 12-weekly safety checks, conducted by a licenced mechanic.
- Pre use safety checks must be completed and recorded before each journey.
- A passenger assistant should accompany the driver where practicable to safeguard pupils and prevent driver distraction.
- Drivers must take rest breaks approximately every two hours on longer journeys.

7. Drugs and Alcohol

The possession, use, supply or being under the influence of alcohol or non prescribed drugs during working hours or on academy premises is strictly prohibited and constitutes gross misconduct. Staff who are prescribed medication that may affect their ability to work safely must inform their line manager. BDAT may require staff to submit to medical examination where substance misuse is suspected.

8. Electrical Safety

- All electrical installation work must be carried out by a qualified and competent electrician or approved contractor.
- The fixed electrical installation at each academy must be inspected and tested (EICR) at least every five years, or on a rolling programme covering 20 per cent of all distribution boards each year.
- Portable Appliance Testing must be conducted by a competent contractor at least every two years or on a rolling programme covering 50% of all appliances each year.
- Live electrical working is prohibited. Voltage detection testing is permitted by qualified and experienced personnel with appropriate controls and equipment.
- Any item of portable electrical equipment found to be defective must be immediately removed from service.
- All work equipment and installations must comply with the Electricity at Work Regulations 1989 and, for new works, BS7671.

9. Emergency Planning and Critical Incident

Each academy, and the central team, must have a written Critical Incident and Business Continuity Plan specific to its site. The plan must address:

- Fire evacuation procedures and assembly points.
- Lockdown and invacuation procedures.
- Bomb threat procedures.
- Utility failure, including loss of gas, electricity or water.
- Structural emergency.
- Safeguarding and child protection emergency.
- Communication protocols with the Trust, parents, emergency services and media.

Plans must be reviewed annually and following any critical incident. Staff must be trained in emergency procedures at induction and at least annually thereafter.

10. Fire Safety

Responsible Person

The Headteacher or designated deputy is the Responsible Person for fire safety at each academy under the Regulatory Reform (Fire Safety) Order 2005. BDAT Trust holds overall accountability.

- A fire risk assessment must be in place at each academy, reviewed at least annually.
- The fire risk assessment should be formally replaced on a bi-annual basis.

- Fire risk assessments must be conducted by a competent person, preferably a third party assessor from a nationally recognised fire risk assessment scheme such as BAFE SP205.
- Fire evacuation drills must be conducted at least once per term. Timings and outcomes must be recorded.
- Fire alarm systems, emergency lighting, fire extinguishers and fire doors must be inspected and maintained by competent contractors at the required frequencies.

Type of Inspection	Frequency
Fire alarm system	Every 6 months
Emergency lighting	3 hour draw down – Annually Function test - Monthly
Fire extinguishers	Annually
Fire doors	Annually

- A minimum of one trained fire marshal per zone or floor must be designated. Fire marshal training is required annually.
- Personal Emergency Evacuation Plans (PEEPs) must be in place for any persons who may require assistance evacuating, including staff, pupils and regular visitors.
- Fire safety records must be maintained, including drill records, test and inspection certificates and training records.
- Changes to building layout, occupancy or use that may affect the fire strategy must trigger a review of the fire risk assessment.

A bespoke fire safety policy must be developed for each academy, taking into account the specific premises, fire safety engineering, staffing and activity patterns.

11. First Aid

- Each academy, and the central team, must conduct a written First Aid Needs Assessment to determine the number of First Aiders and Appointed Persons required, the types of first aid kit needed and any specialist first aid requirements, such as epipens.
- The Needs Assessment must take account of the number and age of pupils, the layout and size of premises, activities undertaken, off site visits and staffing patterns.
- First Aiders must hold a current First Aid at Work (FAW - three day) or Emergency First Aid at Work (EFAW- one day) certificate as determined by the Needs Assessment, renewed every three years.
- Specialist first aid training must be in place where required. This includes paediatric first aid, defibrillator use, anaphylaxis management and mental health first aid.
- First aid boxes must be properly stocked, checked regularly and replenished after use.
- The names and locations of First Aiders must be displayed prominently throughout the academy.
- All first aid treatment must be recorded. Records are held confidentially.
- Adequate first aid cover must be maintained during all school activities, including off site visits, out of hours events and residential trips.

