

## Health and Safety Policy

### Policy Statement

Bright Futures Learning Trust acknowledges its duty to provide and maintain a safe place of work and high safety standards across all of our premises. It is our policy to ensure, so far as is reasonably practicable, that our school operations and any services that we provide are conducted in such a manner to prevent harm or injury.

It is our intention to:

- Establish continual high standards of health and safety within our schools, offices or any other properties that we may own, lease or manage.
- Ensure that relevant information on health and safety is shared with our pupils, staff, visitors and contractors
- Identify any significant risks and put in place systems to remove or reduce those risks where possible
- Ensure that all members of the school community are given the necessary information, training and supervision to carry out activities safely
- Organise and plan for effective health and safety
- Ensure systems are in place to allow those who access our facilities to provide feedback and raise any health and safety issues they may encounter

Copies of this policy statement will be available on relevant staff noticeboards from date of approval and the full policy available on the Staffshare database.

Signed: *G.E. Kozłowski* Date: October 2022

Mrs G Kozłowski  
Chief Executive Officer  
Bright Futures Learning Trust

## Roles and responsibilities

Overall responsibility for this policy rests with The Board of Trustees. Operationally, that responsibility is delivered via the Chief Executive Officer who will ensure that suitable arrangements and appropriate investment is put in place to manage and maintain the Trusts health and safety standards and may delegate this responsibility to appropriately competent staff.

Head Teachers	Overall control at the school level
Trust Facilities Manager	Monitoring and ensuring compliance Building management Responsibility for health and safety issues
Heads of Year	Overview of department process and procedures
Site caretaker / Premises officer	General responsibility for day to day building/grounds and health & safety issues

All Bright Futures Learning Trust colleagues and those attending our sites are reminded that they also bear responsibility for their own health and safety as well as those who might be affected by their activities as prescribed within the Health and safety at Work Act 1974.

Together we help make a contribution to the Trusts safety culture and the achievement of its aims and objectives

### Scope of this document

This policy seeks to promote a positive health and safety culture and safeguard the welfare of anyone who may be affected by the activities of Bright Futures Learning Trust including:

- pupils
- colleagues
- school service providers
- Contractors
- Visitors

## Arrangements for Health and Safety

Statement	Related Policies/RA's	Arrangements
Accident / First Aid Procedures	<p>First Aid Policy</p> <p>Administering Medications policy</p> <p>Administering Medications RA</p>	<p>Any first aid incidents are dealt with by qualified school first aiders. Each school has either general or pediatric qualified first aiders available at all times and a list of qualified staff is held and on display at each school.</p> <p>The emergency services are to be called where the extent of the injury is beyond the scope or knowledge of a designated first aider.</p> <p>The first aider present at the scene should take overall responsibility for managing the injury/incident but can designate roles to additional staff as required.</p> <p>First aid boxes are situated around the schools in locations. All first aid boxes are clearly marked and are easily accessible by staff during all working hours.</p> <p>Designated first aiders are responsible for making sure all first aid boxes are kept appropriately stocked.</p>
Asbestos	Asbestos Policy	<p>Where asbestos is present anywhere on a school site, an asbestos survey/ register is available for reference.</p> <p>Known Asbestos is checked quarterly by the Facilities/premises team.</p> <p>The Trust buys in asbestos advice and support from specialist providers who carry</p>

		out an annual check and report as required.
Cleaning & Control of Hazardous Substances (COSHH)	Cleaning Activities RA Storing of Chemicals RA	<p>Our cleaning contractors – SCB Cleaning services (Goldsworth/St Johns) and Woodings (Knaphill Junior &amp; Lower) Are responsible for carrying out their own COSHH assessments and for ensuring the correct data sheets are present and readily available at all of their contracted locations.</p> <p>Compliance with the above is monitored by the Facilities Manager</p> <p>Trust schools will conduct a COSHH assessments, as appropriate, for hazardous substances used or encountered by other staff in the work environment.</p>
Contractors	Contractor Code of Conduct	<p>Contractors will be vetted and will be required to complete Access Control/Permit to Work/Hot Work documents as necessary.</p> <p>Regular contractors have provided their DBS details and these are held on the central file.</p> <p>For larger scale works, The contractor should provide the local school with a risk assessment identifying the potential risks to students, staff and visitors.</p> <p>In cases of larger works, the facilities manager will arrange work to take place outside school hours (wherever possible) in order to minimize disruption and potential risks to students, staff and visitors.</p>
Display Screen Equipment		Compliance with Display Screen Equipment legislation, will be a joint approach between the Trust and our new IT Contractors (eduthing)