12. Gas Installations and Appliances

- All gas appliances and installations must be serviced and inspected annually by a Gas Safe Registered engineer.

- Gas safety certificates must be held on the Trust's compliance platform. Responsibility for this sits locally in each academy.
- Any suspected gas leak requires immediate evacuation of the affected area, shutting off the gas supply at the meter where safe to do so, and calling the National Gas Emergency Service on 0800 111 999.
- Only Gas Safe Registered contractors are permitted to work on gas installations and appliances.

13. Hazardous Substances (COSHH)

Many academy activities involve hazardous substances. These include cleaning materials, science laboratory chemicals, art materials, design and technology adhesives, and pool chemicals where applicable.

- All hazardous substances in use must be listed on an inventory with current Safety Data Sheets available at the point of use.
- A COSHH assessment must be conducted before any hazardous substance is introduced or used.
- Assessments must identify suitable substitutes where practicable. Where substitution is not possible, appropriate controls must be implemented in the following hierarchy: elimination, substitution, engineering controls, administrative controls, personal protective equipment.
- Hazardous substances must be stored in designated, properly labelled, fire resistant storage away from ignition sources.
- Spill kits and emergency procedures must be in place for all significant chemical hazards.
- COSHH assessments for science teaching must follow CLEAPSS guidance.

14. Health, Safety and Welfare Facilities

All BDAT Academies must provide welfare facilities that comply with the Workplace (Health, Safety and Welfare) Regulations 1992. These include:

- Clean and adequate sanitary and washing facilities in sufficient numbers for all staff and pupils.
- Access to drinking water.
- Facilities for staff to heat food and prepare hot drinks.
- Adequate space, ventilation, lighting and temperature in all work and teaching areas.
- Appropriate provision of disabled toilet and changing facilities.
- Changing facilities, rest areas and consideration for new and expectant mothers.
- Lockers or secure storage for staff personal belongings where appropriate.

Internal workplace temperatures must be reasonable. A minimum of 16 degrees Celsius for sedentary work and 13 degrees Celsius for physical work applies. Where temperatures fall below these thresholds for a prolonged period, the Headteacher must consult with the dCOO regarding possible mitigation before closure is considered.

15. Home Working

- Employees who regularly work from home, defined as an average of more than 10 per cent of working hours, must complete a home working risk assessment and DSE self-assessment.
- The academy must ensure home workers have access to management support and regular communication with colleagues.
- Contractual and insurance arrangements must account for work taking place at home.

16. Legionella and Water Safety

Responsible Person

BDAT Trust is the responsible person for Legionella under the Health and Safety at Work Act 1974 and the Management Regulations 1999. The Headteacher is formally appointed as the responsible person at academy level for day to day implementation. The Head of Estates holds Trust level oversight.

Risk Assessment and Written Scheme

- A Legionella risk assessment must be in place at each academy. It must be conducted by a competent Legionella specialist contractor, preferably LCA registered, and reviewed at least annually and formally replaced every two years.
- A written scheme of control must be in place at each academy based on the findings of the risk assessment.
- Risk assessments must be reviewed following any significant change to the water system or building use.

Day to Day Control Measures

- Hot water must be stored at 60 degrees Celsius or above and distributed at no less than 50 degrees Celsius.
- Cold water must be stored and distributed below 20 degrees Celsius.
- Infrequently used outlets must be flushed weekly to prevent stagnation. Where this is not possible they should be removed or capped.
- Sentinel tap temperatures must be monitored monthly and recorded.
- Showerheads must be descaled and disinfected at least quarterly.

Records and Monitoring

- Records of all temperature monitoring, flushing, descaling and contractor visits must be maintained at the academy and available for inspection.
- A specialist competent contractor must conduct periodic monitoring visits at a frequency defined in the written scheme, to verify that controls are being implemented.
- In the event of a Legionella positive result or a suspected case of Legionnaires Disease, the dCOO and CEO must be notified immediately and public health authorities must be engaged.

17. Lone Working

- Academies must identify all lone working situations and complete a risk assessment for each.
- Lone workers must maintain regular communication whilst working in isolated situations.
- Lone workers must not carry out tasks identified as prohibited for lone working. These include work at height, use of machinery, heavy manual handling and live electrical work.
- The building must be subject to a security sweep prior to lockdown.

18. Manual Handling

- All significant manual handling tasks must be assessed using the TILEO framework covering Task, Individual, Load, Environment and Other factors.

- Mechanical aids such as trolleys and sack trucks must be provided wherever practicable to eliminate or reduce manual handling.
- Staff involved in significant lifting must receive manual handling training.
- Staff must report any health conditions or musculoskeletal concerns that may affect their ability to carry out manual handling tasks safely.
- Records of manual handling assessments are retained for a minimum of five years.

19. New and Expectant Mothers

- Employees must be encouraged to inform their manager of pregnancy at the earliest opportunity. All information is treated in strictest confidence.
- A risk assessment must be conducted for the work of any new or expectant mother, considering their specific condition and the nature of their work.
- The risk assessment must include consideration of physical demands, chemical exposure, radiation, stress and fatigue.
- Where risks cannot be eliminated or controlled, working conditions or hours must be adjusted. If this is not reasonably practicable, suitable alternative work or suspension on full pay must be offered.
- A suitable rest area must be available.
- Risk assessments must be reviewed as the pregnancy progresses.

20. Noise

- Activities that generate significant noise, including music departments, design and technology workshops and grounds maintenance, must be assessed under the Control of Noise at Work Regulations 2005.
- Where noise levels approach or exceed the exposure action values, hearing protection zones must be designated and suitable PPE provided.
- Staff regularly exposed to significant noise levels must receive hearing surveillance where required.

21. Occupational Health

- All BDAT Academies must engage the Trust's preferred occupational health provider for staff health surveillance, fitness for work assessments and support for staff with health conditions that affect their work.
- Occupational health records are retained confidentially by the independent provider, in line with employment law retention schedules.
- Referrals may be made by managers or by self-referral in accordance with Trust arrangements.

22. Off Site Working

- Any work carried out off site, including CPD, educational or work related visits, consultancy and events, is subject to a task specific risk assessment.
- Educational visits must be planned by a trained and competent Visit Leader. EVC qualification is required for residential and adventurous activities.
- The DfE Health and Safety on Educational Visits guidance must be followed for all off site activities.

- Routine off site working may be covered by a generic risk assessment.
- Adequate first aid provision and emergency communications must be arranged for all off site activities.

23. Permits to Work

Permits to Work must be used for any non-routine, high-risk maintenance or construction activity where standard risk assessments and method statements alone are insufficient. The Permit system ensures:

- The work has been planned, authorised and all hazards identified.
- Appropriate precautions are in place before work begins.
- All parties understand what work is to be carried out, when and by whom.

Permits are required as a minimum for hot work, confined space entry, work on or near ACMs, work on live electrical equipment, roof work and excavations near services. The Academy Business Leader manages the permit system on site. For any centrally delivered projects, this function will be fulfilled by the dCOO.

24. Personal Protective Equipment

- PPE is provided where risks cannot be adequately controlled by other means.
- PPE requirements must be identified through risk assessment. The appropriate equipment must be selected, provided free of charge and maintained.
- Staff must be instructed in the correct use, storage and maintenance of PPE.
- PPE that is found to be defective must be replaced immediately.
- Employees must use PPE as instructed. Failure to wear required PPE may result in disciplinary action.

25. Personal Safety and Violence

BDAT recognises that staff in educational settings may be at risk of verbal abuse, threats or physical assault. All BDAT Academies will:

- Assess violence as part of general premises and activity assessments.
- Implement physical design controls to reduce violence risk, including reception layout and access control.
- Robustly investigate all reported incidents of violence or aggression.
- Offer management and occupational health support to staff who have been subject to abuse or assault.
- Involve the Police and seek prosecution where staff are physically assaulted.

BDAT maintains a Staff Safety Policy which should be reviewed in conjunction with the above.

26. Risk Assessment

Risk assessment is the foundation of BDAT's approach to health, safety and risk management. Health and safety risks shall be managed in accordance with the principles set out in the Trust's Risk Management Policy. All significant health and safety risks must be identified, assessed, controlled, monitored and, where appropriate, recorded within local or Trust risk registers.