		<p>All employees who use Display Screen Equipment as a significant part of their job will be expected to carry out an annual self-assessment of their workstation.</p> <p>This information will then be used to ensure the risks to users of Display Screen Equipment are reduced to the lowest extent reasonably practicable by the provision of appropriate equipment and training.</p> <p>Display Screen Equipment users will be encouraged to take periodic breaks from their workstation.</p>
Electrical safety	Electrical Safety Policy	<p>BFLT schools adopt a routine cycle of maintenance and testing. The fixed wiring and, electrical installations located within our schools, are tested on a 5 yearly basis.</p> <p>The Trust also maintains two swimming pools. The fixed wiring in these locations are tested annually.</p> <p>Portable equipment (PAT testing) is carried out on an annual basis. Users of portable equipment should undertake a visual check before each use. This includes Laptop trolleys and in particular, an inspection of their mains power cables for damage. Portable equipment brought into school by members of staff should not be used until it has been PAT tested, unless it is brand new and marked with the appropriate CE mark.</p> <p>Users of portable electrical equipment are responsible for the safe management of any trailing cables. All electrical equipment must be used only for its intended purpose.</p>

Fire Safety & Evacuation		<p>All members of staff must ensure they have read and understand the school's Fire Evacuation Procedure ( This can be found in Staff handbook)</p> <p>Fire Risk Assessments are reviewed annually for each site. If these are completed in house by the facilities manager, the Trust will ensure that an independent external auditor is brought in to carry out the assessment on a biannual basis in order to maintain transparency.</p> <p>Each school is responsible for housekeeping in their teaching and working areas. As far as possible storage of redundant combustible materials, such as used paper, old work books and disused furniture, should be kept to a minimum.</p>
Fire equipment/Detection		<p>Firefighting equipment is located at strategic points throughout our schools and is regularly inspected by approved external contractors to recommended intervals.</p> <p>In addition, all schools are fitted with full fire alarm systems which include break glasses, smoke detectors, heat detectors, automatic fire doors and shutters.</p> <p>The maintenance of this equipment is overseen by the facilities manager with additional duties delegated to on site premises staff where appropriate.</p>
Fire Doors		<p>Fire doors designed to slow spread of fire and smoke throughout the school have been installed at strategic points and will be regularly</p>

		<p>inspected and maintained by Trust Schools.</p> <p>Some of these doors are held on a magnetic system and are designed to close automatically in the event of a fire alarm.</p> <p>Doors must not be blocked, jammed or tied open. If a door needs to be held open (e.g. for ventilation or practical reasons) they should never be left unattended.</p>
Gas Services	Boiler & Plant Rooms RA	All schools boilers, heating and gas related cooking appliances, are inspected annually for safety by fully qualified external contractors.
Grounds maintenance	<p>Trees &amp; Plants RA</p> <p>Petrol Leaf Blowers RA</p> <p>Caretaking Duties RA</p> <p>Use of Hand Tool RA</p>	<p>The majority of the grounds maintenance at our schools is carried out by external contractors.</p> <p>Glendale and 3J's are the two contractors currently responsible for carrying out these services across the Trust</p> <p>In addition, local premises staff will maintain hedges, borders, planters, leaf blowing and other minor trimming as required.</p> <p>Pesticides should only be used if absolutely necessary and only when no pupils are present.</p>
Infection Control / Covid	<p>H&amp;S Covid Policy</p> <p>Cleaning Activities RA</p>	<p>Trust Schools will actively prevent the spread of infection as necessary through the following measures:-</p> <ul style="list-style-type: none"> <li>• Ensuring pupils utilise good hand washing practices</li> <li>• Maintaining a clean and well sanitised environment</li> </ul>

		<ul style="list-style-type: none"> <li>• Providing use of hand gels where necessary and posters containing advice</li> <li>• Providing PPE where necessary.</li> <li>• Immediately cleaning any spillages of bodily fluids and use of absorbent powders where applicable.</li> <li>• Use of sharps bins where necessary.</li> </ul>
Working at height	<p>Working at Height RA</p> <p>Changing lightbulbs &amp; Tubes RA</p>	<p>Low step ladders (no more than three steps) and kick stools can be used by staff once they have read and understood the Risk Assessment 'Working at Heights'.</p> <p>Larger ladders and other access equipment (such as mobile platforms), must only be used by members of staff who have undertaken appropriate external training.</p>
Risk assessments		<p>A collection of core Risk Assessments has been carried out by the facilities manager and these are available on staffshare. These can be used to assist with your own, where applicable.</p> <p>Health and safety in a school is about taking a sensible and proportionate approach. Significant, foreseeable risks must be formally assessed and recorded and staff are responsible for carrying out RA's as required.</p>
Security	<p>Site security &amp; safety RA</p> <p>Additional use of School premises RA</p>	<p>All staff and external club providers are issued with access control cards or codes as required.</p> <p>This information is held on a central database and can only be accessed by those with</p>