The management of health and safety risks follows the Trust's five-stage risk management framework:

Identify Risks

Academies must identify hazards, activities, locations, equipment, substances and working practices that may present a risk to the health, safety or welfare of employees, pupils, contractors, visitors or others affected by academy activities. Identified risks should be documented and assigned to an appropriate risk owner.

Measure Risks

Risks must be assessed using consideration of:

- The likelihood or probability of the risk occurring.
- The impact or severity should the risk occur.
- Existing control measures already in place.

Where appropriate, academies should apply the Trust's risk matrix methodology to determine the overall level of risk and to prioritise actions.

Manage Risks

Suitable control measures and mitigating actions must be identified and implemented to eliminate risks where reasonably practicable or reduce risks to the lowest reasonably practicable level. Controls should be proportionate to the level of assessed risk and reviewed to ensure continued effectiveness.

Monitor Risks

Risk assessments must be treated as live documents and reviewed regularly to ensure that controls remain effective. Risks must also be reviewed following:

- Any accident, incident or near miss.
- Significant changes to premises, activities or personnel.
- Changes to legislation or guidance.
- Identification of new hazards or emerging risks.

Report Risks

Significant health and safety risks, incidents, emerging risks and outstanding control actions must be reported through academy management arrangements and governance structures, including the Local Governing Body, Trust leadership and Board of Trustees where appropriate. High-level health and safety risks should be escalated in accordance with the Trust's Risk Management Policy and risk appetite framework.

All health and safety risk assessments must identify:

- The risk and potential consequences.
- Persons who may be affected.
- Existing controls.
- Further mitigating actions required.
- The responsible risk owner.
- Review dates and monitoring arrangements.

The following table sets out the types of risk assessment required and the level of competence required to carry each out.

Type of Risk Assessment	Competent Assessor Required
Fire Risk Assessment	Competent third-party assessor from a nationally recognised fire risk assessor scheme (e.g. BAFE SP205). Biennial review as a minimum.

Asbestos Management Survey	UKAS accredited asbestos surveying contractor. Required for all pre-2000 buildings.
Refurbishment and Demolition Survey	UKAS accredited contractor. Required before any work that disturbs building fabric.
Legionella Risk Assessment	Competent third-party Legionella specialist. LCA registered contractor preferred. Annual review.
COSHH Assessment	Trained COSHH assessor with experience of hazardous substance assessment.
General Premises Risk Assessments	Competent assessor. In house with appropriate training, or external adviser.
Educational Visits and Off Site Activities	Trained Visit Leader. EVC qualified for residential and adventurous activities. Third party verification as required.
Manual Handling	Competent assessor. In house or external.
Display Screen Equipment (DSE)	Competent assessor. Self-assessment is acceptable where the user has received recognised training.
Work at Height	Competent person with relevant working at height training and experience.
Curriculum Risk Assessments (Science, DT, Art, PE)	Head of Department or Faculty Leader. CLEAPSS and AfPE guidance to be applied as relevant.
New and Expectant Mothers	Competent person with occupational health input where required.
Lone Working	Line manager in conjunction with the employee.
Young Persons and Work Experience	Competent assessor. Parental notification required for persons below school leaving age.

Risk assessments must be reviewed at least annually, or more frequently following an incident, a significant change to activities, premises or personnel, or when new guidance is issued. Records are retained for a minimum of five years.

27. Slips, Trips and Falls

- All BDAT Academies must carry out a review of the premises for slip, trip and fall hazards and must take action to resolve the issues identified and record these in the risk assessments.
- Housekeeping standards and the condition of floors should be reviewed formally on a termly basis as part of the workplace monitoring regime.
- Steps and stairs must be equipped with handrails. Step edges must be maintained in good condition and highlighted with yellow paint where required for external visibility.
- Cleaning regimes must control dust, grease and other floor hazards. All hard flooring must be cleaned at least once per week.
- Wet floor signs must be deployed wherever floors are wet. Floors in use whilst wet must be dried as far as reasonably practicable.
- Arrangements must be in place to deal promptly with ice, snow and leaf accumulation on external pathways.
- Where safety footwear is required for staff, it must be provided free of charge.

28. Smoking

Smoking is not permitted on any BDAT Academy site, in company vehicles or in private vehicles when carrying passengers on school business. This includes the use of e-cigarettes and vaping devices. Appropriate no smoking signage must be displayed at all entrances and in all vehicles covered by the Smokefree (Premises and Enforcement) Regulations 2006.

29. Stress and Wellbeing

BDAT recognises that work related stress can be damaging to employee health and performance. All BDAT Academies will:

- Carry out stress risk assessments where work related stress is identified as a significant risk.
- Apply the HSE Management Standards framework to assess and manage stress.
- Provide access to confidential occupational health advice and employee assistance.
- Ensure that managers are trained in recognising and managing stress within their teams.
- Provide regular communication and consultation with staff on workload and working conditions.

30. Training

Training in health and safety is a legal requirement. It is also essential to building a competent and safe workforce. Training needs are established through reviewing legislation and guidance, consultation with the competent person, discussion with staff and consideration of each academy's specific activities.

Once a training need has been identified, the academy must have a procedure in place for approval, booking and recording. A training matrix should be established to keep employees up to date. Training is discussed as part of each employee's appraisal.

Role	Required Training	Refresh Frequency
Trust H&S Lead - dCOO	H&S Awareness Legionella Awareness. Asbestos Awareness.	Annually
Headteacher / Principal	H&S awareness. Fire safety awareness.	Annually
Academy Business Manager	H&S Awareness Legionella Awareness. Asbestos Awareness.	Annually
Governors and Trustees	H&S awareness.	Annually
Site Manager / Caretaker	Legionella Awareness. Asbestos Awareness. Manual Handling. Working at Height. COSHH.	Annually
Heads of Department (Science, DT, Art, PE)	CLEAPSS and AfPE guidance. COSHH assessment. Risk assessment training.	As relevant to subject area
Fire Marshals	Fire marshal training.	Annually or on change of premises

First Aiders	EFAW (1 day) or FAW (3 day) as required by the needs assessment. Paediatric First Aid.	3-yearly requalification.
All Teaching Staff	H&S awareness. Fire safety awareness.	Annually
All Support Staff	H&S awareness. Fire safety awareness.	Annually
DSE Users	DSE awareness.	Annually. Review if workstation changes.
Educational Visit Leaders	EVC training. Outdoor first aid for overnight and adventurous activities.	3-yearly requalification.
Minibus Drivers	MIDAS assessment. D1 entitlement check.	Every 3 years

Training needs are reviewed at induction, as part of the annual appraisal, following any significant incident and when there are changes to roles, premises, activities or legislation. Records of training are kept for all employees.

31. Vibration

- Activities involving regular use of vibrating tools or machinery, including grounds maintenance and design and technology, must be assessed under the Control of Vibration at Work Regulations 2005.
- Where exposure is likely to approach or exceed the daily Exposure Action Value, engineering controls and reduced exposure periods must be introduced.
- Health surveillance must be provided for staff regularly exposed to significant vibration levels.

32. Visitors

- All visitors to academy premises must sign in and receive a visitor badge which must be worn throughout their visit, adhering to local safeguarding arrangements.
- Visitors must be briefed on relevant safety information including fire evacuation procedures and assembly points.
- Staff hosting visitors are responsible for ensuring visitor safety throughout the visit.
- In the event of an emergency, visitors must be escorted by their host to the assembly point.
- Unauthorised persons observed on academy premises must be challenged and reported to the academy office immediately.
- All visitor arrangements must comply with the academy's Safeguarding and Child Protection Policy.

33. Waste Management

- All waste generated by academy activities must be disposed of responsibly and in accordance with the duty of care under the Environmental Protection Act 1990.
- Waste transfer notes must be retained on site for a minimum of five years.
- Hazardous waste, including chemical waste, fluorescent tubes, batteries and clinical waste, must be collected by a licensed waste contractor.
- Recycling must be encouraged across all academies in line with BDAT's Climate Action Strategy.
- Biohazard waste must be segregated and collected by an appropriate licensed contractor.