		<p>responsibility for managing the system.</p> <p>Any unauthorised, persons on site without a valid reason, or anyone who demonstrates aggressive or violent behaviour, will be asked to leave under the requirements Section 547 of the Education Act 1996</p> <p>All staff are reminded that they have a responsibility to ensure that they close magnetic doors behind them along with shutting windows, physically locking doors and setting intruder alarms where appropriate.</p>
Manual Handling	Manual Handling Operations RA	<p>Manual handling operations should be avoided as far as is reasonably practicable where there is a risk of injury.</p> <p>If heavy items need moving, please contact the site team who will assess and carry out the task using additional equipment where required.</p> <p>Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task.</p> <p>When lifting an object off the ground staff should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.</p>

Classroom and Office safety	<p>Daily Classroom Checks and activity RA</p> <p>School Office and admin Areas RA</p>	<p>Offices should be kept clean and tidy. They should be free from tripping and electrical hazards.</p> <p>Staff concerned about the working environment (temperature, lighting etc.), facilities (toilets, eating, washing, changing etc.) cleaning or general safety should advise their line manager of their concerns.</p> <p>Condition of rooms checked. Prompt maintenance of defects included carpet to be glued if raised</p> <p>Good House keeping</p> <p>Designated storage</p> <p>Doors unobstructed</p> <p>Trailing cables removed, routes altered or cable covers used</p>
Snow & Ice Clearance	Snow and Ice RA	As per BFLT Risk Assessment - Reasonable effort will be made to ensure that paths have clear access and remain in a safe condition throughout the day.
Smoking	Smoking Policy	Smoking is prohibited in all areas of the schools
Vehicles on site	Vehicle Movements and Car Parks RA	<p>The Trust maintains five mile per hour's speed limits on all of our sites.</p> <p>Access to sites is via vehicle barrier and sites cannot be accessed without permission inside of core school hours.</p> <p>In the interests of safety, some of our schools enforce a 'no vehicle entry or exit policy' between certain hours of the day.</p>

<p>Violence and aggression</p>		<p>Bright Futures Learning Trust will not tolerate any threatening physical or verbal behaviour on any of its sites or directed toward any member of the wider school community.</p> <p>This applies to staff, pupils, parents/guardians, contractors or other members of the public.</p> <p>Any incident of a threatening nature, should be reported to a member of SLT staff immediately.</p> <p>An appropriate entry must be made on CPOMS for an incident involving pupils (or their parents/guardians) as soon as possible.</p>
<p>Visitors and volunteers</p>	<p>School Work Experience Placements RA</p> <p>Volunteer Policy</p>	<p>Volunteers bring with them a range of skills and experiences that can enhance the learning opportunities of all the pupils. The school</p> <p>BFLT therefore welcomes and encourages volunteers and visitors from the local and wider community.</p> <p>Volunteers could include any of the following</p> <ul style="list-style-type: none"> <li>Members of the Governing Body</li> <li>Parents, carers, guardians</li> <li>Students on Work Experience or Placement</li> <li>Ex-members of staff</li> <li>Local residents</li> <li>Staff family members</li> </ul> <p>Please see the relevant documents listed for further details</p>

## Policy Monitoring

This policy will be reviewed on an annual basis and regularly monitored through:

- health and safety audits and compliance inspections
- Periodic reviews of all accidents, incidents or near misses
- Regular reviews of health and safety training records
- Reactive monitoring of any accidents, illness or damage to property to determine where health and safety procedures may not be sufficiently robust
- Where necessary, the Trust will seek the advice of health & safety specialists in order to establish best practice and suitable precautions to deal with potential risks within the school

Version Number	Purpose/Change	Author	Approved by	Issue date
BFLT/H&SP/1.0	Original	B Rolland Facilities Manager	Gill Kozlowski CEO  Board of Trustees	17.10.22
BFLT/H&SP/1.1	Review/Amendment	B Rolland Facilities Manager	Gill Kozlowski CEO  Board of Trustees	17.01.24