34. Work at Height

- All work at height activities must be identified, assessed and planned in advance.
- The need to work at height must be eliminated wherever reasonably practicable.
- Where work at height cannot be avoided, collective prevention measures such as edge protection, working platforms and safety nets must be used before personal fall arrest equipment, and ladders used only as a last resort for light short duration tasks.
- Scaffolds and mobile elevated work platforms must be erected and inspected by a competent person.
- No lone worker may carry out work at height.
- All staff who work at height must receive appropriate training for the specific equipment and task. Records must be maintained.

35. Work Equipment

- All work equipment must be suitable for its intended purpose and comply with the Provision and Use of Work Equipment Regulations 1998.
- Equipment must be inspected at installation and regularly thereafter in accordance with the manufacturer's instructions and relevant guidance.
- Defective equipment must be immediately taken out of service and labelled accordingly until repaired or replaced.
- Maintenance records must be retained for a minimum of five years.
- For curriculum equipment in Design and Technology, Science, Physical Education and catering, use must be restricted to authorised and trained personnel. Appropriate guarding and lockout procedures must be in place.
- Power tools on site must be 110 volt CTE type or battery powered. 240 volt tools may only be used with an RCD adaptor in dry conditions.
- BDAT staff are not permitted to use personal tools for work purposes.

36. Workplace Transport

Academy sites may be accessed by vehicles making deliveries, collections or attending for maintenance and construction. All BDAT Academies must ensure:

- Traffic routes are clearly designated and separated from pedestrian areas wherever practicable.
- Site speed limits are enforced and appropriate signage is provided.
- Reversing is minimised. Where unavoidable, reversing aids, banksmen or cameras must be used.

- Vehicle and pedestrian movements are managed carefully at peak times, including school opening, closing and during deliveries.
- Loading and unloading areas are clearly designated and separate from pupil movement areas.
- Site vehicles are subject to regular inspection and maintenance in accordance with manufacturer guidelines.

37. Working Time

- BDAT will ensure that all workers comply with the Working Time Regulations 1998.
- The maximum average working week is 48 hours, averaged over 17 weeks. Workers may opt out voluntarily but cannot be required to do so.
- Workers are entitled to a minimum 11-hour rest period in every 24 hours and 24 hours rest per week.
- Excessive working hours increase the risk of accidents, ill health and errors. Line managers must monitor staff workloads.

38. Winter Conditions

- Each academy must have contingency plans for loss of heating, power and water. These must be included in the Critical Incident and Business Continuity Plan.
- Where the temperature in work areas falls below 16 degrees Celsius for sedentary work or 13 degrees Celsius for physical work for a prolonged period, the Headteacher must consult with the dCOO regarding possible mitigation before closure is considered.
- External walkways, steps and car park areas must be gritted and cleared of snow and ice promptly.
- Wet floor signs must be used at building entrances during wet and wintry conditions.
- Outdoor workers must be provided with appropriate thermal clothing, non slip overshoes and gloves.
- Where snowfall affects commuter routes, managers should monitor conditions and release staff early if necessary.

39. Young Persons and Work Experience

- A young person is defined as anyone under the age of 18.
- A risk assessment must be conducted specifically for any young person undertaking work experience or employed by an academy.
- The risk assessment must take account of their inexperience, immaturity and lack of awareness of potential risks.
- For young persons below school leaving age, a copy of the risk assessment must be provided to the parent or guardian before the placement commences.
- Additional supervision, instruction and information must be provided as determined by the risk assessment.
- Young persons must not be assigned to activities identified as prohibited for young workers under the Young Persons (Employment) Regulations.

Monitoring, Audit and Review

Active Monitoring

Active monitoring involves checking before things go wrong. BDAT's active monitoring programme includes:

- Bi-Annual health and safety audit of each academy conducted by an appointed competent person, against the HSG65 management system framework.
- Annual physical site inspection at each academy by the Headteacher and Academy Business Leader, producing a written action plan informing the Estates Development Programme.
- Termly workplace monitoring by the Academy Business Leader and Site Manager / Caretaker, covering fire escape routes, housekeeping, floors and slip and trip hazards, emergency equipment, welfare facilities and work equipment condition.
- Annual review of all risk assessments.
- Ongoing review of all statutory compliance certificates and records, covering fire, asbestos, Legionella, electrical, gas and lifts.
- Regular departmental inspections by Heads of Department, particularly in Science, Design and Technology, Art and Physical Education.
- Trust level health and safety performance report to the Board of Trustees annually.
- School level health and safety performance reported to Local Governing Bodies at each meeting.

Reactive Monitoring

Reactive monitoring involves learning from events when things go wrong. BDAT's reactive monitoring includes:

- Investigation of all accidents, incidents and dangerous occurrences to identify root causes.
- Analysis of accident and incident trends at academy and Trust level.
- Review of risk assessments following any incident.
- Review of relevant policies and procedures where systemic failures are identified.

Annual Reviews

The following must be reviewed annually at each academy as a minimum:

- Fire risk assessment.
- Legionella risk assessment.
- Health and Safety Policy.
- Whole school physical environment inspection.
- High risk department risk assessments covering Science, Design and Technology, Art and Physical Education.
- Educational visits arrangements.
- Training records and training matrix.
- Accident and incident statistics and trends.

Amendment Record

Date	Section	Ref/Title	Details of Amendment	Changed By
July 2026	All	New Document	Initial issue. Full policy produced by BDAT with support from Safety Group	Andrew Cheeseman, BDAT

Health and Safety Rules

The following rules apply to all employees, contractors, pupils and visitors on BDAT academy premises. Failure by employees to observe these rules may constitute a breach of contract and may result in disciplinary action. Breach of health and safety legislation by an employee is a criminal offence.

General

- All persons on academy premises have a duty to co-operate with management to ensure health and safety obligations are met.
- No person may intentionally or recklessly interfere with anything provided for health, safety or welfare purposes.
- Any unsafe activity, item or situation must be reported to the relevant manager immediately.

Working Practices

- Employees must not operate any item of equipment unless trained and authorised to do so.
- Smoking, e-cigarettes and vaping are not permitted on any BDAT premises or in school vehicles.
- Employees must not be under the influence of alcohol or drugs while at work.
- Employees must wear appropriate personal protective equipment as instructed.
- Work at height must only be undertaken by trained and authorised personnel.

Hazard and Warning Signs

- All hazard and warning signs must be observed and complied with.
- Fire exits, escape routes and fire doors must not be obstructed at any time.
- Fire doors must be kept closed during the working day.

Reporting

- All accidents, near misses, hazards and defects must be reported promptly to the relevant line manager or Site Manager.
- Employees must report any change in their health that may affect their ability to work safely.

Health and Safety Contacts

The following are the key health and safety contacts for BDAT. Each academy must maintain a local list of competent persons and health and safety contacts as part of their site specific policy.

Role	Contact Details
BDAT Chief Executive Officer	Carol Dewhurst OBE. Via BDAT Central Office.
BDAT Chief Finance and Operations Officer	Ashley Reed. Via BDAT Central Office.
BDAT Deputy Chief Operating Officer	Andrew Cheeseman. Via BDAT Central Office.
Safety Group (Competent Person and H&S Adviser to the Trust)	Tel: 01138 314022. Email: info@safetygroupuk.com. Web: safetygroupuk.com
HSE (RIDDOR reporting)	Online: riddor.hse.gov.uk. Tel: 0345 300 9923
National Gas Emergency Service	Tel: 0800 111 999 (24 hours)
Environment Agency (pollution incidents)	Tel: 0800 807060 (24 hours)

Each academy is required to include the contact details of their competent persons for the following. This can be the same person for each point.

Role	Name
Person responsible for health and safety within the academy (Headteacher)	Philippa Foster
Competent person, responsible for implementation and monitoring of health and safety arrangements within the academy.	Paul Chell
Competent person, responsible for fire safety inc. risk assessment	Paul Chell
Competent person, responsible for fire alarm and emergency light testing	Suzanne Harrison
Competent person, responsible for gas safety	Paul Chell
Competent person, responsible for electrical installation and PAT testing	Suzanne Harrison
Competent person, responsible for legionella management	Paul Chell
Competent person, responsible for asbestos management	Paul Chell